

New Hire Employment Process Requirement

As of January 6, 2020, The Federal Motor Carrier Safety Administration (FMCSA) opened the Drug and Alcohol Clearinghouse (Clearinghouse). As a potential new hire, you are required to register with the FMCSA Clearinghouse before an employer may hire you. Once you register with the Clearinghouse, you will be able to respond to employer consent requests and access your driver record.

Employers are required to pull a driver's record from the FMCSA Clearinghouse prior to hiring. As a result, it is necessary that all drivers and/or CDL holders applying to Garner Trucking, Inc. (GTI) register with the Clearinghouse and grant GTI specific access to run a full query of your record with the Clearinghouse.

Registration **MUST be completed prior to coming in and/or scheduling your orientation date.** Failure to register with the Clearinghouse and/or grant GTI specific access to run a full query of your record with the Clearinghouse will prevent GTI from hiring you.

Accessing the clearinghouse requires the creation of an account with **login.gov**. To complete this process, you will need access to your email account, a 12-character password; and you will need to select one other method of verification by following the steps below:

1. Go to <https://clearinghouse.fmcsa.dot.gov/register>
2. Click go to **login.gov**
3. Near the bottom, select **Create an account**
4. Enter your email address
5. Create a password at least **12** characters long
6. Select **Phone** and ask for a security code **via text message**, then **continue**
7. Enter the **security code** you receive on your phone, then **submit**
8. Then select continue to set up a 2nd authentication method
9. Using google authenticator, select Authentication application, then continue
10. Open the app on your phone, and quickly enter the code. It will change to another code if you take too long

You may continue to the Clearinghouse Website to complete your Clearinghouse registration!

1. Select your role as Driver, click next
2. Enter your contact information and click next
3. Choose your preferred contact method
4. Confirm
5. Enter current CDL or Permit information and verify
6. Next
7. Terms and conditions: Check box and agree
8. Success! No, really! You are finally DONE!

You may now go to your Clearinghouse Account to respond to employer consent requests, view your record, or make changes to your account.

Questions or concerns, please contact Human Resources or Safety at 419-422-5742.

Thank you for your compliance with this new process and Welcome to Garner Trucking, Inc.