



## Query History: Employer

### Viewing Your Query History

Your Query History Page contains records of queries that have been conducted by you, your Clearinghouse Assistants, or any C/TPAs who have conducted queries on your behalf.

### Locating Your Query History

To view your query history, under **My Dashboard**, go to **Queries** and click **Query History**.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse Employer Dashboard. At the top, there is a navigation bar with the FMCSA logo and a 'Log Out' button. Below this is a main menu with several categories: 'Violations', 'Queries', 'RTD Process', 'Reports', and 'Manage'. The 'Queries' category is highlighted with a red box, and an arrow points to the 'Query History' sub-item. Below the menu is a 'WELCOME' section with a background image of a truck. The main content area is titled 'QUERY OVERVIEW' and includes a 'Query Balance' section, a 'Conduct a Query' button, and two columns of query statistics: 'PRE-EMPLOYMENT QUERIES' and 'ANNUAL QUERIES'. Each column contains three circular gauges showing zero counts for various query types.



This will bring you to your query history page.

### Search

Use the “Find Driver” search bar at the top of the screen to look for a specific driver’s query result(s).

### Filter

You can also use the filters on the left-hand side of the screen to help focus your search. If you work with one or more C/TPAs who conduct queries on your behalf, select the C/TPA whose Query History you wish to view by using the “Conducted By” filter.

*Note: To download your Query History, click the **Download Query History** button. This will create an Excel file of all currently filtered queries.*

**DRUG & ALCOHOL CLEARINGHOUSE**

My Dashboard | Violations | Queries | Return-to-Duty | Reports | Manage

Find Driver

Displaying 1-25 of 204 | Page:  |  |

**Query Type**

- Pre-employment (22)
- Annual (182)
- Limited (150)
- Limited → Full (16)
- Full (16)

**Query Status**

- Open (10)
- Specific consent required (10)
- Closed (194)
- Completed (194)

**Query Result**

- Records Found (182)
- Driver Not Prohibited (165)
- Driver Prohibited (39)

**Conducted By**

- [Redacted]
- [Redacted]

**Timeframe**

- Last Day (5)
- Last 7 days (13)
- Last 30 days (13)
- Last Year (204)
- All Time (204)

**Query History**

Record ID: [Redacted]

**Employer Conducting Query:** [Redacted]

**Query Result:** Driver Prohibited

**Query Status:** Completed (1/16/2020 8:38:42)

**Conducted By:** [Redacted] | **Query Type:** Limited → Full | **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [Redacted]	<b>Requested:</b> 1/16/2020 11:39:22	<b>Created:</b> 1/16/2020 11:39:19
<b>Date of Birth:</b> [Redacted]	<b>Recorded:</b> 1/16/2020 8:38:42	<b>Limited Completed:</b> 1/16/2020 11:39:19
<b>CDL/CLP:</b> [Redacted]	<b>Status:</b> Provided	<b>Full Completed:</b> 1/16/2020 11:39:19

Record ID: [Redacted]

**Employer Conducting Query:** [Redacted]

**Query Result:** Driver Not Prohibited

**Query Status:** Specific consent required (1/16/2020 12:14:00)

**Conducted By:** [Redacted] | **Query Type:** Pre-employment | **Query Submitted:** Manually

Information in this driver’s Clearinghouse record has been added or updated. To determine if this information resulted in an change to the driver’s eligibility status, you will need to conduct a new full query, which requires sending the driver a new consent request.

|

Driver Information	Consent Information	Query History
<b>Name:</b> [Redacted]	<b>Requested:</b> 1/16/2020 17:47:37	<b>Created:</b> 1/16/2020 17:47:37
<b>Date of Birth:</b> [Redacted]	<b>Recorded:</b> 1/16/2020 18:37:01	<b>Completed:</b> 1/16/2020 18:37:01
<b>CDL/CLP:</b> [Redacted]	<b>Status:</b> Provided	

Record ID: [Redacted]

**Employer Conducting Query:** [Redacted]

**Query Result:** Driver Not Prohibited

**Query Status:** Completed (1/16/2020 10:10:21)

**Conducted By:** [Redacted] | **Query Type:** Limited | **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [Redacted]	General consent provided outside of the Clearinghouse	<b>Created:</b> 1/16/2020 10:10:21
<b>Date of Birth:</b> [Redacted]		<b>Limited Completed:</b> 1/16/2020 10:10:21
<b>CDL/CLP:</b> [Redacted]		

*Note: the query results reflect the driver’s status at the time the query was conducted. If you need up-to-date information on a driver’s eligibility status, you will need to conduct a new query.*



### Query Results

The query history page includes a summary of information about each query. This information will vary depending on the type of query that was conducted. The query type is shown in both the summary and detail view. See below for more details.

