



NORTH PARK TRANSPORTATION CO.

5150 COLUMBINE STREET • DENVER, COLORADO 80216 • (303) 295-0300

I, _____, hereby provide consent to North Park Transportation to conduct pre-employment full query's and year end limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. The consent may also be for random queries throughout the year if needed.

I understand that if the limited query conducted by North Park Transportation indicates that drug or alcohol violation information about me exists in the Clearinghouse, FMCSA will not disclose that information to North Park Transportation without first obtaining additional specific consent from me

I further understand that if I refuse to provide consent for North Park Transportation to conduct a limited query of the Clearinghouse, North Park Transportation must prohibit me from performing safety-sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

Employee Signature

Date



NORTH PARK TRANSPORTATION CO.

5150 COLUMBINE STREET • DENVER, COLORADO 80216
(303) 295-0300 • FAX (303) 295-6244

To: All CDL Employees at North Park Transportation

The CDL Drug and Alcohol Clearinghouse is a database for the FMCSA that contains information on drug and alcohol violations for commercial drivers. The purpose of the Clearinghouse, as mandated by section 32402 of MAP-21, is to maintain records of all drug and alcohol program violations in a central repository and require that employers query the system to determine whether current and prospective employees have incurred a drug or alcohol violation that would prohibit them from performing safety-sensitive functions covered by the FMCSA and U.S. Department of Transportation (DOT) drug and alcohol testing regulations.

Every CDL holder is required to have an account with the Federal Drug and Alcohol Clearinghouse. This is a federal mandate, not just something North Park wants to do. Once an account is set up, you will have to accept North Park's access to your profile when the query is sent out. I will send a notification when the query is sent out, and the clearinghouse will also send you an email or letter informing you of the request.

Please sign up immediately. If you are not in the system and verified you will not be allowed to operate a CMV for North Park Transportation.

The website and instructions for the Clearinghouse is clearinghouse.fmcsa.dot.gov

If you have any questions call me (720) 908-2277

Luke Gherardi

Clearinghouse Instructions

1. clearinghouse.fmcsa.dot.gov Log in Button, upper right corner
2. Create new account
3. Enter a valid email you have access to
4. Open email account
5. Open email from login.gov
6. Confirm email address
7. Create a password. Save this password.
8. Set up authentication (choose cell phone, option 3)
9. Enter cell phone number
10. Get six digit code in text message, NOT NUMBER THAT SENT YOU A TEXT
11. Enter number
12. Successfully logged in
13. Select Driver, option 2
14. Add personal info, hit next
15. Add CDL info, do not put dashes or spaces in cdl number
16. Accept terms and agreements
17. DONE!!