

Training Topic

Specific Training Required

Training Recordkeeping Required

Alcohol & Drug Testing
 (49 CFR Section 382.601)

Drivers who will operate commercial motor vehicles in the United States requiring a commercial driver’s license (CDL) (Licencia Federal de Conductor in Mexico, commercial driver’s license of the Canadian National Safety Code), must be given educational materials that explain the requirements, and the company’s drug and alcohol policies and procedures. Violations of these regulations fall under the Controlled Substances & Alcohol CSA BASIC.

A signed certificate of receipt of information must be kept in the driver’s confidential drug and alcohol file (in a secure location with controlled access) for the duration of employment and for 2 years after it ceases.

Supervisor Reasonable Suspicion Testing
 (49 CFR Section 382.603)

All CDL driver supervisors must receive 60 minutes of alcohol abuse training and 60 minutes of controlled substances (drug) abuse training. Supervisors have to receive this training prior to sending a driver for a DOT reasonable suspicion test. Recurrent training is not required.

Documentation of the training given to supervisors must be maintained for as long as the supervisor is performing this function and for 2 years after it ceases.

Entry-Level Drivers
 (49 CFR Part 380, Subpart E)

Drivers applying for an initial CDL, upgrading a current CDL, or obtaining a hazardous materials, passenger, or school bus endorsement need to complete entry-level driver training. The training includes both theory and behind-the-wheel instruction, with the instruction provided by an entity listed on a Training Provider Registry (TPR), administered by FMCSA.

The training provider must maintain documentation related to the training provided, instructor qualifications, and student records, as required in Sec. 380.725. Training-related records must be kept for at least 3 years from the date each record is generated or received.

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Hazmat
(49 CFR Section 172.704)

General Hazmat Employees

Hazmat for Drivers

All employees who perform any function subject to the Hazardous Materials Regulations, such as loading and unloading, preparing the packaging and markings, working with hazmat paperwork, and/or driving the vehicle transporting the hazardous materials, must receive training. The required areas are: General Awareness, Function Specific, Safety, Security, In-Depth Security (if required), and Modal Specific. Initial training must be done prior to performing the function subject to the hazmat regulations. Refresher training must be given every 3 years. Violations fall under the Hazardous Materials Compliance CSA BASIC.

Records of training must be maintained for the duration of employment, and for 90 days after it ceases. The training record must include name and date of training, description, copy of (or location of) materials used, name and address of trainer, and certification that the employee was trained.

In-Depth Hazmat Security Awareness
(49 CFR Section 172.704)

Hazmat employers required to complete a security plan must also provide In-Depth Security training. Hazmat employees affected by a security plan must be trained on company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organizational security structure. Refresher training must be given every 3 years. Violations fall under the Hazardous Materials Compliance CSA BASIC.

Records of training must be maintained for the duration of employment, and for 90 days after it ceases. The training record must include name and date of training, description, copy of (or location of) materials used, name and address of trainer and certification that the employee was trained.

Longer-Combination Vehicle (LCV)
(Part 380, Subparts A through D)

Operators of LCVs in interstate commerce and LCV-driver instructors are subject to minimum training requirements. A driver who wishes to operate an LCV must successfully complete a driver-training program that includes components addressing both knowledge and skills. The driver must successfully pass a knowledge test and a skills test. Documentation of this must be maintained in the driver's qualification file. An LCV classroom and skills instructor must meet certain knowledge and training requirements. Violations fall under the Driver Fitness CSA BASIC.

The LCV training certificate for a LCV driver must be maintained in the driver's qualification file. Documentation of the driver-instructor qualifications must be maintained in the LCV-instructor's driver qualification file.

Annual/Brake Inspector Qualifications

Individuals who conduct periodic/annual inspections and employees who are responsible for brake inspections/maintenance are required to have training and/or experience totalling at least 1 year.

Documentation of each inspector's qualifications must be maintained by the motor carrier during the time the individual is performing this function and for 1 year after it ceases.