

GUIDE TO THE DRUG & ALCOHOL CLEARINGHOUSE

CLEARINGHOUSE LIMITED QUERY

FAST FACTS

1. Limited queries check to see if information exists about the driver in the Clearinghouse. No details are provided.
2. A limited query must be conducted at least once every 365 days on currently employed/leased drivers, not applicants.
3. Additional ad hoc/periodic limited queries can be conducted at any time in addition to the annual queries.
4. The C/TPA must register in the Clearinghouse before the employer can designate it to act on their behalf.

LIMITED QUERY

- A driver can consent to a limited query using an electronic or ink signature. This consent is done outside the Clearinghouse by the motor carrier. A sample limited consent form is available on the Clearinghouse website.
- A driver does not have to register in the Clearinghouse for a limited query.
- A driver can grant consent at any time, even if the driver refused consent previously.
- The consent form must specify the time range for which the driver has consented to limited queries by the motor carrier.



For more information about the Drug & Alcohol Clearinghouse, visit <https://clearinghouse.fmcsa.dot.gov>

EMPLOYER DUTIES

EMPLOYER AND C/TPA MUST REGISTER WITH THE CLEARINGHOUSE TO CONDUCT PRE-EMPLOYMENT AND ANNUAL DRIVER INVESTIGATIONS.

EMPLOYER OR DESIGNATED C/TPA REQUESTS THE DRIVER'S CONSENT TO RUN A LIMITED QUERY IN THE CLEARINGHOUSE.

DID THE DRIVER CONSENT TO A LIMITED QUERY?

NO

A LIMITED QUERY CANNOT BE CONDUCTED. REMOVE THE DRIVER FROM SAFETY- SENSITIVE FUNCTIONS.

YES

RETAIN CONSENT FORM IN DRIVER'S DQ FILE.

EMPLOYER OR C/TPA RUNS LIMITED QUERY ON DRIVER.

WERE RECORDS FOUND?

NO

NO FURTHER ACTION REQUIRED.

YES

A FULL QUERY MUST BE RUN WITHIN 24 HOURS. REFER TO FULL QUERY GUIDELINES.

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FULL QUERY

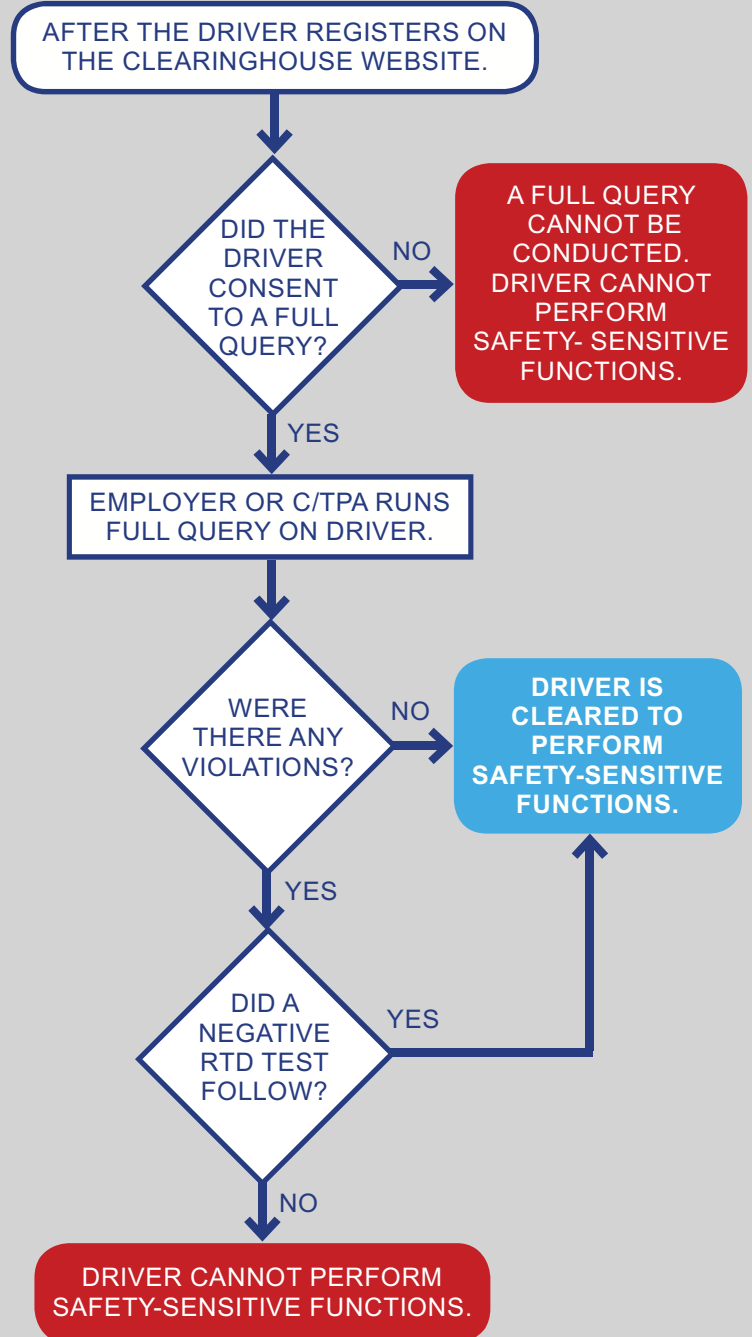
EMPLOYER DUTIES

FAST FACTS

1. A full query will provide employers with the details regarding a driver's previous drug and alcohol tests, including no violations, violations with a negative return to duty (RTD) test result, and a violation without a negative RTD test result.
2. A full query can be run for any of the following reasons:
 - Pre-employment drug and alcohol background check on a prospective driver.
 - A limited query returned records found on a queried driver. In this case, the full query must be run within 24 hours or the driver must be removed from safety-sensitive functions.
 - Ad hoc/periodic queries run at any time with the driver's consent.

FULL QUERY

- A driver must register in the Clearinghouse website *and* provide the motor carrier electronic consent to run a full query before the full query can be conducted.
- If a driver is not registered in the Clearinghouse, and a prospective employer requests consent to run a full query, the driver will be notified of the employer's request via regular mail.
- A driver can grant consent for a full query at any time, even if the driver refused consent previously.
- A refusal to consent is not a "refusal to test" and should not be reported as such.



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