

Driver Qualification Policy

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REGULATORY NOTICE

This policy establishes minimum compliance standards under 49 CFR Parts 382, 383, and 391 (Federal Motor Carrier Safety Regulations). Failure to comply with this policy may constitute a violation of federal law and subject the company and responsible individuals to civil penalties, loss of operating authority, and/or criminal liability. All personnel with responsibilities under this policy are required to read, understand, and adhere to its provisions.

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1. Purpose and Scope

This policy establishes the uniform standards, procedures, and responsibilities governing the qualification, onboarding, ongoing monitoring, and disqualification of commercial motor vehicle (CMV) drivers operating under BOF Logistics & Transportation company authority. The policy is issued to ensure full and continuing compliance with all applicable Federal Motor Carrier Safety Administration (FMCSA) regulations, specifically 49 CFR Part 391 (Qualifications of Drivers and Longer Combination Vehicle [LCV] Driver Instructors), and to protect the safety of company personnel, the motoring public, and the communities through which company vehicles operate.

The purpose of this policy is to:

- Define the minimum qualification criteria all CMV drivers must meet before being dispatched under company authority;
- Establish a documented, consistent, and auditable onboarding and monitoring process for driver qualification;
- Assign clear roles and responsibilities for policy administration and enforcement;

- Provide defined procedures for disqualification, suspension, and reinstatement;
- Ensure Driver Qualification Files (DQFs) are assembled, maintained, and retained in accordance with federal regulations and company standards; and
- Reduce the company's regulatory, operational, and liability exposure associated with unqualified or improperly monitored drivers.

1.1 Scope of Application

This policy applies to all individuals who operate, or are being considered to operate, a commercial motor vehicle on behalf of or under the authority of BOF Logistics & Transportation, including but not limited to:

- **Company-employed CDL drivers** (full-time, part-time, and seasonal);
- **Owner-operators** under permanent or temporary lease/dispatch agreements with the company;
- **Third-party contracted drivers** operating under company USDOT authority, per the terms of any transportation services agreement;
- **Temporary or agency-placed drivers** dispatched under company authority; and
- **Intern, trainee, or apprentice drivers** operating under supervision in a CMV requiring a CDL.

This policy applies to all personnel in Safety & Compliance, Human Resources, and Operations/Dispatch who administer, review, or rely upon driver qualification data. Scope does not extend to non-CDL light-duty vehicle operators, except where such operators are covered by separate company fleet policy.

2. Regulatory References

This policy has been developed in accordance with, and must be interpreted in conjunction with, the following federal, state, and internal regulatory frameworks. In all cases, the most stringent applicable standard shall govern. Where regulatory

changes occur, this policy shall be updated to reflect current requirements at the next scheduled review or through an expedited amendment process as defined in Section 14.

Reference	Title / Description	Applicability
49 CFR Part 391	Qualifications of Drivers and Longer Combination Vehicle (LCV) Driver Instructors	Core driver qualification requirements; DQF content; minimum standards
49 CFR Part 383	Commercial Driver's License Standards; Requirements and Penalties	CDL classes, endorsements, testing, disqualifications
49 CFR Part 382	Controlled Substances and Alcohol Use and Testing	Pre-employment, random, post-accident, and return-to-duty testing requirements
49 CFR Part 390	Federal Motor Carrier Safety Regulations — General	Carrier responsibilities, definitions, recordkeeping obligations
49 CFR Part 40	Procedures for Transportation Workplace Drug and Alcohol Testing Programs	Drug/alcohol testing procedures, MRO protocols, chain of custody
49 CFR Part 386	Rules of Practice for FMCSA Proceedings	Enforcement proceedings; civil penalties
FMCSA Drug & Alcohol Clearinghouse (49 CFR Part 382, Subpart G)	Commercial Driver's License Drug and Alcohol Clearinghouse regulations	Pre-employment and annual queries; prohibited driver status
FMCSA Medical Examiner Requirements (49 CFR Part 391.41-391.49)	DOT Physical Examination standards; MCSA-5876 Medical Examiner's Certificate	Physical qualification; medical certification currency
State DMV / BMV Regulations	Applicable state commercial driver licensing laws (all states of operation)	License validity, endorsements, state-specific disqualifications
Company Insurance Underwriting Standards	MVR acceptability thresholds and loss-control requirements set by the company's commercial auto insurer	Underwriting qualification criteria; may be more stringent than federal minimums
FMCSA Pre-Employment Screening Program (PSP)	FMCSA-maintained database of driver crash and inspection records	Pre-hire safety history review

① **NOTE — Regulatory Currency**

Regulations are subject to amendment. The Safety

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Compliance Coordinator is responsible for monitoring FMCSA regulatory notices and ensuring this policy is updated within 90 days of any applicable regulatory change. The current version of all cited regulations shall be considered incorporated by reference.

3. Definitions

For the purposes of this policy, the following terms shall have the meanings ascribed to them below. Definitions are consistent with 49 CFR Part 390.5 unless otherwise noted.

Term	Definition
Commercial Motor Vehicle (CMV)	Any self-propelled or towed motor vehicle used on a highway in interstate or intrastate commerce to transport passengers or property when the vehicle has a gross vehicle weight rating (GVWR) or gross combination weight rating (GCWR) of 10,001 lbs. or more; is designed to transport 9 or more passengers (including driver) for compensation; or is used in transporting hazardous materials requiring placarding.
CDL — Class A	Commercial Driver's License authorizing operation of any combination of vehicles with a GCWR of 26,001 lbs. or more, provided the towed vehicle has a GVWR of more than 10,000 lbs. Required for most tractor-trailer operations.
CDL — Class B	Commercial Driver's License authorizing operation of any single vehicle with a GVWR of 26,001 lbs. or more, or any such vehicle towing a vehicle of no more than

Term	Definition
	10,000 lbs. GVWR.
CDL — Class C	Commercial Driver's License authorizing operation of any single vehicle with a GVWR of less than 26,001 lbs. or any such vehicle towing a vehicle with a GVWR of no more than 10,000 lbs., designed to transport 16 or more passengers or transporting hazardous materials requiring placarding.
CDL Endorsements	Additional authorizations affixed to a CDL: H (Hazardous Materials); N (Tank Vehicle); P (Passenger); T (Double/Triple Trailers); X (Combination of Tank and Hazmat).
Clearinghouse	The FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse — a secure online database that provides real-time information about CDL driver drug and alcohol program violations.
Conditional Qualification	A temporary, provisional approval status granted to a driver pending resolution of a specific qualification deficiency, issued at the sole discretion of the Director of Safety & Compliance. The driver may not be dispatched under conditional qualification without documented authorization.
DAC Report	A report generated by HireRight (formerly USIS/DAC Services) reflecting a driver's prior employment and safety performance history, as provided by previous employers under FMCSA inquiry obligations (49 CFR 391.23).
Disqualifying Offense	Any conviction, action, or finding that renders a driver ineligible to operate a CMV under federal or state law, or under the standards of this policy. See Section 8 for enumerated disqualifying events.
Driver Qualification File (DQF)	The complete, organized record maintained by the company for each CMV driver, containing all documents required by 49 CFR 391.51 and this policy. The DQF is the primary evidentiary record of driver qualification.
MCSA-5876	The federal Medical Examiner's Certificate form, completed by a FMCSA-registered medical examiner, attesting that a driver meets the physical qualification standards of 49 CFR 391.41.
Motor Vehicle Record (MVR)	An official driving history report issued by

