

DRUG & ALCOHOL CLEARINGHOUSE

-  Record
-  Consent
-  Query
-  Safety



QUERIES AND CONSENT REQUESTS

Beginning January 6, 2020, employers, or their designated consortium/third-party administrator (C/TPA), will be required to conduct queries to check if current and prospective employees are prohibited from performing safety-sensitive functions, such as operating commercial motor vehicles (CMVs), due to an unresolved drug and alcohol program violation.

THERE ARE TWO TYPES OF QUERIES:



All queries require driver consent; the type of consent depends on the query type.

Query Type	Reason for Query	Consent Requirements	Consent Responses and Required Actions	Query Results and Required Actions
LIMITED QUERY 	Annual check on currently-employed driver OR Ad hoc/periodic check on driver	Outside the Clearinghouse May be electronic or wet signature Limited consent form must specify time range	Consent refused <ul style="list-style-type: none"> Query cannot be conducted Driver removed from safety-sensitive functions Consent provided <ul style="list-style-type: none"> Retain via paper or electronically in driver's qualification file Request limited query in the Clearinghouse 	No records found in the Clearinghouse for queried driver <ul style="list-style-type: none"> No action required Records found in the Clearinghouse for queried driver; full query needed <ul style="list-style-type: none"> Full query must be conducted for violation and/or return-to-duty (RTD) details to be released If full query is not conducted within 24 hours, driver is removed from safety-sensitive functions, including operating a CMV
FULL QUERY 	Pre-employment check on prospective driver OR Limited query returned records found for queried driver OR Ad hoc/periodic check on driver	Electronically within the Clearinghouse, for each full query for individual driver	Consent refused <ul style="list-style-type: none"> Employer notified of refused consent Query cannot be conducted Driver cannot perform/ removed from safety-sensitive functions Consent provided <ul style="list-style-type: none"> Query conducted Full violation and/or RTD details released, if any 	Prohibited <ul style="list-style-type: none"> If driver has a violation and no negative RTD test result, driver is removed from safety-sensitive functions Not Prohibited <ul style="list-style-type: none"> If a driver has no violations, or a violation and a negative RTD test result, no action required