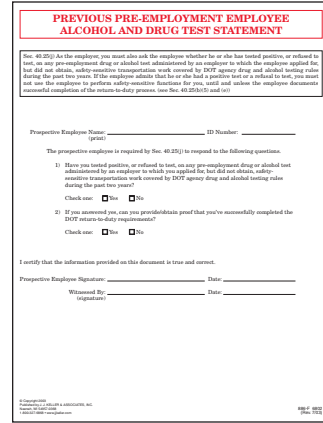


Drug & Alcohol Forms



1. Previous Pre-Employment Employee Alcohol and Drug Test Statement

- J. J. Keller abbreviation..... PADTS
- Regulatory section reference..... 40.25
- Who needs to complete..... Any driver who drives a commercial motor vehicle.
- When it needs to be completed.... Once at the time of hire.
- Special requirements..... Driver completes one form to cover all positive drug tests not resulting in employment.

DRIVER FILE

Confidential

Driver's Name	Location
Driver ID Number	Date Driver Began Driving for Company

Driver Qualification Forms (Examples are shown inside this folder)

1. Driver Application Form
2. Medical Examination Report
3. Medical Examiner's Certificate
4. Medical Examiner's National Registry Verification
5. Record of Road Test
6. Certification of Road Test
7. Safety Performance History Records Request
8. Motor Vehicle Driver's Certification of Violations/Annual Review of Driving Record

These forms are required for all employees who drive a commercial motor vehicle (CMV) weighing more than 10,000 pounds.

*Note: The DOT does not require copies of the Medical Examination Reports (Long Form Physical) to be retained within the Driver Qualification files (the Medical Examiner's Certificates **are** required.) As such, J. J. Keller does not audit or image the Medical Examination Reports as part of our standard Driver Qualification File Management Service.*

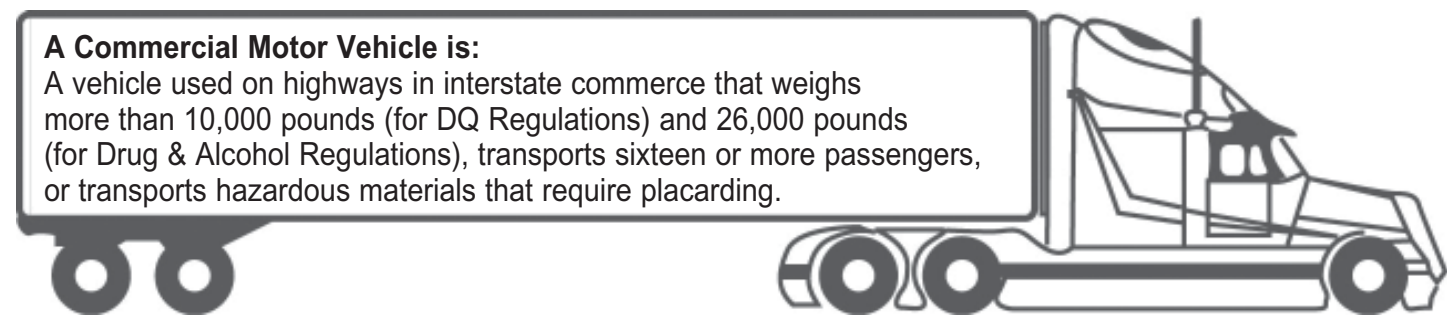
Drug & Alcohol Forms (Examples are shown on back of this folder)

1. Previous Pre-Employment Employee Alcohol and Drug Test Statement (6801) not included.

These additional forms are required for all employees who drive a commercial motor vehicle (CMV) weighing more than 26,000 pounds, transports sixteen or more passengers, or transports hazardous materials that requires placarding, but are not required to be retained as part of a qualification file required by Section 391.51.

Note: The auditing and imaging of the Drug & Alcohol forms is not included with our standard Driver Qualification File Management service. Processing of these forms requires subscription to our Drug & Alcohol Program Management Service.

SAMPLE



Additional documents are required to be retained as part of the Driver file (Driver's License, Skill Performance Evaluation Certificate (391.49), Medical Exemption or Variance/Waiver (Part 381), Entry Level Drivers Training Certificate (380.503). When necessary, you'll be asked to submit these items to J. J. Keller.



Since 1953

6791 (Rev. 11/16)

Driver Qualification Forms

1. Driver Application Form

- J. J. Keller abbreviation..... APP
- Regulatory section reference..... 391.21
- Who needs to complete..... Driver
- When it needs to be completed.... Once at the time of hire.
- Special requirements..... Complete in full. If additional space is needed for employment history, use the form provided. Maintained permanently in the Driver File.

2. Medical Examination Report

- J. J. Keller abbreviation..... PHY
- Regulatory section reference..... 391.43
- Who needs to complete..... Driver completes sections one and two. The physician completes the rest.
- When it needs to be completed.... Every two years if no health concerns.
- Special requirements..... Original maintained at the physician's office.

3. Medical Examiner's Certificate

- J. J. Keller abbreviation..... MEC
- Regulatory section reference..... 391.43
- Who needs to complete..... Driver completes signature of driver, driver's license number, state, and address of driver. Physician completes the rest.
- When it needs to be completed... Every two years if no health concerns.
- Special requirements..... Non-CDL drivers must carry this card with them at all times while driving. Maintained in the driver file for three years. CDL/CLP drivers must submit this card to their state driver licensing authority and motor carrier employer as soon as possible, and must carry the card for at least 15 days. The carrier must obtain a new Motor Vehicle Record (MVR) within 15 days as proof of medical certification. MVR is maintained in the driver file for three years. Best Practice: Retain a copy of the Medical Certificate with the MVR for three years.

4. Medical Examiner's National Registry Verification

- J. J. Keller abbreviation..... MENRV
- Regulatory section reference..... 391.23 and 391.51
- Who needs to complete..... The motor carrier.
- When it needs to be completed.... Upon receipt of each completed Medical Examiner's Certificate.
- Special requirements..... Perform the verification using the National Registry website, at nationalregistry.fmcsa.dot.gov.

5. Record of Road Test

- J. J. Keller abbreviation..... RTRTC
- Regulatory section reference..... 391.31
- Who needs to complete..... The motor carrier.
- When it needs to be completed.... Once at the time of hire.
- Special requirements..... Maintained permanently in the Driver File.

6. Certification of Road Test

- J. J. Keller abbreviation..... RTRTC
- Regulatory section reference..... 391.31
- Who needs to complete..... The person giving the road test must complete the certification.
- When it needs to be completed.... Upon completion of passing the road test.
- Special requirements..... Maintained permanently in the Driver File.

7. Safety Performance History Records Request

- J. J. Keller abbreviation..... SPHRR
- Regulatory section reference..... 391.23
- Who needs to complete..... The prospective employee completes section 1. The previous employer completes section 2, 3, and 4. The prospective employer completes sections 5a and 5b.
- When it needs to be completed.... Within 30 days of being hired.
- Special requirements..... This form must be completed for three years prior to being hired if the driver operated a CMV. Maintained permanently in the Driver File. Good faith efforts must be documented if responses are not obtained.

8. Motor Vehicle Driver's Certification of Violations/Annual Review of Driving Record

- J. J. Keller abbreviation..... AR-CV
- Regulatory section reference..... 391.25 and 391.27
- Who needs to complete..... Driver completes the certification of violations. Motor carrier completes the annual review.
- When it needs to be completed.... Every 12 months based on the driver's hire date.
- Special requirements..... A Driving Record must also be ordered at this time and used as part of the annual review process. Maintained in the Driver File for three years.