Term	Definition
	the relevant state Department of Motor Vehicles (DMV) or Bureau of Motor Vehicles (BMV), documenting the driver's license status, endorsements, violations, suspensions, and accident history.
Owner-Operator	An independent contractor who owns or leases the CMV they operate, and who has entered into a lease or service agreement with the company to perform transportation services under the company's USDOT operating authority.
PSP (Pre-Employment Screening Program)	An FMCSA-administered program enabling carriers and drivers to access records of a driver's five-year crash history and three-year roadside inspection history maintained in the FMCSA Motor Carrier Management Information System (MCMIS).
Return-to-Duty (RTD) Process	The federally-mandated process under 49 CFR Part 40, Subpart O, that a driver must complete following a drug or alcohol program violation before being permitted to resume safety-sensitive functions.

4. Minimum Qualification Standards

No individual shall be dispatched or permitted to operate a CMV under company authority until all minimum qualification standards set forth in this Section have been met and documented. These standards represent the minimum threshold; company insurance underwriting requirements or operational safety standards may impose more stringent criteria, which shall also apply.

4.1 Age Requirements

Age eligibility for CMV operation shall be determined based on the nature of the driving operation:

- **Interstate Commerce:** Drivers must be a minimum of twenty-one (21) years of age, as required by 49 CFR 391.11(b)(1).
- **Intrastate Commerce Only:** Drivers must be a minimum of eighteen (18) years of age, subject to applicable state law and the following restrictions:

drivers under twenty-one (21) may not transport hazardous materials requiring placarding; may not operate combination vehicles exceeding GCWR thresholds defined in state law; and are subject to enhanced supervision protocols as defined by the Director of Safety & Compliance.

- Date of birth must be verified by government-issued photo identification during the application process and recorded in the DQF.

4.2 License Requirements

- The applicant/driver must possess a valid CDL issued by a U.S. state or territory, of the class appropriate for the vehicle(s) to be operated.
- Required endorsements (H, N, P, T, or X) must be in force prior to operating any vehicle or route requiring such endorsement. No driver may operate a vehicle class or carry cargo requiring an endorsement that is absent from their license.
- The CDL must not be suspended, revoked, canceled, or otherwise invalid at any time the driver is dispatched or operates under company authority.
- Drivers may hold only one valid CDL at a time (one state of licensure). Duplicate or multi-state CDL holdings are a federal violation and constitute grounds for immediate disqualification.
- License class and endorsement must be re-verified at each annual MVR pull and upon any reported or discovered license action.

• IMPORTANT — License Verification

Physical inspection of the driver's CDL is required at onboarding. A photocopy or scan of the CDL front and back must be retained in the DQF. Verification against the state DMV/BMV issuing database must be completed prior to first dispatch.

4.3 Medical Certification

- All drivers are required to hold a valid DOT Medical Examiner's Certificate (MCSA-5876) issued by an FMCSA-registered medical examiner listed in the National Registry of Certified Medical Examiners (NRCME).
- The MCSA-5876 must be on file in the driver's DQF prior to first dispatch, and must not be expired at any time the driver is operating under company authority.
- Standard DOT physical examination certificates are valid for a maximum of twenty-four (24) months, unless issued for a shorter period based on health conditions; the shorter period governs.
- **Diabetes Insulin Exemption:** Drivers who require insulin to manage diabetes must possess a valid FMCSA diabetes exemption prior to operating a CMV. The exemption documentation must be placed in the DQF alongside the medical certificate, and the exemption renewal date must be tracked alongside the medical certificate expiration in the company's monitoring system.
- Drivers are required to self-report any change in medical condition that may affect their physical qualification to the Safety & Compliance Coordinator within five (5) business days of such change.
- The company shall not dispatch any driver whose medical certificate has expired. Expiration of the medical certificate constitutes an automatic suspension from service pending renewal verification.

4.4 Driving History — MVR Standards

An MVR from every state in which the driver has held a license in the past three (3) years must be obtained prior to hire and annually thereafter. The following standards apply:

Violation Category	Standard / Maximum Tolerance	Disposition
Minor moving violations	Maximum two (2) within 36-	Three (3) or more:

Violation Category	Standard / Maximum Tolerance	Disposition
(speeding under 15 mph over, improper lane change, following distance, etc.)	month look-back period	disqualifying; refer to Appendix B for scoring
Major violations — DUI/DWI or controlled substance	Zero (0) tolerance	Any occurrence within 10-year look-back: immediate disqualification
Reckless driving conviction	Zero (0) tolerance	Any occurrence within 5-year look-back: disqualifying
Hit-and-run / leaving scene of accident	Zero (0) tolerance	Any occurrence within 7-year look-back: disqualifying
Excessive speed (15 mph or more over posted limit)	Zero (0) tolerance	Any occurrence within 36-month look-back: disqualifying
License suspension or revocation	Zero (0) active; prior suspensions reviewed individually	Active suspension: disqualifying. Prior suspensions: case-by-case review by Director of Safety
At-fault accidents	No absolute bar; reviewed on case-by-case basis	Two (2) or more at-fault accidents in 36 months may disqualify; single serious-injury accident: detailed review required

All MVR results are reviewed against the MVR Scoring Matrix in Appendix B. Drivers who score at or above the defined threshold are disqualified. Drivers in a marginal zone may be referred for individualized review by the Director of Safety & Compliance.

4.5 Drug & Alcohol Clearinghouse

- A full pre-employment query of the FMCSA Drug & Alcohol Clearinghouse is mandatory for all applicants prior to any offer of employment becoming final and prior to first dispatch.
- Drivers with a current "Prohibited" status in the Clearinghouse — resulting from a drug or alcohol program violation without completion of the Return-to-Duty (RTD) process — are disqualified and may not be dispatched under any circumstances.

- Drivers with a prior Clearinghouse violation who have completed the RTD process and been restored to "Not Prohibited" status may be considered; however, such cases require review and written approval by the Director of Safety & Compliance before hire, and are subject to enhanced monitoring.
- Applicant written consent for the Clearinghouse query is required and must be retained in the DQF per Clearinghouse regulations.
- Annual Clearinghouse queries are required for all active drivers as set forth in Section 7.3.

