



Are you ready for the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse?

REGISTRATION & PREPERATION

- Register for access to the Clearinghouse starts October 2019
- Identify FSSolutions as your TPA in the Clearinghouse
- Educate your drivers on the need to register in the Clearinghouse
- Update your company policy to include item 12 from [§ 382.601](#)
- Educate your drivers on the need to use CDL Number and State as the key identifier on their chains of custody and alcohol testing forms where it asks for Social Security or Employee ID
- Ensure your systems are able to capture CDL State and Number and provide it on your employee list for random generation.

REPORTING VIOLATIONS

- Ensure you have processes in place to report the following information to the Clearinghouse within 3 days of the triggering event:
 - An alcohol confirmation test result with an alcohol concentration of 0.04 or greater
 - A negative return-to-duty test result
 - The driver's refusal to submit to a DOT test for drug or alcohol use
 - An "Actual knowledge" violation, as defined in [§ 382.107](#);
 - A report that the driver successfully completed all follow-up tests as ordered by the Substance Abuse Professional.

RUNNING QUERIES AND OBTAINING CONSENT

- Purchase the query plan that fits your organizational needs starting November 2019. For information visit: <https://clearinghouse.fmcsa.dot.gov/Query/Plan>
- Educate your hiring managers:
 - On the need to run a Full Query starting Jan 6, 2020 for all drivers prior to employing them in a safety sensitive role
 - Continue to obtain information from previous employers as required under 49 CFR Part [§ 40.25](#) until Jan 2023
- Create a process to run full or limited queries for all drivers on an annual basis
- If using limited queries:
 - Create a general, non-terminating consent including the timeframe for which you will run limited queries
 - Obtain this consent from all current and future drivers



FSSolutions can assist you with your obligations of using the Clearinghouse. FSSolutions has created the following new service offerings for an additional fee:

- Extended TPA Service
 - FSSolutions will take on the responsibility of reporting all of your violations into the clearinghouse
- Pre-Employment Full Queries
 - Using our comprehensive background screening platform, FSSolutions can run a Pre-Employment Full Query prior to employment
- Annual Queries and Monitoring
 - It's in your best interest to monitor your fleet throughout the year. FSSolutions can run limited queries on a schedule that meets your needs and ensure your compliant on an annual basis.

If you are interested in learning more about these new services, or have questions regarding the clearinghouse, please email clearinghouse@fssolutions.com.

For more information on the clearinghouse visit FMCSA's website at <https://clearinghouse.fmcsa.dot.gov>.