



Drug and Alcohol Clearinghouse – information sheet and links

10-21-2019

The Clearinghouse will contain records of violations of drug and alcohol prohibitions in 49 CFR Part 382, subpart B, including positive drug or alcohol test results and test refusals. When a driver completes the return to duty process and follow up testing plan, this information will also be recorded in the Clearinghouse. The Clearinghouse query is only required on CDL drivers.

The Clearinghouse will combine information from different states and link it to maintain accurate information.

Employers, Drivers, third party administrators, MRO's and substance abuse professionals must all register in the Clearinghouse.

Drivers will need to register to provide electronic consent in the Clearinghouse if a prospective or current employer needs to conduct a full query of the driver's record, this will include all pre employment queries beginning on 1/6/2020. The driver must also be registered to electronically view their own Clearinghouse record. Drivers can pre register to avoid delay of response to employers by going to <https://clearinghouse.fmcsa.dot.gov/register>. All existing and future drivers will be required to sign a consent form. We are in the process of creating that form and will make it a required item in the driver's drug and alcohol file. New drivers will need to sign at application process, existing drivers will be required to sign as an "annual" query is required as well (minimum of annual, employers may choose to do this more frequently). If a driver refuses consent- the driver must be immediately removed from safety sensitive functions.

Employers will need to identify an individual for their company to service as the Clearinghouse administrator. Administrators have the option to invite users to serve in an assistant role enabling them to use the Clearinghouse on their behalf. Motor carriers with a DOT number will be required to use their FMCSA portal account for access. If you do not have your portal account login information, you will need to obtain or register for the portal account login. If you do not have your account login to the portal- you can request that here: <https://portal.fmcsa.dot.gov/AccountRequest/AccountRequestForm1.jsp>

Once you are registered and created your login, you will need to allow access to us to obtain the queries on your behalf. We will need to query the Clearinghouse prior to hiring a driver (in the screening process), and again annually. Employers can register here: <https://clearinghouse.fmcsa.dot.gov/Register> then you will need to add us by going into your dashboard in the website, choose add C/TPA of "TransTex License and Permit Solutions Inc.", answer yes to the questions listed, and complete. This will send us a link to allow us to request queries on your account. You will also need to add permission for "Concentra Medical Compliance Administration" (your program manager through us)

Owner operators- you must still register and you must designate us as the third party administrator on your behalf.



There are 2 types of queries: limited (annual check on current drivers) and Full Query (pre employment check). When a limited query is ran, if any records are reflected in the Clearinghouse, a Full Query must be completed within 24 hours, or if not complete in 24 hours, the driver must be removed from safety sensitive duty. Drivers must sign a general consent for limited queries that can be effective for more than one year (during the course of employment), but a Full Query requires an electronic consent within the clearinghouse and is only valid for a limited time frame. Motor carriers can run a limited query at any time, as long as they have the general consent. A full query can only be run when the driver signs the electronic consent on the Clearinghouse, but can be done at any time with that current valid consent.

Fee- there is no fee to register for the Clearinghouse account, however there is a fee of \$1.25 for each query. Motor carriers must purchase a plan bundle. You can buy as little as 1, or as many as you may see a need for. Keep in mind when purchasing a bundle, that it will need to include at least the number of current drivers you have, plus how ever many applicants you can anticipate. That is because we will have to do the annual query in addition to any new applicants. You can purchase more at any time, but it would be a time saver if they were available when we need to process them.

You are able to set up/register your account now, but the Clearinghouse queries will not be available/required until January 6, 2020.

Important- the implementation of this regulation requires that the drivers drug and alcohol query is required prior to employment. This means that if you are not currently fully pre-screening the driver, before hiring, you will need to change your procedures to ensure we are notified of applicants to be screened prior to hiring

When a driver signs or declines the on line consent- the motor carrier will receive an email stating the query is complete so that the motor carrier (or us) can log in to view the results. The motor carrier will need to notify us to log in and view/save the query to the drivers file.

Information for drivers:

Drivers are not required to register, but will need to be registered to provide electronic consent if a FULL query is required (pre hire, or if a limited query shows data). This includes all pre employment queries beginning January 6, 2020. Drivers must also be registered to electronically view their own information.

Drivers who do pre register, will have their accounts set up prior to January 6, 2020 allowing quicker response to query requests from employers. Drivers would also use the same link to register: <https://clearinghouse.fmcsa.dot.gov/register>

if a driver is pre registered- when they apply for a new job and the motor carrier request the driver sign the full query request, the driver will receive an email to sign.

if a driver is NOT pre registered- when the motor carrier requests the full query, the clearinghouse will have to send the driver a request in writing via USPS mail to the address listed on their CDL. This could greatly delay the applicant process if they are not pre registered.