

Safety Director 201

Navigating Pre-Employment, Driver Qualification & Drug & Alcohol Clearinghouse Queries

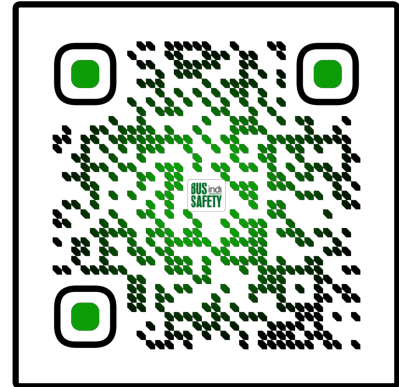
Stay Calm *Stay Organized*

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Pre Employment

- Application - Make sure it asks for their social security number if their job history was subject to 49 CFR Part 40 and if they were subject to the FMCSRs while employed.
- Review the application for gaps. Ensure every box is checked. Depending on FTA or FMCSA I seek for ten years, no gaps for employment and residence.
- Run an MVR looking back five years.
- Review the Medical Certificate against the national registry.
- Have the applicant fill out all consents (background).

Handouts



Onboarding

- Remember to present the Federal Regulation Handbook and get a signed receipt.
- Drug and Alcohol training and policy.
- Record of Road test is needed in most cases.

Beyond

- I-9 - Keep in a separate folder/binder. Do not keep with qualifications or personnel folder.
- Within 30 days of hire, you must investigate, document, and retain all drivers' previous employment safety performance history for the three years immediately prior to the driver joining a new employer. At least three attempts need to be made.
- Annually the Certificate of Violations is not required, but an MVR check still is.
- Annually conduct a limited query in the Clearinghouse.

Clearinghouse

- The clearinghouse contains records of drug and alcohol violations.
- It is primarily for FMCSA drivers and does not cover FTA drivers unless there is an overlap.
- Must conduct a full query prior to hiring a new driver. Consent must be given by the driver through the clearinghouse.
- Must conduct a limited query annually. Any hits discovered requires a full query, with consent.
- It's easy to navigate and yes even you can do it!

Tips

- Stay organized and document everything. Training is only as good as it was documented.
- Handle the full query in the clearinghouse. Have a computer available for the applicant to give consent.
- Keep all requests received from other employers regarding previous employment checks. Save for an audit.