

# BOF DRIVER QUALIFICATION FILE

## COMPLIANCE SUMMARY

**BOF Demo Notice:** This document is a BOF-generated compliance summary. It supports review of the driver qualification file but does not replace the underlying FMCSA-required source documents.

<b>Carrier / Motor Carrier:</b>	BOF Back Office Freight	<b>Fleet ID:</b>	BOF-FLEET-001
<b>Driver Name:</b>	Olivia Lee	<b>Driver ID:</b>	DRV-011
<b>Review Date:</b>	05/03/2026	<b>Reviewed By:</b>	BOF Compliance Team
<b>Reviewer Title:</b>	Compliance Officer		

Overall DQF Status
<input checked="" type="checkbox"/> Complete
<input checked="" type="checkbox"/> Complete — Follow-up Required
<input checked="" type="checkbox"/> Needs Review
<input checked="" type="checkbox"/> Blocked From Dispatch
<input checked="" type="checkbox"/> Missing Required Documents

Dispatch Eligibility
<span style="color: green;">✓ Eligible for Dispatch</span>
<b>Primary Next Action</b>
No open deficiencies. Maintain scheduled review cycle.

## SECTION 1 — DRIVER IDENTITY

<b>Full Name:</b>	Olivia Lee	<b>CDL Number:</b>	GA8190601
<b>Driver ID:</b>	DRV-011	<b>CDL State:</b>	GA
<b>Date of Birth:</b>	03/14/1968	<b>CDL Class:</b>	Class A
<b>Hire Date:</b>	09/16/2024	<b>CDL Endorsements:</b>	N,T
<b>Home State:</b>	GA	<b>CDL Issue Date:</b>	07/02/2022
<b>Phone:</b>	337-857-3607	<b>CDL Expiration:</b>	06/28/2027
<b>Email:</b>	olee@hotmail.com	<b>CDL Status:</b>	VALID
<b>Medical Card Expiration:</b>	04/22/2027		
<b>Medical Card Status:</b>	Qualified		
<b>MVR Review Date:</b>	03/08/2027		
<b>MVR Status:</b>	Clear		

## SECTION 2 — INITIAL DQF REQUIREMENTS

Requirement	Regulation	Status	Date	Source / Notes
Driver Application for Employment	49 CFR §391.21	Complete	09/16/2024	On file — BOF DQF
Initial MVR / State Licensing Inquiry	49 CFR §391.23	Clear	03/08/2027	GA DMV
Previous Employer / Safety Performance Inq.	49 CFR §391.23	Complete	09/16/2024	On file — pre-hire
Road Test Certificate or CDL Equivalent	49 CFR §391.31 / §391.33	Passed	09/09/2024	Atlanta, GA
Medical Examiner's Certificate	49 CFR §391.43	Qualified	04/22/2027	Dr. Melissa Tran

## Initial DQF Review Notes:

File reviewed 05/03/2026. CDL valid through 06/28/2027. Medical card valid through 04/22/2027. MVR status: Clear. Road test: Pass.

## SECTION 3 — MEDICAL QUALIFICATION

## Medical Examiner's Certificate Status:

- Valid
- Expiring Soon
- Expired
- Missing
- Needs Review

**Medical Card Issue Date:** 04/22/2025  
**Medical Card Expiration Date:** 04/22/2027  
**Medical Examiner Name:** Dr. Melissa Tran  
**Medical Cert Number:** MC-0110314  
**National Registry Number:** ME100011  
**National Registry Verification:** Verified — On file  
**Medical Variance / SPE Required:** No  
**Medical Variance / SPE Status:** Not Applicable

**Medical Qualification Notes:** BP 118/78 | Pulse 72 | Vision R:20/20 L:20/20 | Hearing: Pass | Urinalysis: Normal | Sleep Apnea: No | Diabetes: No | Heart Disease: No | Surgeries: Yes - Appendectomy (2005)

