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.

<table>
<thead>
<tr>
<th>Query Type</th>
<th>Reason for Query</th>
<th>Consent Requirements</th>
<th>Consent Responses and Required Actions</th>
<th>Query Results and Required Actions</th>
</tr>
</thead>
</table>
| **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  
  • Query cannot be conducted  
  • Driver removed from safety-sensitive functions  
  Consent provided  
  • 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  
  • No action required  
  Records found in the Clearinghouse for queried driver; full query needed  
  • 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 |
| **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  
  • Employer notified of refused consent  
  • Query cannot be conducted  
  • Driver cannot perform/removed from safety-sensitive functions  
  Consent provided  
  • Query conducted  
  • Full violation and/or RTD details released, if any | Prohibited  
  • If driver has a violation and no negative RTD test result, driver is removed from safety-sensitive functions  
  Not Prohibited  
  • If a driver has no violations, or a violation and a negative RTD test result, no action required |