4.6 Criminal Background

A criminal background check is required for all driver applicants. The following standards apply:

- **Disqualifying felony convictions** (any look-back period unless otherwise specified): felony involving use of a motor vehicle; drug trafficking or distribution; crimes of violence with bodily injury; fraud, theft, or embezzlement related to transportation or cargo; and any offense requiring registration as a sex offender.
- **Other felony convictions:** reviewed individually using the Individualized Assessment Process (described below) for convictions within the prior seven (7) years. Convictions older than seven (7) years may be considered but shall not, in isolation, disqualify an applicant.
- **Misdemeanor convictions:** reviewed on a case-by-case basis; driving-related misdemeanors carry elevated weight in the assessment.
- **Individualized Assessment Process:** Where a disqualifying or borderline criminal history is identified, the Director of Safety & Compliance must conduct a documented individualized assessment considering: the nature and gravity of the offense; time elapsed since conviction; evidence of rehabilitation; and the nature of the position sought. The assessment must be retained in the DQF.

- Criminal background checks must comply with applicable state "ban the box" statutes and EEOC guidance on the use of criminal records in employment decisions.

4.7 Employment Verification

- A minimum of three (3) years of prior CDL employment history must be verified for all applicants, as required by 49 CFR 391.21 and 391.23.
- Safety performance history inquiries must be submitted to all prior CMV employers within the three-year period, and responses (or documented non-responses) must be retained in the DQF.
- A PSP (Pre-Employment Screening Program) report must be obtained for each applicant. The PSP report must be reviewed against the MVR Scoring Matrix (Appendix B) and any discrepancies between PSP and applicant-provided history must be investigated prior to hire.
- Applicant written consent is required for PSP access and must be retained in the DQF.
- Gaps in employment history of sixty (60) days or more must be explained in writing by the applicant and verified to the extent reasonably practicable.

5. Driver Qualification File (DQF) Requirements

5.1 Required Documents

A complete DQF must be assembled for each driver prior to dispatch. The DQF must contain, at minimum, all documents listed below. Refer to Appendix A for the complete DQF Document Checklist with required format, timing, and responsible party for each document.

1. Completed driver employment application (FMCSA-compliant; signed and dated);

2. Copy of current, valid CDL (front and back);
3. Motor Vehicle Record (MVR) from all applicable states — dated within 30 days of hire;
4. PSP report — dated within 30 days of hire;
5. Pre-employment drug test result (negative; laboratory certified);
6. DOT Medical Examiner's Certificate (MCSA-5876) — current and valid;
7. Road test certificate (MCSA-5539 or equivalent), or documentation of recognized equivalent waiver;
8. Previous employer safety performance history inquiry records (requests sent and responses received, or documentation of non-response);
9. Clearinghouse pre-employment full query receipt — dated within 30 days of hire;
10. Criminal background check report;
11. Signed driver acknowledgment of company policies (including this policy, Drug & Alcohol policy, and Hours of Service policy);
12. Proof of required CDL endorsements, where applicable;
13. For owner-operators: copy of executed lease agreement, Certificate of Insurance, and copy of personal vehicle registration.

5.2 DQF Maintenance

- **Location:** DQFs may be maintained in physical (hard copy) format, electronic format (secure, access-controlled document management system), or a combination thereof. The Safety & Compliance Coordinator is responsible for determining and documenting the storage location of each driver's DQF.
- **Access Controls:** DQF access is restricted to authorized personnel in Safety & Compliance, Human Resources, and executive leadership. Access by Operations/Dispatch is limited to driver qualification status confirmation only; full DQF access requires Safety & Compliance authorization. Electronic DQFs

must be protected by role-based access controls, audit logging, and regular backup.

- **Document Currency:** Documents with expiration dates (medical certificate, CDL, endorsements) must be replaced with updated versions prior to or upon expiration. The monitoring system must generate automated alerts as specified in Section 7.
- **DQF Index:** Each DQF must include a document index (per Appendix A checklist) noting the document type, date of document, date filed, and the name of the person who filed it.

5.3 Annual Review Requirements

At minimum once per calendar year, the following must be completed for each active driver and documented in the DQF:

- **Annual MVR Pull:** A new MVR must be obtained from the driver's state of CDL licensure (and any other state of record) and evaluated against the standards in Section 4.4 and Appendix B. Results outside tolerance trigger suspension pending review per Section 8.2.
- **Medical Certificate Renewal Tracking:** The current MCSA-5876 expiration date must be confirmed; if renewal is due within 90 days, an automated alert must be issued per Section 7.2.
- **Annual Clearinghouse Query:** A limited query of the FMCSA Clearinghouse must be conducted annually for each active driver per 49 CFR 382.701(b). Results must be documented and, if any driver is identified in "Prohibited" status, the driver must be immediately removed from service.
- **Annual Policy Acknowledgment:** Each driver must re-sign acknowledgment of current company policy versions on an annual basis.

5.4 Retention Schedule

Driver Status	Retention Requirement	Regulatory Basis
Active Drivers	DQF maintained current	49 CFR 391.51

Driver Status	Retention Requirement	Regulatory Basis
	throughout duration of employment/dispatch relationship; all documents updated as required	
Terminated / Separated Drivers	DQF retained for a minimum of three (3) years following the date of separation from company service	49 CFR 391.51(c)
Drug/Alcohol Test Records	Negative pre-employment results: 1 year. Positive results, refusals, RTD documentation: 5 years	49 CFR 382.401
Clearinghouse Query Records	Minimum three (3) years from date of query	49 CFR 382.705
Road Test Certificates	Duration of employment plus three (3) years post-separation	49 CFR 391.51(b)(5)
Employment Inquiry Records	Duration of employment plus three (3) years post-separation	49 CFR 391.53

6. Onboarding Qualification Workflow

The following eight-step workflow governs the qualification and activation of all new drivers. No driver may be dispatched until all steps have been completed and documented. Steps requiring third-party results (drug testing laboratory, MVR, PSP) must be completed with verified results — pending results do not constitute clearance.

Step	Action	Responsible Party	Required Output	Timing
Step 1	Application received and initial screening against minimum qualification standards	HR / Recruiting	Completed FMCSA-compliant application; initial pass/fail screening notation; CDL copy on file	At application

Step	Action	Responsible Party	Required Output	Timing
Step 2	Conditional offer extended; initiate background, MVR, PSP, and Clearinghouse query	HR / Recruiting; Safety Compliance Coordinator	Conditional offer letter on file; vendor orders placed; Clearinghouse consent obtained; PSP consent obtained	Within 2 business days of conditional offer
Step 3	Pre-employment drug test ordered and completed at approved collection site	Safety Compliance Coordinator; HR	Negative MRO-verified drug test result from certified laboratory; chain of custody documentation in DQF	Prior to any driving activity; result required before Step 7
Step 4	DOT physical examination verification — confirm current MCSA-5876 on file or direct driver to NRCME-registered examiner	Safety Compliance Coordinator	Current MCSA-5876 in DQF; expiration date entered into monitoring system	Concurrent with Step 2-3
Step 5	Road test or skills evaluation administered by qualified examiner; or recognition of equivalent documentation (prior road test certificate, skills test administered by state, etc.)	Qualified Examiner (as designated by Director of Safety); Safety Compliance Coordinator	Completed MCSA-5539 (or equivalent waiver documentation) in DQF; examiner signature and credentials on file	Prior to first dispatch; may run concurrently with Step 3-4
Step 6	DQF assembled and reviewed for completeness against Appendix A checklist	Safety Compliance Coordinator; Safety Department	Completed Appendix A checklist, signed by Safety Compliance Coordinator; all required documents	Upon receipt of all Step 2-5 results

