

A-SUITE

Clearinghouse Webinar

Love Safe Drivers

AVATAR FLEET

I manage a fleet of drivers, what is required of me and when?

- Run a limited query for all drivers
- Must be done by January 5th, 2021

Helpful Links:

[D&A Clearinghouse Guide](#)

What consents are required and how do I get them from my drivers?

- Limited Consent Form
 - With an A-Suite Comply subscription, consent forms can be sent electronically.
 - Text
 - Email

Helpful Links:

[Form Requests](#)

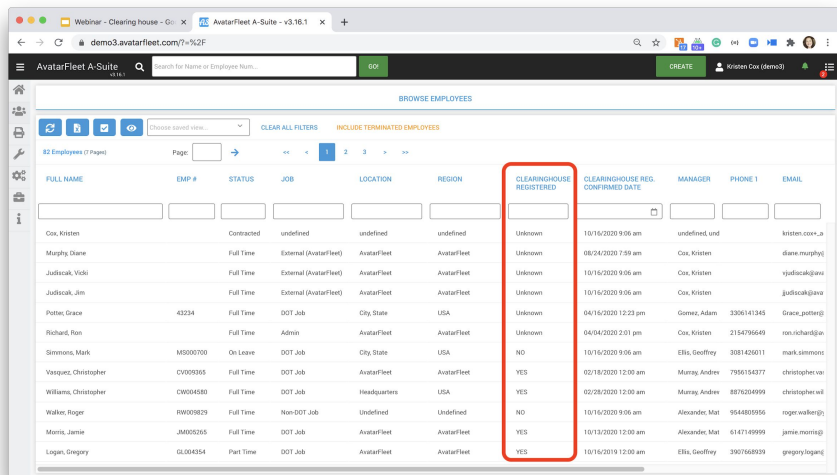
Does my driver need to register for me to be able to run a limited query?

- No! YAY!
- Driver registration is only required for a Full Query

Helpful Links:

[Mass Actions](#)

[Saved Views](#)



The screenshot shows the AvatarFleet A-Suite interface with a table of employees. The table has columns for Full Name, Emp #, Status, Job, Location, Region, Clearinghouse Registered, Clearinghouse Reg. Confirmed Date, Manager, Phone 1, and Email. A red box highlights the 'CLEARINGHOUSE REGISTERED' column, which contains 'Unknown', 'YES', or 'NO' for each employee.

