DRUG & ALCOHOL CLEARINGHOUSE

LAST REMINDER

Employers must conduct annual queries by January 5, 2021

If an employer has already conducted a query on all currently-employed CDL drivers, that employer has met the annual query requirement, and is not required to conduct a query for one year from the query date.

Employers may also designate a consortium/third-part administrator (C/TPA) to conduct these queries on their behalf. Employers can [log in to their Clearinghouse accounts](#) and access their **Query History** page (under My Dashboard > Queries) to verify which drivers have been queried, and when each completed query was conducted.

If an employer has not yet conducted a query on each currently-employed CDL driver, the employer must conduct this annual check to meet the compliance requirement

What do employers need to do to satisfy the annual query requirement?

Per § [382.701](#), employers of CDL drivers must conduct a query of the Clearinghouse at least once per year for each CDL driver they employ. A limited query satisfies the annual query requirement.

Employers must obtain a general consent from CDL drivers they employ before conducting limited queries in the Clearinghouse to view these drivers' information (you can download a [sample limited query consent form](#)).

You can [log in to the Clearinghouse](#) and conduct your annual queries today.

What if an employer conducted a pre-employment query this year?

The pre-employment query will satisfy the annual query requirement for that driver. You are not required to query that driver until one year after that pre-employment query.

To learn more about queries and consent requests, download the [Queries and Consent Requests Factsheet](#).

What is a query plan?

Before an employer can conduct queries in the Clearinghouse, the employer must purchase a query plan. Download the [How to Purchase a Query Plan job aid](#) for full instructions.

[Log in to the Clearinghouse →](#)