

BASIC #4	<u>CONTROLLED SUBSTANCES/ALCOHOL</u>	FMSCR 382 and 392
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- 1) Specifically address Substance Abuse and Alcohol misuse in the company Safety Policy; DWI and/or drug-related violations should be treated as a serious offense; establish a zero tolerance policy in regards to driving and performing safety sensitive functions.
- 2) Although DOT drug testing (FMCSR 382) is only required for CDL operations, it can also be modeled as a company HR policy to adopt similar testing requirements for non-CDL drivers and driver-applicants. The following testing should be part of the company D&A testing program:
 - Pre-employment
 - Random
 - Reasonable Suspicion
 - Post-Accident
 - Positive and negative test result administration
 - Refusal to test
- 3) Outsource company D&A program administration to a qualified Third Party Administrator (TPA).
- 4) Conduct thorough background investigations and inquiries on all new hires; require them to document any gaps in employment. Check MVR for prior license suspensions or revocations.
- 5) Provide educational material and information to drivers and all employees regarding the effects of substance abuse and alcohol misuse; document all training and obtain signed acknowledgement of understanding.
- 6) Train supervisors, dispatchers and operations personnel on how to recognize the signs and symptoms of alcohol misuse and substance abuse and what to do if it is determined that a driver might be under the influence.