



Driven To Serve®

Rolling-N-30 Webcast Federal Motor Carrier Safety Administration's (FMCSA) Drug & Alcohol Clearinghouse Website

clearinghouse.fmcsa.dot.gov

- Every motor carrier must complete a limited query by January 5, 2021
 - FAILURE TO REGISTER COULD RESULT IN A D&A VIOLATION AND POSSIBLE FINE.
 - FMCSA is able to generate an 'exception' report showing which active DOT numbers do not have a Clearinghouse account. It is possible that in early 2021 FMCSA might send a warning letter to the active carriers that have not registered. At this time there is no information from FMCSA.
- Clearinghouse Portal - clearinghouse.fmcsa.dot.gov
- Home Portal
 - Log In – If you already have an account, click the 'Log In' button at the top of the screen. Then click 'My Profile.'
 - Not registered click - 'Register' tab
 - Scroll to center of page - Need help getting started?
 - What do you need to do? – Reasons to access the Clearinghouse
 - Quick Links – Learning Center, FAQ's, and Query Plans
 - Watch the Drug & Alcohol Clearinghouse video. It is very informative and less than 5 minutes in length.
- Employers & C/TPA's – Center blue box
 - Select appropriate 'Employer Registration'
 - Employers with an FMCSA Portal Account
 - Employer without a Portal Account – "The FMCSA Portal is a web system that allows employees of motor carriers to access FMCSA web systems. If your company has, or should have, a USDOT Number, you should request an FMCSA Portal Account prior to registering for the Clearinghouse."
 - Both provide step by step instructions: suggest printing the instructions to have available as reference when registering
 - Scroll down to 'Help with Employer Registration'
 - Select 'Launch Training' – This video that explains the registration process, You may want to follow along with printed instructions
- Scroll to top of page, select Drug & Alcohol Clearinghouse banner, under FMCSA banner
 - This will return you to the Clearinghouse Home Portal.
- Quick Links
 - Select 'Query Plans'
 - Need to purchase as many query plans as you have current drivers
 - Purchase a few more query plans if you will be hiring in 2021
 - Additional plans can be purchase any time.

- Inexpensive - \$1.25 each
- Limited Queries
 - Sample Limited Consent Form' if needed
- Full Query
 - Required for new hires and if a limited query returns that more information is available for a driver.
 - Employer initiates full query request.
- Driver will receive request and must give permission for the query to be run
 - If Driver denies permission they are prohibited from performing a safety sensitive function.
- Return to Clearinghouse Home Portal – Select Clearinghouse banner near the top
- Quick Links – Select the Learn dropdown menu and then select Learning Center
 - External Links (right side)
 - Select Office of Drug and Alcohol Policy and Compliance (ODAPC) website – no longer a part of Clearinghouse website – U.S. Department of Transportation
 - On left select Guidance
 - DOT “CBD” Notice – This educational document can be distributed to drivers and others subject to the D & A requirements.
 - DOT “Recreational Marijuana” Notice – This is another educational document that can be distributed.
 - DOT “Medical Marijuana” Notice – Similar to DOT “Recreational Marijuana” notice
- Return to Learning Center – clearinghouse.fmcsa.dot.gov/Learn
- Download Resources for Employers – Review the documents that are available
- Using the Clearinghouse
 - How to Conduct a Limited Query – Step by Step Instructions
 - How to Conduct a Full Query – Step by Step Instructions
 - How to report a violation – Step by Step Instructions
 - How to Purchase a Query Plan
 - Purchase at least as many as the number of drivers currently employed. Able to purchase more at any time.
 - Sample Limited Consent Request Form
- Download Resources for Owner/Operator Resources
 - If an owner/operator is not leased to a motor carrier you are considered the employer as well as the driver. Therefore the documents would be the same as the employer documents.
- Q & A Sessions with FMCSA - Recorded webinars with presentation slides
- Quick Links – Clearinghouse FAQ's
 - Several topics to choose from
 - User Type – List of questions to narrow search
 - Search Function – Use of key words to narrow the search even further
 - In the middle of the page, select “Reporting Violations“ Learn More buton
 - Click on ‘What is considered actual knowledge of a violation?’ to find out more.

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