



PSATS CDL Program Steps for New CDL Drivers

- (1) **Pre-CDL employment Drug Test Requirement:**
 - a. Any applicant for a CDL position must obtain a negative result on a pre-employment CDL drug test before they can operate your CDL vehicles.
 - i. This includes an existing employee going from a non-CDL job to a CDL job.
 - b. This pre-employment test must be scheduled using the employer's Myescreen.com account, and must be taken no more than 30 days before hire.
 - c. Instructions for scheduling a pre-employment test using your Myescreen.com account are available [HERE](#) and then following the instructions under “#2 – Scheduling All Other Tests” on page 3.

- (2) **New Hire “Full Query” Check of the FMCSA Clearinghouse:**
 - a. Employer must be registered (as an “Employer”) in the FMCSA Clearinghouse so they can email a request to the applicant to obtain their consent to access all information about the driver in the Clearinghouse.
 - i. Note: employer Clearinghouse registration instructions [HERE](#).
 - b. Driver must register (as a “Driver”) in the FMCSA Clearinghouse so they can electronically respond to the employer's request for consent to access all information about the driver in the Clearinghouse.
 - i. Driver registration instructions available [HERE](#).
 - ii. Driver informs employer when they are registered so employer can proceed with the pre-hire Clearinghouse process.
 1. Note: If driver does not provide consent, they cannot be hired for CDL work.

- c. Employer then completes the required “full” pre-hire Clearinghouse query to determine that the applicant is not prohibited from driving.
 - i. Note: instructions on how employers do a “full” pre-hire query are provided [HERE](#).
- d. Note: Once an applicant has become a CDL employee, employer must obtain written consent from the new CDL driver to do the required annual check of that driver’s Clearinghouse records.
 - i. A sample consent form is available [HERE](#) which is good for the duration of their employment.

(3) **Driver’s License Check:**

- a. Employers are encouraged to regularly obtain PennDOT driver’s license records for anyone who operates their vehicles.
- b. Before an employer can obtain an employee’s driver’s license record, the employer must have the employee’s written consent to obtain such records.
 - i. A sample form for this purpose is available [HERE](#).
- c. Employer must also have a PennDOT account allowing them to obtain online access to driver’s license records.
 - i. The PennDOT form to apply for such an account is available [HERE](#).

(4) **Add new CDL driver to roster:**

- a. After receiving the negative pre-employment CDL drug test result and a clean pre-hire Clearinghouse query, the employer must then notify the PSATS CDL Program (by sending an email to CDL@PSATS.org) to put that new driver on their roster of CDL employees subject to random drug and alcohol testing.
- b. After all the above steps, the new driver can operate the employer’s CDL vehicles.

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