Step	Action	Responsible Party	Required Output	Timing
			confirmed present and current	
Step 7	Compliance sign-off and final qualification approval	Director of Safety & Compliance	Written approval notation (electronic or physical) in DQF; any conditions or restrictions documented	Within 1 business day of Step 6 completion
Step 8	System activation — driver added to Transportation Management System (TMS), ELD assigned and registered, driver added to insurance roster, added to drug testing consortium pool, and HR onboarding completed	Operations / Dispatch; Safety Compliance Coordinator; HR	Driver record active in TMS; ELD assignment confirmation; insurance roster update confirmation; consortium pool enrollment receipt	Following Step 7 approval; driver may be dispatched only after Step 8 completion

CRITICAL — No Early Dispatch

Under no circumstances may a driver be dispatched, permitted to operate a CMV, or assigned a load under company authority prior to the completion of all eight (8) onboarding steps and the issuance of Director of Safety

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Compliance approval at Step 7. Any supervisor or dispatcher who authorizes dispatch of an unqualified driver is subject to disciplinary action per Section 12 and may bear personal regulatory liability.

7. Ongoing Monitoring Requirements

Qualification is not a one-time determination. All active drivers must be continuously monitored to ensure that qualification criteria are maintained throughout the employment or dispatch relationship. The Safety Compliance Coordinator is the primary administrator of all monitoring activities, with oversight by the Director of Safety & Compliance.

7.1 Annual MVR Pull

- An official MVR must be obtained for each active driver at least once per calendar year, consistent with 49 CFR 391.25.
- The MVR must be evaluated against the standards in Section 4.4 and Appendix B. Any driver whose MVR result falls outside the tolerance thresholds must be immediately suspended from driving duty pending review, per the procedures in Section 8.2.
- Annual MVR results and the review determination must be documented in the DQF.

7.2 Medical Certificate Tracking

- The company monitoring system must be configured to generate automated expiration alerts for each driver's MCSA-5876 at ninety (90), sixty (60), and thirty (30) days prior to expiration.
- Upon receipt of a 90-day alert, the Safety Compliance Coordinator must contact the driver and confirm a DOT physical examination appointment is scheduled prior to the expiration date.
- If a medical certificate expires and no renewal has been submitted to the company, the driver must be immediately suspended from service. The driver may not return to service until a current MCSA-5876 is on file.
- Updated MCSA-5876 must be filed in the DQF immediately upon receipt; the monitoring system must be updated with the new expiration date.

7.3 Clearinghouse Annual Query

- A limited Clearinghouse query must be conducted at least annually for each active CMV driver, per 49 CFR 382.701(b).
- Annual limited queries do not require driver consent, but driver notification is required at the time of first hire (via policy acknowledgment).
- All annual query results must be logged in the Annual Clearinghouse Query Log (Appendix E) and retained for three (3) years.
- Any driver returned as "Prohibited" on an annual query must be immediately removed from service per Section 8.1.

7.4 Random Drug & Alcohol Testing

- All active drivers are subject to random drug and alcohol testing as required by 49 CFR Part 382.
- The company maintains participation in an FMCSA-compliant drug testing consortium. Random selection rates shall be maintained at or above the FMCSA-mandated minimum annual testing rate (currently 50% for controlled substances and 10% for alcohol, subject to FMCSA adjustment).
- Random selection must be conducted using a scientifically valid random process. The Safety Compliance Coordinator must document the selection date, pool size, number selected, driver identities selected, and notification dates for each random testing event.
- A driver selected for random testing must proceed to the designated collection site within two (2) hours of notification unless operationally impracticable (documented); a same-day test is required in all cases.
- Refusal to submit to random testing is treated as a positive test result, triggering immediate removal from service per Section 8.1.

7.5 License Status Monitoring

- Where available, the company shall enroll all active drivers in the applicable state DMV/BMV continuous license monitoring programs (e.g., pull-notice

programs). As of the effective date of this policy, enrollment is active or pending enrollment in all states where such programs exist.

- State monitoring program alerts must be reviewed within twenty-four (24) hours of receipt. Any adverse license action (suspension, revocation, downgrade, endorsement removal) identified through state monitoring requires immediate contact with the affected driver and, if confirmed, immediate suspension from service.

7.6 Driver Self-Reporting Obligation

All drivers operating under company authority are required to self-report the following events to the Safety Compliance Coordinator within thirty (30) calendar days of occurrence (or immediately if the event results in a loss or suspension of driving privileges):

- Any traffic citation or moving violation (commercial or personal vehicle);
- Any criminal conviction or pending felony charge;
- Any license suspension, revocation, cancellation, or downgrade;
- Any failed or refused drug or alcohol test with any employer or law enforcement agency;
- Any change in medical condition that may affect physical qualification;
- Any at-fault or serious-injury traffic accident (commercial or personal vehicle); and
- Any loss or change of CDL endorsement.

Failure to self-report is a violation of this policy and may result in disciplinary action up to and including termination, independent of the underlying event reported.

Drivers must sign the Driver Self-Reporting Acknowledgment Form (Appendix D) at onboarding and annually thereafter.

8. Disqualification and Suspension Procedures

8.1 Immediate Disqualification Triggers

The following events require immediate removal from service without prior notice or investigation. Immediate removal means the driver shall not be dispatched on any subsequent load, and if currently en route, the situation must be managed safely and the driver removed from service at the earliest practicable point. These triggers are non-negotiable and no exception or waiver authority exists at any level below the Chief Operating Officer in consultation with legal counsel:

- DUI/DWI conviction or finding — any jurisdiction, any vehicle;
- CDL suspension, revocation, or cancellation — any state;
- Failed drug or alcohol test (positive result confirmed by MRO);
- Refusal to submit to any required drug or alcohol test;
- FMCSA Clearinghouse "Prohibited" status — identified at any query;
- Expired DOT Medical Examiner's Certificate (MCSA-5876) — no grace period;
- Discovery of undisclosed disqualifying criminal conviction;
- Discovery of falsified application, DQF document, or test result; and
- Federal CDL disqualification under 49 CFR 383.51.