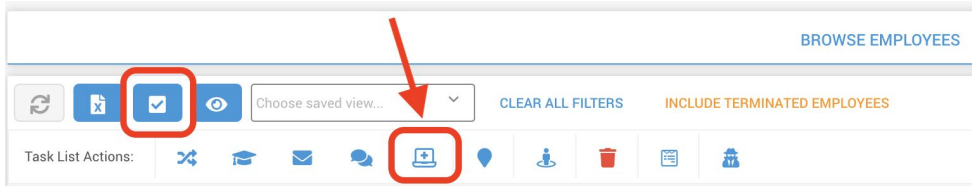
FULL NAME	EMP #	STATUS	JOB	LOCATION	REGION	CLEARINGHOUSE REGISTERED	CLEARINGHOUSE REG. CONFIRMED DATE	MANAGER	PHONE 1	EMAIL
Cox, Kristen		Contracted	undefined	undefined	undefined	Unknown	10/16/2020 9:06 am	undefined, und		kristen.cox_a
Murphy, Diane		Full Time	External (AvatarFleet)	AvatarFleet	AvatarFleet	Unknown	08/24/2020 7:59 am	Cox, Kristen		diane.murphy@
Judisack, Vicki		Full Time	External (AvatarFleet)	AvatarFleet	AvatarFleet	Unknown	10/16/2020 9:06 am	Cox, Kristen		vjudisack@ave
Judisack, Jim		Full Time	External (AvatarFleet)	AvatarFleet	AvatarFleet	Unknown	10/16/2020 9:06 am	Cox, Kristen		judisack@ave
Potter, Grace	43234	Full Time	DOT Job	City, State	USA	Unknown	04/16/2020 12:23 pm	Gomez, Adam	3306141345	Grace_potter@
Richard, Ron		Full Time	Admin	AvatarFleet	AvatarFleet	Unknown	04/04/2020 2:01 pm	Cox, Kristen	2154796649	ron.richard@ave
Simmons, Mark	MS00700	On Leave	DOT Job	City, State	USA	NO	10/16/2020 9:06 am	Ellis, Geoffrey	3081420011	mark.simmons
Vasquez, Christopher	CV00905	Full Time	DOT Job	AvatarFleet	AvatarFleet	YES	02/18/2020 12:00 am	Murray, Andrew	7956154377	christopher.v
Williams, Christopher	OW004580	Full Time	DOT Job	Headquarters	USA	YES	02/28/2020 12:00 am	Murray, Andrew	8870204999	christopher.w
Walker, Roger	RW009829	Full Time	Non-DOT Job	Undefined	Undefined	NO	10/16/2020 9:06 am	Alexander, Matt	5644805556	roger.walker@
Morris, Jamie	JM005205	Full Time	DOT Job	AvatarFleet	AvatarFleet	YES	10/13/2019 12:00 am	Alexander, Matt	6147149999	jamie.morris@
Logan, Gregory	GL004354	Part Time	DOT Job	AvatarFleet	AvatarFleet	YES	10/16/2019 12:00 am	Ellis, Geoffrey	3907668929	gregory.logan@

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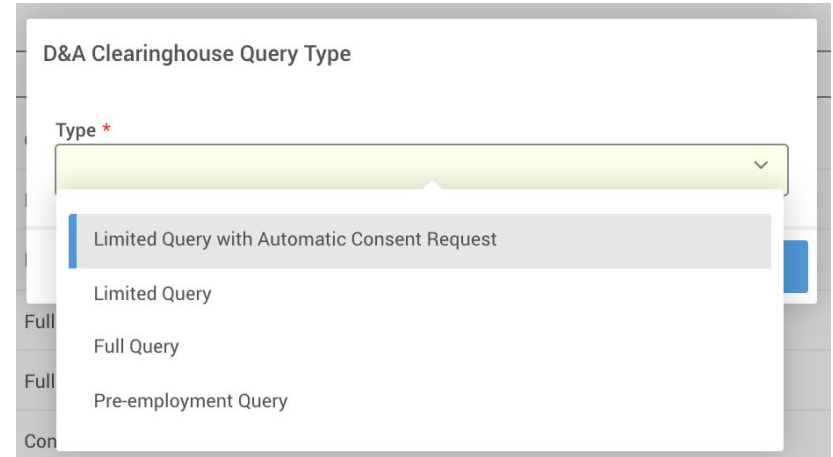
Can I batch order limited queries from A-Suite?

- No, but we can help!
- Create a saved view of anyone needing a limited query
- Mass Action - “Create D&A Clearinghouse Bulk Upload File”



Helpful Links:

[D&A Clearinghouse Download](#)



What do I do after my queries are run?

- No Hit - Done, Congratulations!
- Hit - Run full query within 24 hours
- Limited Query A-Suite record - No attachment is needed but a expiration date 1 year out is required to keep your compliance dashboard up to date

Additional Resources:

Blog posts

1. <https://www.avatarfleet.com/blog/5-things-drug-alcohol-clearinghouse>
2. <https://www.avatarfleet.com/blog/dot-clearinghouse-deadline-approaching-are-you-ready>
3. <https://www.avatarfleet.com/blog/a-suite-solve-clearinghouse-headaches>

Questions?

support@avatarfleet.com

Knowledge Base:

<https://support.avatarfleet.com/knowledge>

Still need to register or need more info?

<https://clearinghouse.fmcsa.dot.gov/>