

AMERICAN SAFETY SCHOOL

DOT COMPANY CHECKLIST FOR COMPANY ANTI-DRUG AND ALCOHOL MISUES PROGRAM

1. Company policy in place with determinations for dilute specimen handling, stand down procedures, pre-employment alcohol testing and termination or re-education.
2. Use of certified laboratory.
3. Certified MRO (Medical Review Officer).
4. Certified SAP (substance Abuse Professional) one for referral, and one for treatment.
5. EAP (Employee Assistance Program) for safety sensitive employees.
6. Supervisory training for reason to suspect testing.
7. Pre-employment searches.
8. Bi-annual MIS reports.
9. Complete knowledge of 49 CFR 40 regarding testing, handling of positive and adulterated test results, etc.
10. DER (Designated Employer Representative).
11. Use of designated secure fax; letter from DER on file.
12. Collection sites have DER information and designated fax.
13. DER has collection site, name and phone number of the supervisor.
14. How will alcohol test results will be handled.
15. 24 hour post-accident testing.
16. ASS, LLC. Agreement in place along with fee schedule.
17. Collection site has all documents and materials.
18. Phone number for help