8.2 Conditional Suspension — Investigation Pending

- Where a potentially disqualifying event is identified but requires investigation to confirm (e.g., pending MVR dispute, alleged unreported violation, borderline background finding), the driver must be placed on conditional suspension — removed from service — during the investigation period.
- The investigation period shall not exceed fifteen (15) business days without written extension approved by the Director of Safety & Compliance.
- The driver must be notified in writing of the conditional suspension, the reason, and the expected timeline for resolution.

- During a conditional suspension, the driver is not eligible to be dispatched under company authority or any affiliated authority.
- Investigation findings must be documented in the DQF regardless of outcome.

8.3 Reinstatement Process

A driver who has been suspended (but not permanently disqualified) may apply for reinstatement upon resolution of the qualifying disqualifying condition.

Reinstatement is not automatic. The following requirements apply:

14. The driver must submit written documentation to the Safety Compliance Coordinator demonstrating that the disqualifying condition has been resolved (e.g., valid CDL reinstated, RTD process completed, medical certificate renewed);
15. The Safety Compliance Coordinator must verify all documentation and update the DQF;
16. An updated MVR and, where applicable, a new Clearinghouse full query must be conducted;
17. Written reinstatement approval must be issued by the Director of Safety & Compliance before the driver is returned to active status;
18. Operations must receive written notification of reinstatement before dispatching the driver; and
19. Reinstatement following a drug/alcohol violation requires completion of the full FMCSA RTD process, including Substance Abuse Professional (SAP) evaluation and follow-up testing program.

8.4 Permanent Disqualification

Permanent disqualification may be imposed where a driver's conduct, history, or condition presents an irremediable safety risk, or where federal regulations impose a permanent bar. Grounds for permanent disqualification include, but are not limited to:

- A second positive drug/alcohol test or Clearinghouse violation within the driver's history with the company;
- Falsification of DQF documents, application, or test results;
- Federal lifetime CDL disqualification per 49 CFR 383.51;
- Conviction of a crime that permanently bars CDL holding under federal or state law; and
- Such other conduct as the Director of Safety & Compliance, in consultation with legal counsel, determines constitutes an irremediable safety risk.

Permanent disqualification decisions must be documented in the DQF and reviewed by the Chief Operating Officer. Where the basis for permanent disqualification involves a Clearinghouse violation, the company must comply with all applicable Clearinghouse reporting obligations. The DQF of a permanently disqualified driver must be retained for a minimum of three (3) years post-separation.

9. Owner-Operator and Leased Driver Requirements

Owner-operators and leased drivers operating under BOF Logistics & Transportation USDOT authority are subject to all qualification requirements of this policy. The fact that a driver is an independent contractor does not relieve the company of its obligation as the authorizing motor carrier to ensure driver qualification. The following additional requirements apply to owner-operators and leased drivers:

Requirement	Standard	Documentation Required in DQF
Lease Agreement Compliance	A fully executed lease or service agreement must be in place prior to the driver operating under company authority. The agreement must reference compliance with this policy and with 49 CFR Part 391.	Signed copy of lease/service agreement
Proof of Insurance	Owner-operator must	Current Certificate of

Requirement	Standard	Documentation Required in DQF
	maintain and provide proof of current bobtail/non-trucking liability insurance at minimum company-specified limits. Certificate of Insurance naming the company as additional insured (per agreement terms).	Insurance; renewal tracking in monitoring system
DQF Equivalency	A complete DQF meeting all requirements of Section 5 must be maintained for each owner-operator, identical in content to company-employed driver DQFs.	Full DQF per Appendix A checklist
Clearinghouse Query Obligations	Pre-engagement full query and annual limited query are required, identical to employee requirements. Owner-operator consent must be documented.	Clearinghouse query receipts; consent form
Drug & Alcohol Testing Consortium	Owner-operators must be enrolled in an FMCSA-compliant drug and alcohol testing consortium prior to first dispatch. Proof of consortium enrollment and pool participation must be on file.	Consortium enrollment confirmation; most recent random testing pool documentation
Authority Under Which Operating	Each dispatch must clearly reflect that the owner-operator is operating under company USDOT authority. Any operation under the owner-operator's own authority during the lease term must be consistent with the terms of the executed lease agreement and applicable FMCSA leasing regulations (49 CFR Part 376).	Notation of authority basis in lease agreement; dispatch records
Vehicle Registration & Inspection	Current vehicle registration and most recent annual FMCSA/DOT inspection report (or equivalent state inspection) must be on file for the leased vehicle.	Vehicle registration copy; inspection report

10. Roles and Responsibilities

The following table defines the specific responsibilities of each organizational role in the administration of this policy. All personnel with assigned responsibilities are accountable for fulfilling those responsibilities completely, accurately, and within the timelines specified. Failure to fulfill assigned responsibilities constitutes a violation of this policy and may result in disciplinary action per Section 12.

Role	Primary Responsibilities	Authority Level
Director of Safety & Compliance	Policy ownership, maintenance, and annual review Final qualification approval and disqualification decisions Reinstatement approvals Oversight of all monitoring programs Regulatory change monitoring and policy updates Audit oversight and FMCSA compliance review readiness Exception and waiver approvals (within limits of Section 13) Individualized assessment determinations (criminal/MVR)	Final authority on all qualification decisions; reports to COO
Safety Compliance Coordinator	DQF assembly, maintenance, and completeness verification MVR and PSP ordering and review Clearinghouse query administration (pre-employment and annual) Drug and alcohol testing program administration Medical certificate expiration tracking and alert management State DMV monitoring program administration	Operational authority for DQF and monitoring; escalates exceptions to Director of Safety

Role	Primary Responsibilities	Authority Level
	Onboarding workflow coordination (Steps 2-6) Audit preparation and evidence compilation	
HR / Recruiting	Application collection and completeness screening Initial minimum standards screening (Step 1) Conditional offer coordination and documentation Criminal background check ordering and receipt Annual policy acknowledgment collection Driver separation notification to Safety & Compliance (for DQF retention clock)	No independent qualification authority; must escalate all safety findings to Safety Compliance Coordinator
Dispatch / Operations	Verifying active qualification status in TMS before assigning any load Escalating driver-reported violations or alerts to Safety Compliance Coordinator immediately upon learning of them Refusing to dispatch any driver flagged as suspended or unqualified in TMS Documenting dispatch decisions with driver qualification status confirmation	No authority to override qualification status; must escalate any qualification question to Safety Compliance Coordinator
Drivers (All)	Maintaining all required credentials (CDL, endorsements, medical certificate) in current, valid status Self-reporting obligations per Section 7.6 — within 30 calendar days (or immediately if driving privileges affected) Cooperating fully with all required drug and	No authority to waive their own qualification requirements; responsible for timely self-reporting

Role	Primary Responsibilities	Authority Level
	alcohol testing Presenting for DOT physical examinations prior to certificate expiration Acknowledging and complying with this policy annually Notifying Dispatch immediately upon any license action or disqualifying event	
Chief Operating Officer	Policy approval authority Final review of permanent disqualification decisions Authorization of waivers beyond Director of Safety authority Regulatory penalty accountability	Ultimate authority; policy approval and senior exception decisions

11. Audit and Evidence Requirements

11.1 Internal Audit Schedule

- Quarterly DQF Spot Audits:** Each calendar quarter, the Safety Compliance Coordinator must conduct a random audit of a minimum of ten percent (10%) of active driver DQFs. The sample selection must be randomized and documented. Quarterly audit results must be summarized in a written report delivered to the Director of Safety & Compliance within ten (10) business days of the quarter end.
- Annual Full-Fleet Audit:** Once per calendar year, a complete audit of all active driver DQFs must be conducted. The annual audit must be completed by March 31 of the subsequent calendar year and must cover all active drivers as of December 31 of the audit year. Annual audit reports must be retained for a minimum of five (5) years.

