

DRIVER QUALIFICATION FILE

MEDICAL/DRUG & ALCOHOL

SECTION

2

TEST NOTIFICATION

Part 382 – Controlled Substances and Alcohol Use Testing applies to driver of this company.

Subsection 382.113 Requirement for notice.

Before performing an alcohol or controlled substances test under this part, each employer shall notify a driver that the alcohol or controlled substances test is required by this part. No employer shall falsely represent that a test is administered under this part.

Company Name: REMAC, INC.

Driver/Applicant Name: _____

(Print)

(First, M.I., Last)

You are hereby notified the following test will be administered in compliance with the Federal Motor Carrier Safety Regulations.

1. The test is scheduled: Date: _____

Location: _____

Time: _____

2. Check type of Test: Alcohol Controlled Substance

3. Check reason for test: Pre-employment Random Reasonable suspicion

Post-accident Return to duty Follow-up

4. Appointment instructions/comments:

I understand as a condition of my employment with this company, the above identified test is required.

Driver/Applicant's Signature

Date

Witnessed by: Company Representative

Date

ALCOHOL AND DRUG EMPLOYEE'S CERTIFIED RECEIPT

Employee's Name

REMAC INC.
Company / Department

This is to certify that I have been provided educational materials required by 382.601 and my employer's policies and procedures with respect to meeting the Part 382 requirements. The materials include detailed discussion of the following checked (X) items:

- _____ 1. The designated employer representative to answer questions about the materials.
- _____ 2. The categories of drivers subject to Part 382.
- _____ 3. Information regarding safety-sensitive functions and periods of the workday in which compliance is required.
- _____ 4. Information regarding driver conduct.
- _____ 5. Circumstances under which a driver will be tested.
- _____ 6. Testing procedures.
- _____ 7. Tests administered in accordance with Part 382, as required.
- _____ 8. An explanation of what will be considered a refusal to submit to a test and the consequences.
- _____ 9. The consequences for Part 382 Subpart B violations including removal from safety-sensitive functions and Part 40 Subpart O procedures.
- _____ 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04.
- _____ 11. Information on the affects of alcohol and controlled substances in regards to:
 - an individual's health
 - work
 - personal life
 - * signs and symptoms of a problem
 - * available methods of intervening when a problem is suspected

Employee's Signature

Date

Authorized Employer Representative

Date

RETAIN IN EMPLOYEE'S CONFIDENTIAL FILE

Motor Vehicle Driver's

CERTIFICATION OF COMPLIANCE
WITH DRIVER LICENSE REQUIREMENTS

MOTOR CARRIER INSTRUCTIONS: The requirements in Part 383 apply to every driver who operates in intrastate, interstate, or foreign commerce and operates a vehicle weighing 26,001 pounds or more, can transport more than 15 people, or transports hazardous materials that requires placarding.

The requirements in Part 391 apply to every driver who operates in interstate commerce and operates a vehicle weighing 10,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

DRIVER REQUIREMENTS: Part 383 and 391 of the Federal Motor Carrier Safety Regulations contain requirements with which you as a driver must comply. These requirements are in effect as of July 1, 1987. They are as follows:

- 1) POSSESS ONLY ONE LICENSE: You, as a commercial vehicle driver, may not possess more than one motor vehicle operator's license

If you have more than one license, keep the license from your state of residence and return the additional licenses to the states that issued them. DESTROYING a license does not close the record in the state that issued it; you must notify the state. If a multiple license has been lost, stolen, or destroyed, close your record by notifying the state of issuance that you no longer want to be licensed by that state.

- 2) NOTIFICATION OF LICENSE SUSPENSION, REVOCATION OR CANCELLATION: Sections 392.42 and 383.33 of the Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license. In addition, Section 383.31 requires that any time you violate a state or local traffic law (other than parking), you must report it within 30 days to: 1) your employing motor carrier, and 2) the state that issued your license (If the violation occurs in a state other than the one which issued your license). The notification to both the employer and the state must be in writing.

The following license is the only one I will possess:

Driver's License No. _____ State _____ Exp. Date _____

DRIVER CERTIFICATION: I certify that I have read and understood the above requirements.

Driver's Name (Printed): _____

Driver's Signature: _____ Date _____

Notes: _____