

# Federal Motor Carrier Safety Administration

## DRUG & ALCOHOL CLEARINGHOUSE



### UPDATE YOUR STUDENT DRIVER ROLE

#### When am I required to update my student driver role?

You are required to update your role in the Clearinghouse when you are no longer considered a student driver; that is, when you are no longer enrolled in a commercial driver’s license (CDL) school but will be performing safety-sensitive functions.

#### Which Clearinghouse user role do I need?

There are two options to choose from when you update your student driver user role: **Driver** or **Owner-Operator**. An owner-operator is a self-employed driver who operates a commercial motor vehicle (CMV) for his or her own business, typically a single-driver operation.

Select Driver if...	Select Owner-Operator if...
You are no longer enrolled in a CDL school but will be performing safety-sensitive functions.	You are no longer enrolled in a CDL school but will be performing safety-sensitive functions, <b>and</b> You drive a commercial motor vehicle (CMV) for a company that you own.

#### How do I update my user role?

Click the link on your Student Driver Dashboard. Follow the applicable steps below to update your Clearinghouse user role.



Version 1.0 | December 2021



## 1 Select your new role (Driver or Owner-Operator)

## 2 Verify your CDL information

- If your CDL information is the same as the commercial learner's permit (CLP) information associated with your Student Driver account, you may proceed without verifying a new CDL.
- You must have a valid CDL number associated with your account to continue to view your Clearinghouse record and respond to future consent requests for full queries.
- If needed, update and verify your new CDL information.

If you selected the Driver role, click "Update Role to Driver" to complete this update.  
If you selected the Owner-Operator role, complete the additional two steps below.

## 3 Link your FMCSA Portal account

- When registering your company with FMCSA, you created an FMCSA Portal account. You may link this account with your Clearinghouse account.
- First, make sure you have requested the correct [Clearinghouse Portal User Role](#).
- If you need to recover your Portal user ID or password, visit the [FMCSA Portal website](#).
- For additional assistance, contact the FMCSA Portal Registration Call Center at (800) 832-5660.

### Why link your Clearinghouse account and Portal account?

Linking with your Portal account will associate your Clearinghouse activity with your USDOT Number.

Note that you can choose to link your accounts later, but this may result in some of your Clearinghouse activity not being associated with your USDOT Number.

## 4 Designate your C/TPA

- As an owner-operator, you are required to designate at least one consortium/third-party administrator (C/TPA) in the Clearinghouse.

Note that you must authorize at least one C/TPA to report violations and negative return-to-duty (RTD) information, including negative RTD test results and successful completion of RTD follow-up testing plans.

Go to the [Clearinghouse Learning Center](#) to begin learning about your new role. You can also [contact the Clearinghouse Team](#).