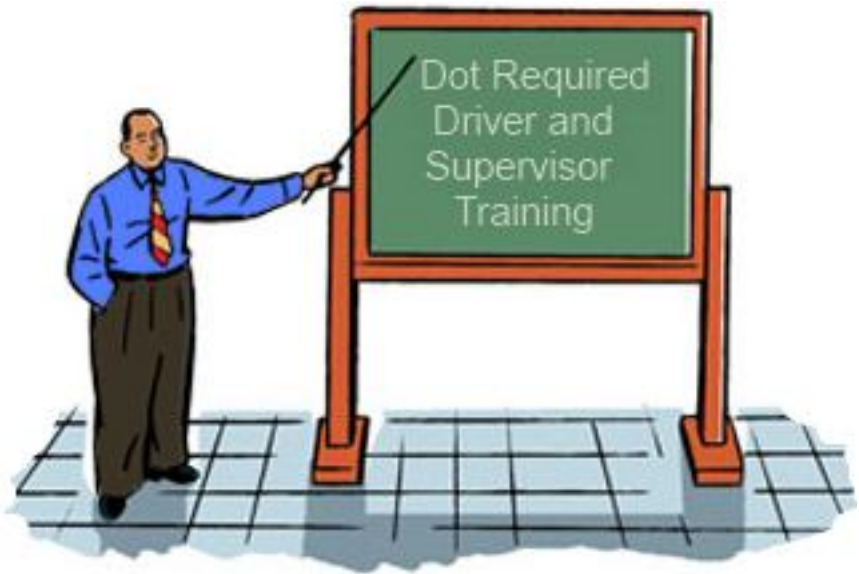


Supervisor and Driver Training Instructions

In order for a company under the Federal Motor Carrier Safety Regulations to be in compliance the DOT requires two types of training; supervisor and driver.



These training materials have been designed to help you to easily meet the Department of Transportation's training requirements for supervisors of safety sensitive employees and the employees themselves.

This will guide you through the completion of your training requirements. It begins with supervisors and then drivers.

Your Required Supervisor Training

Reasonable Suspicion Training Requirements

The DOT requires that every supervisor of employees performing regulated safety sensitive activities (CDL Holders) must be given two hours of training for the recognition of drug abuse and alcohol misuse/abuse.

Steps for using your supervisor training materials

Step 1: Distribute copies of the supervisor reasonable suspicion training guide and certificate test booklets to each supervisor being trained.

Step 2: Go to the pre-test on page 1 of the supervisor reasonable suspicion training guide and have each supervisor fill out the pre-test.

Step 3: Play or issue the supervisor training tape for each supervisor who is to be trained.

Step 4: After listening to the supervisor training tape, have each

supervisor fill out the post test on the back of the supervisor reasonable suspicion training guide and certificate test booklets .

Step 5: In order for the supervisors who have completed the training to get their certificates of completion the following must be done:

How to get your supervisor's reasonable suspicion certificates

Send or fax a copy of the post-tests along with a list of all supervisors who have received the training to:



Email back to: Admin@mydrugtestingprogram.com