

PSATS CDL Program Guidance FMCSA Clearinghouse Employer Registration Instructions

Random CDL Testing Program: If your township employs drivers who operate equipment that requires a CDL license, you are required by the Pa. intrastate motor carrier safety regulations (67 Pa. Code Chapter 231.7) to participate in a random drug and alcohol testing program for those employees, such as that offered by the PSATS CDL Program. For more information or to join the PSATS CDL Program, click [HERE](#).

FMCSA Clearinghouse: In addition to participating in a random testing program, **all CDL employers** in Pa. must register with the FMCSA Drug and Alcohol Clearinghouse (“Clearinghouse”) as required by the Pa. intrastate motor carrier safety regulations, which adopted section 49 CFR 382.701 (Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse) imposing the Clearinghouse registration requirement for CDL employers.

PennDOT Driver’s License Reports: Voluntarily registering your township for a PennDOT account to obtain driver’s license reports is not the same as registering your township in the FMCSA Clearinghouse, which is mandatory. However, members of the PSATS CDL Program are encouraged to sign up for a PennDOT account to regularly obtain driver’s license reports for your drivers at no cost. Information on how to obtain such an account can be found by clicking [HERE](#) and selecting “Obtaining Employee Driver's License Reports Online” under “Member Information Forms.”

Purpose of Clearinghouse: The purpose of the FMCSA Clearinghouse (“Clearinghouse”) is to provide CDL employers with the real-time ability to determine if any of their CDL drivers are ineligible to operate vehicles as a result of a positive drug or alcohol test, or having engaged in other disqualifying conduct, at this employer or at any other employer.

Registration Instructions for CDL Employers: All CDL employers must register for the Clearinghouse and follow the instructions below.

Create LOGIN.GOV account: To begin the registration process, each CDL employer must first create an account with LOGIN.GOV by clicking on the “Create an account” link at the bottom of this [webpage](#).

When creating your account, you will be need to provide two ways of “authenticating” your email to ensure it is you who is accessing your Clearinghouse account. The first authentication method you will likely select is your cell phone, to which a security code will be texted when needed to login.

Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You’ll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. Many employers select the “I Don’t Have Any of the Above” option, which generates a list of security codes that you will print out and retain in your confidential employer CDL paperwork. If ever your first authentication method is not available, such as when you don’t have cell phone connection, you will use one of the codes that should be stored in your confidential employer CDL files. After using one of the codes, cross it off as since it can’t be used again.

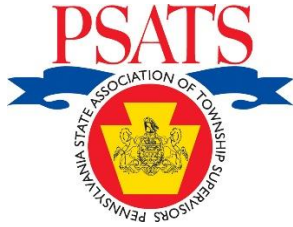
After creating your LOGIN.GOV account, you will then be directed to register with the Clearinghouse at this [webpage](#). If you are registering for a Pennsylvania municipality, select the “Employers without an FMCSA Portal Account” link in the center box to continue.

CDL Employer Registration Notes:

1. If you are a Pa. municipal CDL employer, you:
 - do not need an FMCSA Portal account to register.
 - do not need a US DOT number to register.

- should enter your employer name in the “Township, County” format when setting up your Clearinghouse account.
2. Select Consortium: Members of the PSATS CDL Program will enter PSATS CDL Program when asked to identify the “Consortium/Third Party Administrator” used for your random testing, and indicate that you want the PSATS CDL Program to (1) Report Violations, (2) Report Return to Duty Results, and (3) Conduct Queries (for an additional, separate fee) on your behalf.
 3. Purchasing Queries: When it comes to purchasing “queries,” you should initially purchase twice as many queries as you have employees. You can only purchase queries through the Clearinghouse. Each query is (currently) \$1.25. Click [HERE](#) for information on how to purchase any needed queries. These credits do not expire, and you can always purchase more as your needs require.
 4. Using Queries:
 - Each employer must use one “full” query prior to hiring a new CDL employee.
 - Each employer must use one “limited” query each year for each CDL driver.
 - Employers must obtain consent from employees before performing the required annual “limited query” of the Clearinghouse, and can use the sample form which can be found by clicking [HERE](#) and select the link for “Employee Consent for Employer to Conduct Limited Queries of the FMCSA Clearinghouse” under Section 2, “Driver Forms.”
 - Should the “limited query” result in the discovery of potentially disqualifying information about the driver, the employer must obtain additional, but electronic, consent from the driver through the Clearinghouse before doing a “full query”. The driver and employer must, therefore, both be registered in the Clearinghouse.
 - Information on the “full query” can be found by clicking [HERE](#).

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PSATS CDL Program

Overview of FMCSA Clearinghouse Links

1. [CDL Employer \(with no FMCSA Portal or USDOT #\) must register here for FMCSA Clearinghouse](#)
 - a. Note: For municipal employers, make sure you add your township AND county name to your company name.
 - b. [How to designate your C/TPA when registering in the Clearinghouse](#)
2. [CDL Employer must conduct certain Clearinghouse queries](#)
 - a. [CDL Employer must purchase Clearinghouse query plans](#)
 - b. [How CDL Employers purchase query plans in Clearinghouse](#)
 - c. [How CDL Employers conduct an annual/limited query](#)
 - i. [CDL Employer must obtain CDL Driver consent for annual/limited query](#)
 - d. [How CDL Employer conducts a new-hire/full query](#)
3. [How CDL Employer adds return-to-duty status to a positive-tested CDL Driver's Clearinghouse file](#)

- a. Employers must report RTD information by the close of the third business day following the date on which CDL Employer obtained the information.
4. [How CDL Employer adds refusal-to-test or other disqualifying information by a CDL Driver to the driver's Clearinghouse file](#)
 - a. NOTE: CDL Employers must report any drug and alcohol program violation information by the close of the third business day following the date on which the CDL Employer obtained the information.

CDL Driver Links to Important FMCSA Clearinghouse Resources

5. [When must CDL Driver register for FMCSA Clearinghouse](#)
6. [How CDL Driver responds to consent requests from CDL Employers](#)
 - a. NOTE: CDL Drivers who do not consent to such requests are prohibited from operating CDL vehicles for any employer until such time as consent is provided.
7. [The return-to-duty process for positive-tested CDL Drivers](#)
 - a. [How positive-tested CDL driver designates their SAP](#)

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