Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

Registration and Requirements

FOR EMPLOYERS

- ☑ **Record**
- ☑ **Consent**
- ☑ **Query**
- ☑ **Safety**

What is the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse?

A secure, online database that gives employers and other authorized users real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations.

The Clearinghouse improves safety on our Nation's roadways by giving employers access to information they need to make informed safety decisions about which employees to place in safety-sensitive functions, including operating a commercial motor vehicle (CMV).

Have you registered for the Clearinghouse?

Employers must register to meet their Clearinghouse requirements. Learn how you and your company can stay in compliance with the Clearinghouse regulations.

LEARN MORE:
Visit FMCSA's Learning Center for more information, including step-by-step instructions on registering your company's employees, purchasing a query plan, conducting queries, and more.

https://clearinghouse.fmcsa.dot.gov/learn

Before you register

Registering is the first step in ensuring you and your company are compliant with Clearinghouse regulations.

To complete registration:

- **Register** for a USDOT Number and FMCSA Portal account, if needed.

- **Verify your information**. If you currently have a USDOT Number, the Clearinghouse will pull your contact and company information from other FMCSA systems.

- **Designate your C/TPA.** If you work with any consortia/third-party administrators (C/TPAs), you must designate them in the Clearinghouse before they can access the Clearinghouse on your behalf. All owner-operators (employers who employ themselves as CDL drivers, often a single-driver operation) are required to designate a C/TPA in the Clearinghouse.

- **Invite Assistants.** Send invitations to other employees who will access the Clearinghouse on your behalf, allowing them to register as part of your company or organization.

- **Select and purchase a query plan.** Employers pay a fee when querying the Clearinghouse for current and prospective employees' drug and alcohol program violations. Learn about pricing options and purchase a query plan at https://clearinghouse.fmcsa. dot.gov/Query/Plan. Query plans may only be purchased from the Clearinghouse website by registered employers.

Questions?

Visit clearinghouse.fmcsa.dot.gov/Contact

How are employers required to use the Clearinghouse?

After you register, you can take the following actions:

- **Report drug and alcohol violations.** This includes alcohol test results with a concentration of .04 or greater, refusals to take an alcohol or drug test, as well as actual knowledge of a violation.

- Employers also report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan.

- The information above must be reported by the close of the third business day after the employer is informed.

- **Conduct queries** to check if prospective employees are prohibited from performing safety-sensitive functions, such as operating CMVs, due to an unresolved drug and alcohol program violation.

- Employers are also required to query all current employees at least annually. All queries require driver consent.

- Note: Prospective employers may need to directly contact employers regulated by USDOT modes other than FMCSA. For more details see 49 CFR 391.23(e)(4)(ii) and 382.413(c).

How do others use the Clearinghouse?

ACTION	TIME FRAME
Providing Consent Drivers are required to log in to the Clearinghouse and provide electronic consent before a current or prospective employer can conduct a full query of a driver's Clearinghouse record.	No specific time frame for consenting to pre-employment queries. If a limited query returns that records were found, a full query must be conducted on the driver within 24 hours, or the driver must be removed from safety-sensitive functions.
Reporting Violations Medical review officers (MROs) are required to report verified positive, adulterated, or substituted controlled substances test results, as well as refusals to take a drug test.	Within two business days of the verification or determination. Within one business day of making any change to the results report, MRO must report that changed result.
Reporting on RTD Progress Substance abuse professionals (SAPs) are required to report to the Clearinghouse when the initial driver assessment is completed and when the driver is determined to be eligible for RTD testing.	By the close of the business day following the date of the initial assessment. By the close of the business day following the determination the driver is eligible for RTD testing.

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