AADT A - PRE-EMPLOYMENT TESTING

The actual text that addresses pre-employment testing, DOT Regulation, Part 382, Section 382.301 can be found in Section 5 of this manual. Before an applicant can perform a safety-sensitive position for an employer, the applicant must undergo DOT testing for drug abuse and receive a written verified negative test result from a medical review officer (MRO). An employer who uses a driver more than once a year, but does not employ him/her, must assure once every six months that the driver participates in an Alcohol and Controlled Substances Testing Program(s) that meets DOT requirements.

If you have determined that pre-employment testing is required, follow the steps below:

STEP 1. Show the applicant your Company Controlled Substance and Alcohol Misuse Policy, and notify the individual that a drug test (alcohol only if specifically required per your company’s policy) will be required for employment.

STEP 2. Have the applicant read and complete the consent form for Urinalysis and/or Alcohol Testing Form 113, located in Section 4.

STEP 3. Ask the applicant if he/she has ever tested positive or refused to test on a previous pre-employment DOT drug or alcohol test. You may use Form 104, located in Section 6, for this purpose.

STEP 4. Fill out a Collection Site Passport Form 111, located in Section 6. You will need the last 4 digits of the applicant’s social security number (SSN) or an employer issued identification number. Please refer to “How to Fill Out Form 111” Form “O” in this section for instructions.

STEP 5. Select a collection site at AADT’s website aadrugtesting.com. Click on “AADT CONTRACTED COLLECTION SITES” and enter zip code. Send donor with pre-printed Federal Custody and Control Form (CCF) with Form 111 to the clinic. If you do not have pre-printed form please call AADT at (909) 982-8409.

STEP 6. Send the individual to the collection site with:
A. The completed Collection Site Passport Form 111 and pre-printed Federal Custody and Control Form (CCF)
B. The Donor’s CDL or photo ID

STEP 7. Most collection sites should have the required DOT Federal Custody and Control Form (CCF) on hand. They will use Form 111 to fill out the CCF.

STEP 8. After the collection has been performed, you should receive the employer’s Copy 4 of the CCF directly from the collection site but you may also want to review Copy 5, the donor’s copy, for confirmation that the testing was completed.

STEP 9. For drug test results, you will be notified directly by the Medical Review Officer (MRO) via the method of reporting you had selected during your enrollment. For alcohol results, the collection site will notify you by phone, fax or by the employer copy of the testing form. Please note that if an employee’s alcohol test is confirmed positive, the collection site will contact you, and the employee will not be allowed to leave the site without an escort. You should receive a drug test result usually between 24 to 48 hours, if you have not received a result within that time please call us at 909-982-8409 and we can assist with tracking the result process.

STEP 10. Notify the donor of the test results by giving him/her a copy of the Confirmation Report you receive from the MRO or AADT. You retain the original in the employee’s confidential personnel file, along with Copy 4 of the CCF and any other documentation pertaining to the testing process.

STEP 11. Have the applicant complete the Driver Request and Authorization for Release of Information Form 114, located in Section 6, and forward a copy to each of the applicant’s previous employers for the past 2 years for intrastate, or 3 years for interstate. DOT requires that you complete an Employment History Background Screening.

STEP 12. Complete and return to AADT the Add/Delete Form 110, located in Section 6. Once your request is complete, an ID card and driver handbook will be forwarded to you automatically, verifying that the applicant has been enrolled.

NOTE:
1. If an applicant does not complete pre-employment testing as required, the individual should not be hired into a safety-sensitive position. Be especially aware if the applicant’s incomplete test includes reasons such as refusal to perform the test, obvious adulterants, shy bladder without valid medical explanation, dilute, or positive result.

2. Pre-employment alcohol tests are permitted but not required. However, all applicants must be treated equally, and this requirement must be covered in your Controlled Substance Abuse and Alcohol Company Policy.