

S & G Associates, Inc.

CDL Policy Information

Please complete this questionnaire and mail or FAX to 316-945-0402 or bring in when you come for a preemployment test. This information will help us put a policy manual and employee packet together for you.

EMPLOYER DRUG AND ALCOHOL POLICY INFORMATION

Employers legal name and address:

Company Name: _____

dba: _____

Address: _____

City: _____ State: _____ Zip: _____

DOT #: _____ Number of Drivers: _____

If above is a P.O. Box, is there a street address for UPS delivery: _____

Person to be Employer contact and receive test results:

Phone: (voice) _____ Fax: _____
(cell) _____
(email) _____

Alternate person to receive test results:

Phone: (voice) _____

By signing below, you authorize S & G Associates, Inc. to act as an intermediary and transmit any test results from the Medical Review Officer to you.

Signature

Printed Name

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POSITIVE DRUG TEST RESULT:

If an employee tests positive for drug(s), we plan to:

- Terminate
- Transfer employee to a non-covered job
- Rehabilitate

REFUSAL TO TEST:

If the employee refuses to take a required alcohol or drug test, will the employee be:

- Transferred to a non-covered position permanently.
- Terminated
- Other, please specify _____

DILUTE SPECIMEN:

49 CFR Part 40.197 states: if the creatinine concentration of the dilute specimen is greater than 5mg/dl you may, but are not required to, direct the employee to take another test immediately. Such recollections must not be collected under direct observation, unless there is another basis for use of direct observation (Part 40.67 (b) and (c)). **You must treat all employees the same for this purpose.** You may, however, establish different policies for different types of test (e.g. conduct retests for pre-employments but not for randoms). You must inform your employees in advance of your decisions on these matters. You may only conduct one retest on the employee. If the retest was also negative and dilute you may not conduct another retest. If the employee declines to take a retest under this section it is considered a Refusal.

If an employee has a dilute specimen we will:

- Not conduct any retests
- Conduct retests in the following situations:
 - Pre-employment
 - Post Accident
 - Return-to-Duty
 - Random
 - Reasonable Suspicion
 - Follow-up

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ALCOHOL TEST OF .02 OR GREATER AND LESS THAN .04

NOTE: When employees test at .02 or over, but less than .04, they must be removed from driving duties and may not return to driving duties until the beginning of their next shift, BUT NOT LESS THAN 24 hours following the administration of the test.

The first time the employee will be?

Given time off with pay _____
Given time off without pay _____
Allowed to use sick leave _____
Allowed to use vacation time _____
Employee used in non-covered position _____
Other _____

An employee that test at 0.02 or greater a second time will be:

___ Given time off without pay: _____ days
___ Terminated
___ Permanently transferred to non-covered position
___ Required to undergo SAP evaluation and any recommended
___ rehabilitation program

What will the company do after that? _____

ALCOHOL TEST RESULT OF .04 OR ABOVE

NOTE: Employees who test at .04 or over must be REMOVED from a covered position and referred to a SAP.

What happens to the employee now?

___ Employee terminated
___ Employee permanently transferred to non-covered position
___ Employee given time off without pay: _____ days
___ Rehabilitated

POSSESSION OF ALCOHOL:

NOTE: 49 CFR 392.5 prohibits possession of alcoholic beverages in commercial vehicles covered with some exceptions, such as passengers on a bus.

If possession of alcoholic beverages is prohibited, which of the following circumstances applies?

1. While on company property _____
2. In company vehicles not covered by #382 _____
3. Other, please specify _____

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ON-DUTY USE OF ALCOHOL:

What action do you intend to take if an employee is using alcohol while on-duty:

- Employee given time off without pay: _____ days
 - Employee terminated
 - Employee permanently transferred to non-covered position
 - Employee required to undergo SAP evaluation and any recommended program
 - Other, please specify _____
-

READINESS FOR DUTY:

The term "readiness for duty" generally means that the employee is expected to be able to perform, or is immediately available to perform, covered functions assigned to him/her during a specific portion of the day or shift. Testing for alcohol may only be done when employees are "ready for duty". What portion of the day or shift are your employees expected to be "ready for duty"?

- 7 am to 4 pm on all regularly scheduled work days
- 8 am to 5 pm on all regularly scheduled work days
- During any shift which they have been assigned to work

SUBSTANCE ABUSE PROFESSIONAL

Employees who test at .04 or over must be referred to a Substance Abuse Professional for evaluation. This must be an "in-person", face to face interview with a "licensed physician (MD or DO), or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Assn. of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of alcohol related disorders."

If you have already chosen a Substance Abuse Professional to do evaluations, please fill that information in below.

SAP NAME, ADDRESS AND PHONE #: _____

Who will be responsible for cost of SAP evaluation?

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Rehabilitation:

If a rehabilitation program is allowed, who will pay for it?

- Employer
- Employee
- Insurance

While in rehabilitation the employee will be?

- allowed to take sick leave
- vacation
- be offered unpaid leave of absence

Who will pay for Return-to-Duty test? _____

Who will pay for Follow-up test needed? _____

For help in filling out the form, please contact:

Mail: S & G Associates, Inc.
P.O Box 273
Wichita, KS 67201-0273

Voice: 316-945-5535 FAX: 316-945-0402 or 866-945-0402
E-mail: info@sgdrugfree.com www.sgdrugfree.com

Office: 2021 N Amidon, Suite 130, Wichita, KS 67203