

# School Board of Brevard County

2700 Judge Fran Jamieson Way • Viera, FL 32940-6601

Mark J. Rendell, Ed.D., Superintendent



DATE: April 3<sup>rd</sup>, 2024

TO: All Employees holding Commercial Driver's Licenses (CDL)

FROM: Rosemary Browning, Director  
Professional Standards & Labor Relations

RE: Federal Motor Carriers Safety Administration 9FMCSA)  
Drug and Alcohol Clearinghouse (Clearinghouse)

Effective January, 2020, the United States Department of Transportation (DOT) requires all public employers utilizing employees with commercial driver's licenses to register with the FMCSA Clearinghouse in order to track drug and alcohol violations of CDL holders. In order to comply with this new law, all CDL holders must establish an account with the Clearinghouse in order for Brevard Public Schools to be able to query your account. This is required to maintain your employment with Brevard Public Schools.

In order to establish your account, you need an email (not your work email) and you will be creating a login and a password. The reason you will not use your work email is because this query will be utilized by ALL employers and if you leave Brevard Public Schools, you will no longer have access to this email. Once you have an email address and have determined your login and password, you are ready to create your Clearinghouse account.

To begin your registration process, please click on the link below:

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Registration-Driver-Instructions>

(For directions in Spanish, click below)

<https://clearinghouse.fmcsa.dot.gov/Resource/Index/Registration-Driver-Instructions-Sp>

Please sign up as a Regular Driver, **Not a Student Driver**. Student drivers are only for people that are going to a trucking school.

If you have any questions, please contact Rosemary Browning or see your Secretary.

Professional Standards & Labor Relations  
Phone: (321) 633-1000, ext. 11265 • FAX: (321) 735-9788





**GENERAL CONSENT FOR LIMITED QUERIES OF THE  
FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA)  
DRUG AND ALCOHOL CLEARINGHOUSE**

This is to provide consent for Brevard Public Schools to conduct a limited query of the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse) to determine whether drug or alcohol violation information exists about me in the Clearinghouse. This consent covers all queries throughout my duration of employment with Brevard Public Schools.

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

I further understand that if I refuse to provide consent for Brevard Public Schools to conduct a limited query to the Clearinghouse, Brevard Public Schools must prohibit me from performing safety-sensitive functions including driving a commercial motor vehicle as required by FMCSA's drug and alcohol program regulations which will impact my employability with Brevard Public Schools.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
CDLNumber

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