## SECTION 4 — DRUG &amp; ALCOHOL / CLEARINGHOUSE COMPLIANCE

Requirement	Status	Date	Notes
Pre-Employment Drug Test	Negative	04/12/2024	Lab result on file
Clearinghouse Full Query — Pre-Hire	Query Completed	04/10/2024	FMCSA Clearinghouse
Annual Clearinghouse Limited Query	Current	05/03/2026	Annual cycle — due 12 months from pre-hire
Drug & Alcohol Policy Acknowledgment	Enrolled	04/15/2024	BOF Fleet Safety & Compliance Policy 2024

**Drug & Alcohol Compliance Notes:** Pre-employment test result: Negative on 04/12/2024. Clearinghouse query completed 04/10/2024. Driver enrolled in random testing pool per BOF Fleet Safety & Compliance Policy 2024.

## SECTION 5 — ANNUAL / ONGOING DQF MAINTENANCE

Requirement	Regulation	Status	Last Completed	Next Due
Annual MVR	49 CFR §391.25	Clear	03/08/2027	04/07/2027
Annual Review of Driving Record	49 CFR §391.25(c)(2)	Clear	01/15/2026	07/15/2026
Driver Cert. of Violations	49 CFR §391.27	Complete	05/01/2024	07/15/2026
Medical Card Renewal	49 CFR §391.43	Qualified	04/22/2025	04/22/2027
CDL Renewal Tracking	BOF Credential Tracking	VALID	07/02/2022	06/28/2027

**Annual Maintenance Notes:** Compliance review date: 01/15/2026. Next review scheduled: 07/15/2026. Violation points: —. Accidents on record: —. MVR restrictions: None.

## SECTION 6 — BOF DOCUMENT VAULT STATUS

Document	Status	Expiration / Review Date	File Status	Action
CDL	VALID	06/28/2027	On file	No action required
Medical Card	Qualified	04/22/2027	On file	No action required
MVR	Clear	03/08/2027	On file	No action required
FMCSA Compliance	Compliant	07/15/2026	On file	Update / upload required
I-9	Complete	05/03/2026	On file	No action required
W-9	Received	09/16/2024	On file	No action required
Bank Information	Verified	09/16/2024	On file	No action required
Emergency Contact	On file	05/03/2026	On file	No action required
Insurance Card	Carrier-provided	—	On file	Verify at renewal

## SECTION 7 — SAFETY / OPERATIONS REVIEW

Pre-Trip Inspection	5	<b>Road Test Date:</b>	09/09/2024
Vehicle Control	5	<b>Examiner:</b>	C. Nguyen
Backing	4	<b>Vehicle Type:</b>	Day cab tractor
Turning	5	<b>Trailer Type:</b>	53 ft dry van
Braking	5	<b>Test Location:</b>	Atlanta, GA
Mirror Use	5	<b>Road Test Result:</b>	Pass
Coupling	4	<b>Restrictions / Rec.:</b>	None
Defensive Driving	5	<b>Safety Tier:</b>	Tier 1 — Standard
Overall Safety	5	<b>Open Safety Events:</b>	0
		<b>HOS / OOS Issues:</b>	None
		<b>Pre-Trip Compliance:</b>	Current
		<b>POD Cert. Compliance:</b>	Current
		<b>Seal / Cargo Protocol:</b>	Current

### Safety Review Notes:

Driver Olivia Lee passed road test on 09/09/2024 with result: Pass. No open safety events. Safety policy acknowledged 04/15/2024.

## SECTION 8 — REVIEW DETERMINATION

Based on this review, the driver qualification file is:

- Complete and dispatch eligible
- Complete with follow-up required
- Needs review before assignment
- Missing required document
- Expired credential requires correction
- Blocked from dispatch pending corrective action

**Required Corrective Actions:** No open deficiencies. Maintain scheduled review cycle.

**Next Review Date:** 07/15/2026

## SECTION 9 — REVIEWER SIGNATURE

**Reviewer Name:** BOF Compliance Team

**Reviewer Title:** Compliance Officer

**Reviewer Signature:**

*BOF Compliance Team*

**Review Date:** 05/03/2026

**Driver Acknowledgment:** Pending — Driver has not yet signed

**Driver Signature:**

*Olivia Lee*

**Acknowledgment Date:** 04/15/2024

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