



PSATS CDL Program

New CDL Driver Hiring Process

New Hire Forms:

- (1) Employers can use the sample PSATS CDL Program new hire paperwork available [HERE](#), which includes handy charts to record receipt of important forms, a recommended job application form, and other required and sample forms along with instructions for their use and employer responsibilities.

FMCSA Clearinghouse New Hire Record Check:

- (2) Employer must be registered in the FMCSA Clearinghouse so they can send an emailed request to the applicant to obtain the “full” consent to obtain the information about the driver that is on file with the Clearinghouse.
 - a. Note: see employer Clearinghouse registration instructions [HERE](#).
- (3) Driver must also be registered in the FMCSA Clearinghouse so they can electronically respond to the employer’s request for “full” consent to obtain the information about the driver that is on file with the Clearinghouse (driver instructions [HERE](#)). Driver then informs employer of when they are registered so employer can proceed with the "full" pre-hire Clearinghouse query required before an employer can hire a new CDL driver.
 - a. Note: If driver does not provide consent, they cannot be hired for CDL work until consent is provided.
- (4) Employer completes the required “full” pre-hire Clearinghouse query to determine that the applicant is not prohibited from driving.
 - a. Note: instructions on how employers process a “full” query are provided [HERE](#).

- (5) Employer must obtain written consent to annually check the employee's information on file with the FMCSA Clearinghouse. A sample form is available [HERE](#).

Pre-employment CDL Drug Test Requirement:

- (6) Driver must obtain a negative result on a pre-employment CDL drug test that was scheduled using the employers myescreen.com account and conducted no more than 30 days prior to hire.
- a. Instructions for scheduling a pre-employment test using your Myescreen.com account are available [HERE](#) under “#2 – Scheduling All Other Tests”.

Add new CDL driver to roster:

- (7) Upon receipt of negative pre-employment CDL drug test result and a clear "full" pre-hire Clearinghouse query, employer emails PSATS CDL Program with the form to change their employee roster (available [HERE](#)). After all these steps, the new driver can operate the employer's CDL vehicles.
- (8) Employer must give a copy of their CDL drug and alcohol testing personnel policy to a new driver, and the new driver must sign a form stating they received such policy. A sample form is available in the new hire paperwork link above.

Driver's License Check:

- (9) Employer should obtain written consent to regularly check the employee's driver's license records on file with PennDOT. A sample form is available [HERE](#). Instructions for the employer to obtain online access to PennDOT's driver's license records is available [HERE](#).

###