## J. J. Keller® DOT Drug & Alcohol Program Management Service

## PARTNERSHIP PROCESS SAVE TIME AND MAINTAIN COMPLIANCE WITH FMCSR PARTS 40 & 382

CLIENT	J. J. KELLER
SUBMIT DRUG & ALCOHOL POLICY YOU submit your DOT drug & alcohol policy to J. J. Keller <sup>®</sup> .	CONDUCT A POLICY REVIEW WE review your policy to ensure compliance, providing recommendations for improvement. If you don't have a policy, we'll help you create one. RECEIVE A DEDICATED CLIENT SERVICE SPECIALIST WE assign you a dedicated J. J. Keller® client service specialist who will work with you to customize the service (notification schedule, company contacts, etc.).
SUBMIT DRIVER DRUG & ALCOHOL FILES YOU submit your driver DOT drug and alcohol files.	CREATE ELECTRONIC FILES WE create an electronic file in our secure, centralized database for all of your drivers at all of your locations. PROVIDE INITIAL AUDIT OVERVIEW WE provide an audit of your driver drug and alcohol file contents, and notify you of noncompliance. We create an action plan for improvement to help you fix deficiencies before they become liabilities.
	SETUP YOUR CLINICS WE work with you to setup your clinics. We work with a nationwide network of over 10,000 clinics. If needed, we will add additional clinics.
COMPLETE DRIVER TESTING AND SUBMIT PAPERWORK YOU work with your drivers to complete testing and return necessary paperwork.	ESTABLISH YOUR DRUG TESTING POOL WE work with you to establish your drug testing pool and send quarterly lists for updating. We have consortium services available for smaller fleets.
	MANAGE RANDOM SELECTION   WE generate random selections quarterly, making sure you meet your year-end testing requirements per FMCSA regulations. We send you random selection notifications, chain of custody forms and clinic authorization letters via traceable mail. We contact you within 7 days to make sure you received this information.   MANAGE COMMUNICATION   WE manage communication on your behalf with clinics, laboratories, and Medical Review Officers (MRO) per the FMCSR requirements. We proactively monitor all outstanding test results and chain of custody forms.
	FACILITATE COLLECTION WE facilitate (as a Third-Party Administrator - TPA) collection site setup, supply and distribution of chain of custody forms, laboratory specimen processing, and Medical Review Officer (MRO) services.
ACCESS INFORMATION YOU can monitor compliance, run reports, view test results, see statistical reporting and more through your Client Information Center portal.	FOLLOW-UP WE process test results and reports, providing immediate notification of positive tests. We also follow up on all outstanding tests following random selection. Drivers who do not have appropriate paperwork in their file, or who have not provided a valid reason for not testing by the next random selection period, will be placed out of compliance.
et J. J. Keller manage your drug & alcohol esting program. We take the guesswork out f what test to use, who to test, and when to est. We offer: > Pre-employment testing > Random selection > Reasonable suspicion > Post-accident testing > Return to duty tests > Follow-up testing	AUDIT AND IMAGE PAPERWORK WE audit and image all paperwork received and track test results and documentation following DOT regulations.
	PROVIDE TRACKING AND REPORTING WE provide annual statistical tracking and reporting.
	CONSOLIDATED INVOICING WE consolidate driver statements into one detailed invoice summarizing each service provided.
	PROVIDE AUDIT SUPPORT WE provide DOT audit support so you have an expert available for questions and advisement.
	DELIVER ONGOING SERVICE WE provide ongoing service and support regarding any questions or issues that arise.



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