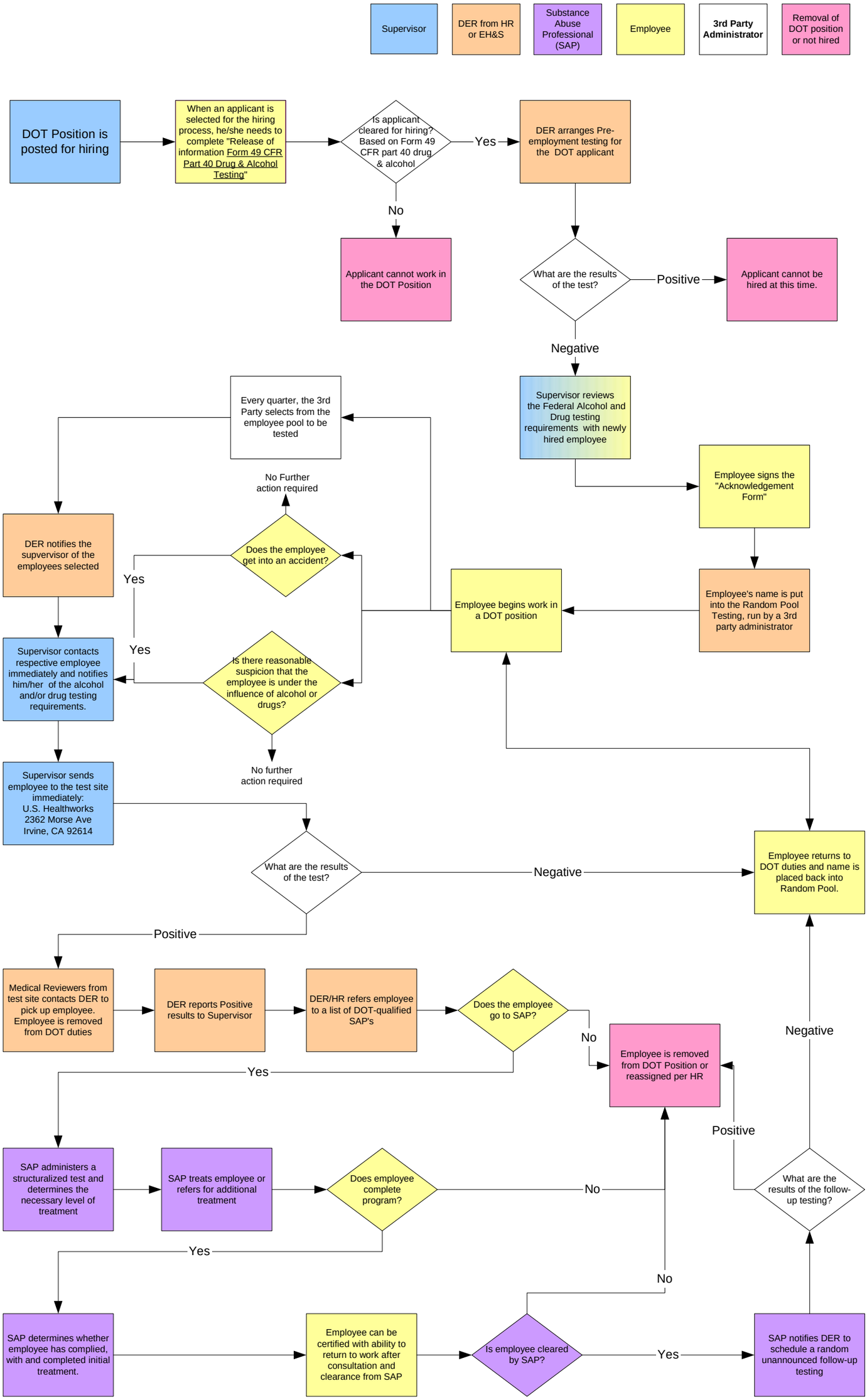
Supervisor
DER from HR or EH&S
Substance Abuse Professional (SAP)
Employee
3rd Party Administrator
Removal of DOT position or not hired
DOT Position is posted for hiring
When an applicant is selected for the hiring process, he/she needs to complete "Release of information Form 49 CFR Part 40 Drug & Alcohol Testing"
Is applicant cleared for hiring? Based on Form 49 CFR part 40 drug & alcohol
Yes
No
Applicant cannot work in the DOT Position
DER arranges Pre-employment testing for the DOT applicant
What are the results of the test?
Positive
Applicant cannot be hired at this time.
Negative
Supervisor reviews the Federal Alcohol and Drug testing requirements with newly hired employee
Employee signs the "Acknowledgement Form"
Employee's name is put into the Random Pool Testing, run by a 3rd party administrator
Employee begins work in a DOT position
Every quarter, the 3rd Party selects from the employee pool to be tested
DER notifies the supvervisor of the employees selected
Supervisor contacts respective employee immediately and notifies him/her of the alcohol and/or drug testing requirements.
Supervisor sends employee to the test site immediately: U.S. Healthworks 2362 Morse Ave Irvine, CA 92614
Does the employee get into an accident?
No Further action required
Yes
Is there reasonable suspicion that the employee is under the influence of alcohol or drugs?
Yes
No further action required
What are the results of the test?
Negative
Employee returns to DOT duties and name is placed back into Random Pool.
Positive
Medical Reviewers from test site contacts DER to pick up employee. Employee is removed from DOT duties
DER reports Positive results to Supervisor
DER/HR refers employee to a list of DOT-qualified SAP's
Does the employee go to SAP?
No
Employee is removed from DOT Position or reassigned per HR
Yes
SAP administers a structuralized test and determines the necessary level of treatment
SAP treats employee or refers for additional treatment
Does employee complete program?
No
Yes
SAP determines whether employee has complied, with and completed initial treatment.
Employee can be certified with ability to return to work after consultation and clearance from SAP
Is employee cleared by SAP?
No
Yes
SAP notifies DER to schedule a random unannounced follow-up testing
What are the results of the follow-up testing?
Positive
Negative