### Limited Query

The summary will include all information available from a limited query—see the example below. You can also view this information on a standalone page by clicking **View Query Details**.

The screenshot shows two views of a query. The left view is a summary card with the following information: Record ID: [redacted], Employer Conducting Query: [redacted], Query Result: Driver Not Prohibited, Query Status: Completed (1/16/2020 10:10:21), Conducted By: [redacted], Query Type: Limited, Query Submitted: Manually. Below this are three sections: Driver Information (Name, Date of Birth, CDL/CLP), Consent Information (General consent provided outside of the Clearinghouse), and Query History (Created: 1/16/2020 10:10:21, Limited Completed: 1/16/2020 10:10:21). A 'View Query Details' button is at the bottom. The right view is titled 'Query Detail' and shows a 'Query Overview' section with the same information as the summary card, but with more detail. Red arrows and boxes highlight the 'Query Result: Driver Not Prohibited', 'Query Status: Completed (1/16/2020 10:10:21)', 'Query Submitted: Manually', and the 'View Query Details' button in both views.

### Query Submitted Field

The “Query Submitted” field identifies how the query was submitted to the Clearinghouse. “Manually” indicates an individual query that was conducted on a single driver. “Via bulk upload” indicates the query was part of an uploaded .TSV file. [Learn more about bulk uploads.](#)



## Query Results (Continued)

### Limited-to-Full Query

If a limited query returns a result of “Record(s) found; full query needed,” the Clearinghouse will give you the option to request the driver’s consent for a full query. This full query result will appear in the same summary as the limited query that preceded it—see the example below.

Record ID: [REDACTED]

**Employer Conducting Query:** [REDACTED]  
**Query Result:** Driver Not Prohibited  
**Query Status:** Completed (1/16/2020 17:12:28)  
**Conducted By:** [REDACTED] **Query Type:** Limited → Full **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [REDACTED]	<b>Requested:</b> 1/16/2020 17:01:07	<b>Created:</b> 1/16/2020 17:01:05
<b>Date of Birth:</b> [REDACTED]	<b>Recorded:</b> 1/16/2020 17:12:28	<b>Limited Completed:</b> 1/16/2020 17:01:05
<b>CDL/CLP #:</b> [REDACTED]	<b>Status:</b> Provided	<b>Full Completed:</b> 1/16/2020 17:01:05

[View Query Details](#)

### Query Detail

#### Query Overview

**Employer Conducting Query:** [REDACTED]  
**Query Result:** Driver Not Prohibited  
**Query Status:** Completed (1/16/2020 17:12:28)  
**Conducted By:** [REDACTED] **Query Type:** Limited → Full **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [REDACTED]	<b>Requested:</b> 1/16/2020 17:01:07	<b>Created:</b> 1/16/2020 17:01:05
<b>Date of Birth:</b> [REDACTED]	<b>Recorded:</b> 1/16/2020 17:12:28	<b>Limited Completed:</b> 1/16/2020 17:01:05
<b>CDL/CLP #:</b> [REDACTED]	<b>Status:</b> Provided	<b>Full Completed:</b> 1/16/2020 17:01:05

#### Open Violations

No Open Violations

#### Resolved Violations

##### Return to Duty (RTD) Status

**Status:** Closed - Follow-Up Testing Plan Complete

SAP Request Sent: 1/8/2020  
SAP Designated: 1/8/2020  
Initial SAP Assessment: 1/9/2020  
Determined Eligible for RTD Testing: 1/10/2020  
RTD Test with Negative Result: 1/10/2020  
Follow-Up Testing Plan: 1/10/2020

##### Employer Information

[REDACTED]

##### Driver Information

[REDACTED]

**DOB:** [REDACTED] **CDL/CLP#:** [REDACTED]  
**Country:** United States **State:** Maine

##### Violation Information

**Record ID:** [REDACTED]  
**Type of Violation:** Concentration of 0.04 or greater  
**Test Date:** 1/8/2020  
**Reason for Test:** Reasonable suspicion

##### Test Results Entered By

[REDACTED]



### Query Results (Continued)

For full queries, select information, including the driver's eligibility status, will be available in the violation summary. To access additional details, including violation information or return-to-duty (RTD) status information, click **View Query Details**.