- **Trigger Audits:** An unscheduled audit must be initiated within five (5) business days of any FMCSA compliance review finding, serious accident involving a company CMV, or any identified systemic DQF deficiency.

11.2 Audit Evidence Checklist

Auditors must verify the presence, currency, completeness, and authenticity of the following documents in each DQF reviewed:

20. Signed FMCSA-compliant employment application;
21. CDL copy (front and back) — matches current license in state DMV records;
22. MVR dated within the past 12 months (or within 30 days of hire for new hires);
23. PSP report — dated appropriately;
24. Pre-employment negative drug test result (MRO-verified);
25. Current MCSA-5876 (not expired; examiner on NRCME);
26. Road test certificate or equivalent waiver documentation;
27. Previous employer safety performance history requests and responses;
28. Clearinghouse query receipt (pre-employment full query; annual limited queries for subsequent years);
29. Criminal background check report;
30. Signed current-year policy acknowledgment;
31. Annual MVR review notation by Safety Compliance Coordinator;
32. DQF document index current and complete; and
33. For owner-operators: lease agreement, COI, vehicle registration.

11.3 Deficiency Response

Deficiency Severity	Description	Required Response Timeline	Escalation
Critical	Missing or expired	Immediate driver	Director of Safety

Deficiency Severity	Description	Required Response Timeline	Escalation
	document that constitutes an active federal regulatory violation (e.g., no medical certificate, no pre-employment drug test, expired CDL on file)	suspension; document cure within 5 business days or permanent action initiated	notified same day; COO notified if unresolved at 5 days
Major	Document present but deficient (e.g., MVR older than 12 months, missing PSP consent, unsigned policy acknowledgment)	Cure within 15 business days; driver may remain active with monitoring escalation	Director of Safety notified within 2 business days
Minor	Administrative gap (e.g., DQF index not current, missing file tab, document misfiled)	Cure within 30 calendar days	Safety Compliance Coordinator tracks; Director of Safety informed in quarterly audit report

11.4 FMCSA Compliance Review Readiness

All DQFs must be maintained in a state of readiness for FMCSA compliance review at all times. The following standards apply:

- DQFs must be retrievable within thirty (30) minutes of an FMCSA investigator request, whether the review is at company headquarters or a terminal location;
- Electronic DQFs must be accessible for printing in a legible, organized format; paper DQFs must be organized in the sequence specified in Appendix A;
- The Safety Compliance Coordinator must maintain a master driver roster (with DQF location noted) at all times;
- The Director of Safety & Compliance must designate a FMCSA compliance review point-of-contact who is available during business hours and reachable within two (2) hours during non-business hours; and

- A mock compliance review must be conducted annually in conjunction with the full-fleet audit.

12. Enforcement and Disciplinary Action

12.1 Non-Compliance by Company Personnel

Failure by company employees or contractors with assigned responsibilities under this policy to fulfill those responsibilities is a serious matter that may implicate federal regulatory violations and expose the company, and in some cases, the responsible individual, to civil and criminal liability. The following progressive discipline framework applies:

Violation	Initial Response	Repeated or Willful Violation
Failure to maintain DQF documents (administrative deficiency)	Written warning; mandatory remedial training within 15 days	Final written warning; suspension; potential termination
Failure to conduct required MVR, PSP, or Clearinghouse query	Written warning; process review; corrective action plan	Suspension without pay; termination upon repetition
Dispatching a driver in suspended or unqualified status	Immediate suspension from dispatch authority pending investigation; written warning or termination depending on circumstances	Termination; referral for regulatory penalty assessment
Falsifying or causing falsification of DQF documents	Immediate termination; referral to legal counsel for potential criminal liability assessment	N/A — zero tolerance

FMCSA may impose civil penalties on the motor carrier and, in certain circumstances, on responsible individuals (officers, supervisors) for willful or egregious violations of Part 391. Current penalty ranges are as set forth in 49 CFR Part 386, Appendix B, and are subject to annual adjustment.

12.2 Non-Compliance by Drivers

- Any driver who operates a CMV under company authority while in a disqualified or suspended status — whether the driver knew or reasonably should have known of their disqualified status — will be immediately and permanently removed from service.
 - Failure to self-report as required by Section 7.6 will result in disciplinary action up to and including termination, independent of the underlying event.
 - Any driver who falsifies any document, application, or test result will be permanently disqualified and the company will report such falsification to applicable regulatory authorities.
 - Failure to present for a required drug or alcohol test (refusal) will result in immediate removal from service and initiation of the RTD process, consistent with 49 CFR Part 40.
-

13. Exceptions and Waivers

The requirements of this policy reflect both federal regulatory minimums and company safety standards. Accordingly, the scope for exceptions and waivers is strictly limited. No exception or waiver may authorize conduct that violates applicable federal or state law.

13.1 Requesting an Exception

A request for exception from any non-regulatory standard in this policy (i.e., company standards more stringent than federal minimums) must be submitted in writing to the Safety Compliance Coordinator, including:

- The specific policy provision from which exception is sought;
- The factual basis for the exception request;
- The proposed alternative standard or mitigating measures;
- A risk assessment identifying safety implications; and
- The recommended duration of the exception, if temporary.

13.2 Approval Authority

Exception Type	Approval Authority	Limitations
Minor administrative exception (non-safety-critical)	Safety Compliance Coordinator	Must document; maximum 30-day duration; must report to Director of Safety at next audit
Company standard exception (MVR marginal zone, employment history gap)	Director of Safety & Compliance	Written individualized assessment required; DQF documentation mandatory; maximum duration defined in approval; enhanced monitoring required
Significant safety-standard exception	Director of Safety & Compliance + Chief Operating Officer (joint approval)	Legal review recommended; enhanced monitoring mandatory; time-limited; subject to immediate rescission if safety concern arises
Exception to federal regulatory minimum	Not permissible — exception must be pursued directly through the FMCSA exemption process	Company has no authority to grant waivers of federal regulations; FMCSA exemption documentation must be obtained and filed in DQF

13.3 FMCSA Exemption Awareness

FMCSA publishes exemptions from certain regulatory requirements (e.g., vision, diabetes, hearing). Where a driver holds a valid FMCSA regulatory exemption, the exemption documentation must be on file in the DQF, the Director of Safety & Compliance must review and acknowledge the exemption, and enhanced monitoring relevant to the exempted condition must be implemented. The company is not obligated to accommodate all FMCSA exemptions and may apply more stringent standards within its lawful authority.

