

# 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
<b>LIMITED QUERY</b> 	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	<b>Consent refused</b> <ul style="list-style-type: none"> <li>Query cannot be conducted</li> <li>Driver removed from safety-sensitive functions</li> </ul> <b>Consent provided</b> <ul style="list-style-type: none"> <li>Retain via paper or electronically in driver's qualification file</li> <li>Request limited query in the Clearinghouse</li> </ul>	<b>No records found in the Clearinghouse for queried driver</b> <ul style="list-style-type: none"> <li>No action required</li> </ul> <b>Records found in the Clearinghouse for queried driver; full query needed</b> <ul style="list-style-type: none"> <li>Full query must be conducted for violation and/or return-to-duty (RTD) details to be released</li> <li>If full query is not conducted within 24 hours, driver is removed from safety-sensitive functions, including operating a CMV</li> </ul>
<b>FULL QUERY</b> 	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	<b>Consent refused</b> <ul style="list-style-type: none"> <li>Employer notified of refused consent</li> <li>Query cannot be conducted</li> <li>Driver cannot perform/ removed from safety-sensitive functions</li> </ul> <b>Consent provided</b> <ul style="list-style-type: none"> <li>Query conducted</li> <li>Full violation and/or RTD details released, if any</li> </ul>	<b>Prohibited</b> <ul style="list-style-type: none"> <li>If driver has a violation and no negative RTD test result, driver is removed from safety-sensitive functions</li> </ul> <b>Not Prohibited</b> <ul style="list-style-type: none"> <li>If a driver has no violations, or a violation <b>and</b> a negative RTD test result, no action required</li> </ul>