### Full Query: Driver Not Prohibited

The example below shows a summary and detail view of a pre-employment query in which the driver has no violations in his/her Clearinghouse record.

**Employer Conducting Query:** [Redacted]  
**Query Result:** Driver Not Prohibited  
**Query Status:** Completed (1/16/2020 14:34:15)  
**Conducted By:** [Redacted] | **Query Type:** Pre-employment | **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [Redacted]	<b>Requested:</b> 1/16/2020 14:19:47	<b>Created:</b> 1/16/2020 14:19:47
<b>Date of Birth:</b> [Redacted]	<b>Recorded:</b> 1/16/2020 14:34:15	<b>Completed:</b> 1/16/2020 14:34:15
<b>CDL/CLP:</b> [Redacted]	<b>Status:</b> Provided	

**View Query Details**

#### Query Overview

**Employer Conducting Query:** [Redacted]  
**Query Result:** Driver Not Prohibited  
**Query Status:** Completed (1/16/2020 14:34:15)  
**Conducted By:** [Redacted] | **Query Type:** Pre-employment | **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [Redacted]	<b>Requested:</b> 1/16/2020 14:19:47	<b>Created:</b> 1/16/2020 14:19:47
<b>Date of Birth:</b> [Redacted]	<b>Recorded:</b> 1/16/2020 14:34:15	<b>Completed:</b> 1/16/2020 14:34:15
<b>CDL/CLP:</b> [Redacted]	<b>Status:</b> Provided	

### Full Query: Driver Prohibited

The example below shows a summary and detail view of a full query in which the driver has violations in his/her Clearinghouse record.

**Employer Conducting Query:** [Redacted]  
**Query Result:** Driver Prohibited  
**Query Status:** Completed (1/16/2020 8:38:12)  
**Conducted By:** [Redacted] | **Query Type:** Full | **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [Redacted]	<b>Requested:</b> 1/16/2020 11:40:02	<b>Created:</b> 1/16/2020 11:40:02
<b>Date of Birth:</b> [Redacted]	<b>Recorded:</b> 1/16/2020 8:38:12	<b>Completed:</b> 1/16/2020 8:38:12
<b>CDL/CLP:</b> [Redacted]	<b>Status:</b> Provided	

**View Query Details**

#### Query Detail

##### Query Overview

**Employer Conducting Query:** [Redacted]  
**Query Result:** Driver Prohibited  
**Query Status:** Completed (1/16/2020 8:38:12)  
**Conducted By:** [Redacted] | **Query Type:** Full | **Query Submitted:** Manually

Driver Information	Consent Information	Query History
<b>Name:</b> [Redacted]	<b>Requested:</b> 1/16/2020 11:40:02	<b>Created:</b> 1/16/2020 11:40:02
<b>Date of Birth:</b> [Redacted]	<b>Recorded:</b> 1/16/2020 8:38:12	<b>Completed:</b> 1/16/2020 8:38:12
<b>CDL/CLP:</b> [Redacted]	<b>Status:</b> Provided	

##### Open Violations

###### Employer Information

[Redacted]

###### Driver Information

**DOB:** [Redacted] | **CDL/CLP#:** [Redacted]  
**Country:** United States | **State:** [Redacted]

###### Violation Information

**Record ID:** [Redacted]  
**Type of Violation:** Alcohol test refusal  
**Test Date:** 1/8/2020  
**Reason for Test:** Random  
**Type of Test Refusal:** Failed to sign the certification at Step 2 of ATF

**Test Results Entered By:** [Redacted]



## Color Borders

Violation summaries may have a color along the left side. These colors indicate that further action is required.

**YELLOW** A yellow border indicates an action to be completed by the queried driver.

**RED** A red border indicates an action to be completed by the employer or designated C/TPA conducting the query.

### Pre-employment: Consent Requested

This pre-employment query border is yellow because it is still pending the driver's consent.

The driver will not be able to perform safety-sensitive functions for the employer until the driver provides his or her consent and the query is completed with a result of "Driver Not Prohibited."