14. Policy Review and Amendment

14.1 Annual Review

This policy shall be reviewed not less than once per calendar year by the Director of Safety & Compliance. The annual review must be completed no later than June 30 of each calendar year, with any revised version effective no later than July 1. The next scheduled review of this policy is due by June 30, 2027.

14.2 Trigger-Based Reviews

In addition to the annual review, an expedited review of this policy must be initiated within thirty (30) days of any of the following triggering events:

- Publication of a final rule or significant guidance by FMCSA affecting driver qualification, drug and alcohol testing, or CDL standards;
- A serious or fatal accident involving a company CMV that reveals a qualification or monitoring process deficiency;
- An FMCSA compliance review resulting in a finding of "Unsatisfactory" or equivalent;
- A pattern of audit deficiencies identified across multiple drivers or DQFs; or
- A material change in company insurance underwriting requirements affecting driver qualification standards.

14.3 Amendment Approval Workflow

34. Director of Safety & Compliance drafts proposed amendments;
35. Legal counsel review (as warranted for regulatory or liability-significant changes);
36. HR and Operations review for operational feasibility;
37. Chief Operating Officer approval (required for all amendments);
38. Version number incremented (minor amendments: e.g., 2.0 to 2.1; major rewrite: e.g., 2.x to 3.0); and
39. Controlled distribution of new version per Section 14.4.

14.4 Version Control and Distribution

- The policy version number, effective date, and "supersedes" reference must be updated in the metadata block upon each revision.
- Superseded versions must be archived and labeled "SUPERSEDED — [version] — [effective date of supersession]." Superseded versions are not operative but must be retained for audit trail purposes for a minimum of five (5) years.
- The current controlled version must be distributed to all personnel with assigned responsibilities under this policy within ten (10) business days of effective date.
- Drivers must acknowledge receipt and compliance with the current policy version as part of the annual acknowledgment requirement.
- The policy must be made available on the company intranet/document management system, restricted to internal personnel. External distribution requires Director of Safety & Compliance authorization.

Appendices

Appendix A — DQF Document Checklist

Completed by: Safety Compliance Coordinator / Required for: All drivers prior to dispatch / Retained in: DQF (front of file)

#	Document	Format Required	Timing	Responsible Party	Date Filed / Initials
1	FMCSA-Compliant Employment Application (signed & dated)	Original or certified copy	At application	HR / Recruiting	

#	Document	Format Required	Timing	Responsible Party	Date Filed / Initials
2	CDL Copy — Front & Back	Legible photocopy or scan	At onboarding	HR / Recruiting	
3	MVR — All applicable states (within 30 days of hire)	Official state DMV report	Pre-hire	Safety Compliance Coord.	
4	PSP Report	Official FMCSA PSP report	Pre-hire (within 30 days)	Safety Compliance Coord.	
5	PSP Applicant Consent Form	Signed original	Before PSP order placed	HR / Recruiting	
6	Pre-Employment Drug Test Result (negative, MRO-verified)	Laboratory report; MRO signature	Before first dispatch	Safety Compliance Coord.	
7	DOT Medical Examiner's Certificate (MCSA-5876) — Current	Original or certified copy	Pre-dispatch; must be valid	Safety Compliance Coord.	
8	Road Test Certificate (MCSA-5539) or Equivalent Waiver	Completed form; examiner credentials noted	Pre-dispatch	Qualified Examiner / Safety	
9	Previous Employer Safety Performance History Inquiries (requests + responses or documented non-responses)	Copies of letters sent; responses received	Pre-hire; 3-year history	Safety Compliance Coord.	
10	Clearinghouse Pre-	Clearinghouse	Within 30 days of hire	Safety Compliance	

#	Document	Format Required	Timing	Responsible Party	Date Filed / Initials
	Employment Full Query Receipt	confirmation printout		Coord.	
11	Clearinghouse Consent Form	Signed original	Before query placed	HR / Recruiting	
12	Criminal Background Check Report	Third-party report; FCRA-compliant	Pre-hire	HR / Recruiting	
13	Signed Driver Policy Acknowledgment (current version)	Signed & dated; version noted	At onboarding; annually	HR / Recruiting	
14	Driver Self-Reporting Acknowledgment (Appendix D)	Signed & dated original	At onboarding; annually	Safety Compliance Coord.	
15	Annual MVR Review Notation (subsequent years)	Completed review notation; Safety Coord. initials	Annually (calendar year)	Safety Compliance Coord.	
16	Annual Clearinghouse Limited Query Receipt (subsequent years)	Clearinghouse confirmation ; per Appendix E log	Annually	Safety Compliance Coord.	
17	[Owner-Operators Only] Executed Lease/Service Agreement	Fully signed original	Before first dispatch	Operations / Safety	
18	[Owner-Operators Only] Certificate of Insurance	Current COI; company as additional insured	Before first dispatch; renewal tracked	Safety Compliance Coord.	

#	Document	Format Required	Timing	Responsible Party	Date Filed / Initials
19	DQF Index (this checklist, completed)	Completed & filed at front of DQF	Upon DQF assembly	Safety Compliance Coord.	
DQF COMPLETE — Director of Safety Approval	Signature: _____ Date: _____				

Appendix B — MVR Scoring Matrix

Apply to 36-month look-back unless a longer period is specified. Total points at or above 7: disqualifying. Points 5-6: Director of Safety review required. Points 0-4: acceptable (subject to insurance underwriting review).

Violation / Event Type	Point Value	Look-Back Period	Notes
DUI / DWI (any vehicle)	DISQUALIFYING (auto)	10 years	Zero tolerance; no point threshold applies
Reckless driving	DISQUALIFYING (auto)	5 years	Zero tolerance
Hit-and-run / leaving scene of accident	DISQUALIFYING (auto)	7 years	Zero tolerance
Excessive speed (15+ mph over limit)	DISQUALIFYING (auto)	36 months	Zero tolerance
CDL disqualification offense (federal)	DISQUALIFYING (auto)	Per 49 CFR 383.51	Federal lifetime disqualification may apply
Speeding (1-14 mph over limit)	2 points each	36 months	Maximum 2 minor violations total
Improper lane change / failure to signal	1 point each	36 months	
Following too closely	2 points each	36 months	Elevated weight per FMCSA safety

Violation / Event Type	Point Value	Look-Back Period	Notes
			priority
Failure to yield / stop sign violation	2 points each	36 months	
Improper passing	2 points each	36 months	
Equipment violation (driver-controllable)	1 point each	36 months	Lights, load securement, etc.
At-fault accident — property damage only	2 points each	36 months	3rd accident: Director review regardless of points
At-fault accident — bodily injury	4 points each	36 months	Mandatory Director review; may be disqualifying
Failure to obey traffic control device	1 point each	36 months	
Cell phone / distracted driving violation	3 points each	36 months	Federal CMV prohibition — elevated weight
Seat belt violation (CMV)	1 point each	36 months	
License suspension — prior (resolved)	3 points	36 months	Director review required if present
Texting while driving (CMV)	DISQUALIFYING on 2nd offense	36 months	1st offense: 3 points; 2nd: disqualifying per FMCSA
SCORING THRESHOLDS	0-4 pts: Acceptable 5-6 pts: Director Review 7+ pts: Disqualifying		

Appendix C — Disqualification Decision Matrix

This matrix provides a rapid reference for qualification decisions. All determinations are subject to Director of Safety & Compliance review. This matrix does not replace individualized assessment where required by this policy.

