

PSATS CDL Program Guidance

Employer Compliance Checklist Regarding CDL Requirements

Members of the PSATS CDL Program wanting to ensure they are in compliance with all the requirements regarding their CDL employees can use the following checklist to track their compliance with the required measures:

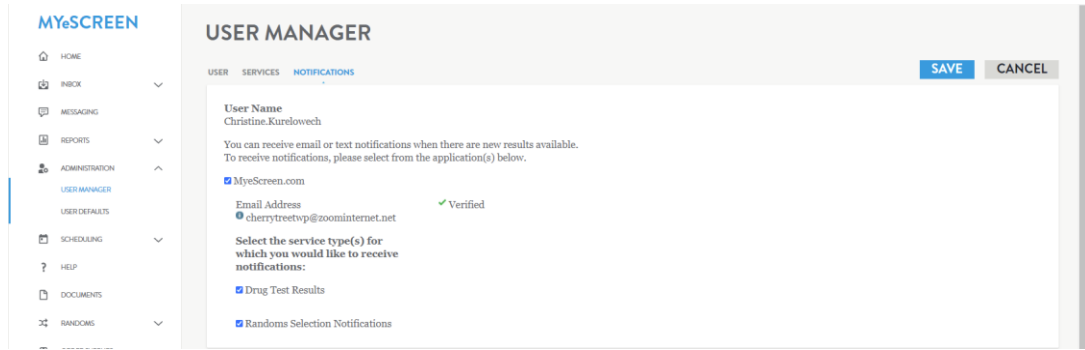
- The employer regularly ensures that their Myescreen.com email is “verified” and the account fully set-up. (See #1 below for instructions.) Also, the following must occur:
 - All random tests are completed within the quarter in which they were selected.
 - All new CDL employees obtain negative pre-employment test before they can drive.

- This employer has registered with the FMCSA Clearinghouse. (See #2 below for instructions.) Also, the following must occur:
 - This employer conducts a “limited query” of the Clearinghouse once a year for each CDL driver.
 - This employer conducts a “full query” when the results of any “limited query” indicates the need to obtain a “full query” from a driver.
 - This employer conducts a “full query” of the Clearinghouse prior to allowing new CDL employee to operate their CDL vehicles.

- This employer keeps its roster of CDL employees up-to-date with the PSATS CDL Program. (See #3 below for instructions).

#1 = Myescreen.com Account Settings Instructions

- 1) The employer must assure that their CDL contact person has properly completed their Myescreen.com account registration by (a) checking that their email address is “verified” and (b) that the account is fully set-up.
 - a) To determine whether the email is “verified”, the employer’s CDL contact person must login to their Myescreen.com account, and then click on the "User Settings" button on the left side of the screen.
 - (i) On the next page that opens, click on the "User" tab and scroll to the bottom of the page. If there is a note to the right of your “Email Address” line that says “Verified”, your email is “verified” and you should be receiving notification emails.
 - (ii) However, if there is a note to the right of your “Email Address” line that reads “Send Validation Email”, then your email is not “verified” and you will not receive these important notification emails.
 - i. In this case, you will need to click on the “Send Validation Email” button and then wait for an email from donotreply@escreen.com. In this email there will be a link to click on to “verify” your email. If that link is not active, you will need to copy that whole link and paste it into your browser and then hit enter to complete the email validation process.
 - b) To determine whether your account is fully set-up, the employer’s CDL contact person must login to their Myescreen.com account, and then click on the "User Settings" button at the bottom of the table of contents found on the left side of the screen.
 - (i) On the next page that opens, click on the "Notifications" tab and scroll to the bottom of the page. If there is a “green” checkmark (as shown on top of next page), your account is fully set-up.



(ii) If there is not a “green” checkmark, your account is not fully set-up. The contact person should check all those boxes that are not checked, log out, and then log back in and again check the “Notifications” page to ensure that the boxes are now checked. If you have problems, please contact us at CDL@PSATS.org.

#2 = FMCSA Clearinghouse Registration Instructions

Members of the PSATS CDL Program can obtain instructions on how to register for the Clearinghouse by clicking [HERE](#) and then selecting the “Employer Compliance Checklist” link under “Member Information Forms.”

#3 = Instructions for Changing CDL (and non-CDL) Employee Rosters

If your township employs drivers who are responsible for operating CDL vehicles or are covered by your non-CDL testing program, then it is the township’s responsibility to make sure your random testing program has a current listing of your CDL and non-CDL employees.

Members of the PSATS CDL Program can easily update their roster of employees by using the form available by clicking [HERE](#) and then selecting the “Change Roster of Employees” link under “Member Information Forms.”

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