Record ID: [REDACTED]

**Employer Conducting Query:** [REDACTED]

Query Status: Pending driver consent (1/16/2020 8:40:04)

Conducted By: [REDACTED] Query Type: Pre-employment Query Submitted: Manually

Driver Information	Consent Information	Query History
Name: [REDACTED]	Requested: 1/16/2020 8:40:04	Created: 1/16/2020 8:40:04
Date of Birth: [REDACTED]	Recorded:	
CDL/CLP ⓘ: [REDACTED]	Status: Pending	

View Query Details Cancel Query

### Limited-to-Full Query: Consent Request Not Sent

If a limited query determines that the driver has violation information in his or her Clearinghouse record, a full query must be conducted within 24 hours. The employer or designated C/TPA will need to send a consent request before conducted the full query. If the query consent request has not been sent, the query border will turn red. This is because the employer must take an action (i.e., send the consent request).

Record ID: [REDACTED]

**Employer Conducting Query:** [REDACTED]

Query Result: Records Found

Query Status: Specific consent required (1/16/2020 11:52:33)

Conducted By: [REDACTED] Query Type: Limited Query Submitted: Via Bulk Upload

Information related to drug and alcohol program violations has been found in the Clearinghouse record of the driver you queried. To determine if this driver is prohibited from performing safety-sensitive functions, you will need to conduct a full query.

You must obtain the driver's electronic consent before you can conduct the full query and access the driver's detailed information.

If the full query is not conducted within 24 hours, the driver must be removed from safety-sensitive functions.

Send Consent Request Close Query

Driver Information	Consent Information	Query History
Name: [REDACTED]	General consent provided outside of the Clearinghouse	Created: 1/16/2020 11:52:32
Date of Birth: [REDACTED]		Limited Completed: 1/16/2020 11:52:33
CDL/CLP ⓘ: [REDACTED]		

View Query Details

### Limited-to-Full Query: Consent Requested

Once the consent request is sent to the driver, the query border will turn yellow. This yellow border indicates that the driver needs to provide his or her consent.

Record ID: [REDACTED]

**Employer Conducting Query:** [REDACTED]

Query Result: Records Found

Query Status: Pending driver consent (1/16/2020 13:49:14)

Conducted By: [REDACTED] Query Type: Limited → Full Query Submitted: Manually

Driver Information	Consent Information	Query History
Name: [REDACTED]	Requested: 1/16/2020 13:49:14	Created: 1/16/2020 13:37:00
Date of Birth: [REDACTED]	Recorded:	Completed: 1/16/2020 13:37:00
CDL/CLP ⓘ: [REDACTED]	Status: Pending	

View Query Details Close Query



**Limited-to-Full Query: 24 Hours Elapsed**

If the full query is not conducted within 24 hours, the query border will turn red. This is because the employer must take an action (i.e., removing the driver from safety-sensitive functions until a full query is completed with a result of “Driver Not Prohibited”).

Record ID: [REDACTED]

**Employer Conducting Query:** [REDACTED]

**Query Result: Records Found**

Query Status: Pending driver consent (1/16/2020 9:34:46)

Conducted By: [REDACTED] | Query Type: Limited → Full | Query Submitted: Via Bulk Upload

Driver consent has been pending for more than 24 hours. The driver must be removed from safety-sensitive functions until a full query returns a result of Driver Not Prohibited.

Driver Information	Consent Information	Query History
Name: [REDACTED]	Requested: 1/16/2020 9:34:46	Created: 1/16/2020 9:34:35
Date of Birth: [REDACTED]	Recorded:	Completed: 1/16/2020 9:34:46
CDL/CLP ⓘ: [REDACTED]	Status: Pending	

View Query Details
Close Query

**Any Query: Driver Prohibited**

In this example, the query determined that the driver is prohibited from performing safety-sensitive functions. This has a red border, as the employer must take an action (i.e., removing the driver from safety-sensitive functions). The driver will remain prohibited until he or she completes the return-to-duty (RTD) process.

Record ID: [REDACTED]

**Employer Conducting Query:** [REDACTED]

**Query Result: Driver Prohibited**

Query Status: Completed (1/16/2020 16:07:12)

Conducted By: [REDACTED] | Query Type: Pre-employment | Query Submitted: Manually

Driver Information	Consent Information	Query History
Name: [REDACTED]	Requested: 1/16/2020 14:04:40	Created: 1/16/2020 14:04:40
Date of Birth: [REDACTED]	Recorded: 1/16/2020 16:07:12	Completed: 1/16/2020 16:07:12
CDL/CLP ⓘ: [REDACTED]	Status: Provided	

View Query Details