Trigger / Finding	Disposition	Required Action	Reinstatement Possible?	Approval Authority
DUI/DWI	Immediate	Remove from	No (permanent	N/A

Trigger / Finding	Disposition	Required Action	Reinstatement Possible?	Approval Authority
conviction	disqualification	service; notify COO; update DQF	bar)	
CDL revoked / suspended	Immediate disqualification	Remove from service immediately	Yes, upon valid CDL restoration with Director approval	Director of Safety
Positive drug test (MRO confirmed)	Immediate disqualification	Remove from service; initiate RTD; Clearinghouse reporting	Yes, only after full RTD process and Director approval	Director of Safety + COO review
Positive alcohol test (≥ 0.04 BAC)	Immediate disqualification	Remove from service; SAP referral; RTD process	Yes, after RTD completion and Director approval	Director of Safety
Refusal to test (drug/alcohol)	Immediate disqualification (= positive test)	Same as positive test; RTD required	Yes, after RTD completion	Director of Safety
Clearinghouse "Prohibited" status	Immediate disqualification	Remove from service; RTD required	Yes, upon "Not Prohibited" status restoration and Director approval	Director of Safety
Expired medical certificate	Automatic suspension	Remove from service; monitor for renewal	Yes, upon valid MCSA-5876 receipt	Safety Compliance Coordinator
MVR score 7+ points	Disqualification	Remove from service; Director review; DQF documented	No (annual MVR; not time-limited cure)	Director of Safety
MVR score 5–6 points	Director review required	Conditional suspension pending individualized assessment	Director may approve with enhanced monitoring	Director of Safety
Falsified DQF document	Immediate permanent disqualification	Remove from service; legal referral; DQF documented	No	COO + Legal
Failure to self-report	Suspension pending	Investigate; discipline per	Possible, depending on	Director of Safety

Trigger / Finding	Disposition	Required Action	Reinstatement Possible?	Approval Authority
conviction/violation	investigation	Section 12; assess underlying event	underlying event	
Disqualifying criminal conviction discovered	Immediate suspension; individualized assessment	Remove from service; individualized assessment per Section 4.6; Director decision	Possible per assessment outcome	Director of Safety
MVR: reckless driving (within 5 years)	Disqualification	Remove from service; DQF documented	No	N/A

Appendix D — Driver Self-Reporting Acknowledgment Form

This form must be signed by each driver at onboarding and annually thereafter. The signed original must be retained in the driver's DQF.

DRIVER SELF-REPORTING ACKNOWLEDGMENT — BOF-POL-001	
Driver Name (Print): _____	Driver ID / Employee #: _____
CDL Number: _____	CDL State: _____
Date of Acknowledgment: _____	Policy Version Acknowledged: BOF-POL-001 v2.0

I, the undersigned, acknowledge that I have read and understand Section 7.6 (Driver Self-Reporting Obligation) of Policy BOF-POL-001, Driver Qualification Policy, Version 2.0. I understand and agree to the following:

40. I am required to self-report to the Safety Compliance Coordinator within **thirty (30) calendar days** of the occurrence of any of the following events. If the event results in the loss or suspension of my driving privileges, I must report **immediately** (within one business day):

- Any traffic citation or moving violation, whether in a commercial or personal vehicle;
- Any criminal conviction or pending felony charge;
- Any suspension, revocation, cancellation, or downgrade of my CDL or any driver's license;
- Any failed or refused drug or alcohol test with any employer or law enforcement agency;
- Any change in medical condition that may affect my physical qualification to operate a CMV;
- Any at-fault or serious-injury traffic accident, whether in a commercial or personal vehicle; and
- Any loss or change of any CDL endorsement.

41. I understand that failure to self-report is a violation of company policy and may result in disciplinary action up to and including termination, independent of the underlying event.

42. I understand that operating a CMV under company authority while in a disqualified or suspended status may result in immediate permanent removal from service and may constitute a federal regulatory violation.

43. I consent to the annual limited query of the FMCSA Drug & Alcohol Clearinghouse as required by 49 CFR 382.701(b).

44. I certify that all information I have provided in my employment application and DQF documents is true and complete to the best of my knowledge, and I understand that falsification of any such information is grounds for immediate and permanent disqualification.

Driver Signature:	Date:
Witness / Safety Coordinator:	Date:

Appendix E — Annual Clearinghouse Query Log

Maintained by: Safety Compliance Coordinator / Retention: 3 years from date of query / Regulatory Basis: 49 CFR 382.701(b), 382.705

The following log must be completed for each annual limited Clearinghouse query conducted for active drivers. One row per driver per query year. Attach individual Clearinghouse query confirmation receipts to this log or note the electronic document location.

Row #	Driver Name	Driver ID	CDL Number	CDL State	Query Date	Result Received	Status Returned	Queried By
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Annual Query Cycle Summary			
Calendar Year: _____	Total Active Drivers Queried: _____	"Not Prohibited" Results: _____	"Prohibited" Results: _____
Query Cycle Completed By: _____ _____	Date Completed: _____		
Director of Safety Review	Date Reviewed: _____		

Annual Query Cycle Summary

Signature:

If any driver is returned as "Prohibited," the Safety Compliance Coordinator must immediately notify the Director of Safety & Compliance and remove the driver from service per Section 8.1 of this policy. A separate incident record must be opened and attached to the affected driver's DQF.

Policy Approval Signatures

By signing below, the undersigned authorize this policy as effective July 16, 2026, and confirm that it has been reviewed for regulatory compliance, operational feasibility, and alignment with company safety objectives.

Role	Name (Print)	Signature	Date
Director of Safety & Compliance (Policy Owner)			July 16, 2026
Chief Operating Officer (Approving Authority)			July 16, 2026
VP / Director of Human Resources (Concurrence)			July 16, 2026

Owner: Director of Safety & Compliance | Approved By: Chief Operating Officer | Next Review: June 30, 2027 | Supersedes: BOF-POL-001 v1.x | Classification: Internal — Controlled