

How to use your Driver Training, Written Policy and Employee Assistance Program Materials

There's a driver training audio and guide for your drivers. The Federal regulations (CFR 49 part 382) detail the information that employees who are subject to the rules covering safety sensitive workers are required to have before beginning their employment with you.

This training when used with the instructions and forms is designed to minimally fulfill the federal requirements for employee training and employee assistance programs (EAP).

Contents of the Driver Training:

1. Overview of the history, purpose and scope of the Federal Highway Administration drug and alcohol testing regulations.
2. Discussion of who is covered and subject to the regulations.
3. Definition of what safety sensitive duty is.
4. What conduct is prohibited.
5. Types of drug and alcohol testing done (Pre-employment, post accident, random...)
6. How a scientifically valid random selection of drivers works.
7. How drug and alcohol testing are done.
8. The chain of custody and Medical Review Officer(MRO) procedures.
9. What is required in a post accident situation.
10. Discussion of what constitutes a refusal for any required testing.
11. Consequences of refusals or positive results for any testing.
12. The effects, impact, and symptoms of the use/abuse of controlled substances and alcohol in the health, work and personal life of an employee
13. Methods of intervention and getting help for problems

The following steps are designed to take you through the use of the enclosed driver training materials.

Employee Assistance Program

Step 1 Look in your local phone book under substance abuse or drug rehabilitation services. This is where employees with problems or who have tested positive can go for assistance. Write down the phone number and address on the Contact Information Page (page 1 of this guide) in the substance abuse professionals area.

Determine who your company DER will be

Step 2 Determine who will be your company Designated Employee Representative to handle confidential communications and answer employee questions concerning drug and alcohol testing.

Read the policy statement aloud to the drivers

Step 3 Have each employee read the policy statement. If they do not know how to read then read it to them. Make sure they are made aware of the names, addresses and phone numbers of the company contact person and substance abuse professional.

Step 4 Have each driver find the employee assistance and contact information on pages 7 and 8 in their Driver Training Guide and have them write in the names and contact information of the substance abuse profession and DER there.

Step 5 At this point you should have your employee finish reading the Driver Training Handout and/or play the 1 hour driver training audio tape .

Step 6 After playing training audio and/or going over the driver training guide, have each driver sign the driver's receipt of information form on the back cover of the Driver Training Guide.

Step 7 Make a copy of the signed receipt of information and keep a copy in the their confidential employee files.

The following page has samples of two forms you will be using with the driver training

This is a sample version of the receipt your drivers sign after using Driver Training and Employee Assistance Program.

Acknowledgment of Receipt of Materials and Training.

I acknowledge The following: I have received a copy of the company drug and alcohol abuse policy, I have been informed who at the company I may contact with questions, I have been informed who to see if I have tested positive on any drug or alcohol test, I have been given training and materials outlining the federal regulations concerning the testing for and prohibitions of the use of controlled substances, and/or the abuse/ misuse of alcohol by safety sensitive employees. I also have been given information as to procedures of testing, the effects of alcohol and controlled substances, prohibited conduct and the consequences of testing positive or refusal to submit to testing.

I agree to the following:

1. Not to abuse controlled substances (excluding prescriptions and doses of certain medications certified by a physician as not to be dangerous).
2. I will not report for safety sensitive duties or remain on duty while having a blood alcohol concentration level of .02 or greater.
3. Not to perform safety sensitive functions within four (4) hours of using alcohol.
4. To not use alcohol following an accident until after I have submitted to an alcohol test or until eight (8) hours have passed.
5. Not to refuse to submit for any required drug or alcohol test.

Mack T. Rucker

Signature Here

March 11, 2003

Today's Date

