Drug & Alcohol Forms

| | | PLOYMENT EMPLOYEE | |
|---|---|--|---|
| | ALCOHOL AND DI | RUG TEST STATEMENT | |
| | | | |
| test, on any p but did not o during the pa not use the e | re-employment drug or alcohol test ad htain, safety-sensitive transportation at two years. If the employee admits the | employee whether he or she has to stated pastitive, or initiatered by an employer to which the employee werk covered by DOT agency drug and alcohol to hat he or she had a positive test or a refusal to test functions for you, until and unless the employee (see Sec. 40.25(b)(5) and (a)) | applied fo uting rule t, you must |
| | | | |
| | | | |
| Prospective | Employee Name: | ID Number: | _ |
| - | | x. 40.25(i) to respond to the following questions. | |
| | | | |
| 1 | Have you tested positive, or refused administered by an employer to whi | to test, on any pre-employment drug or alcohol test ich you applied for, but did not obtain, safetr- | |
| | sensitive transportation work cover- during the past two years? | od by DOT agency drug and alcohol testing rules | |
| | Check one: The The | | |
| | | | |
| 2 | If you answered yes, can you provide DOT return-to-duty requirements? | o'obtain proof that you've successfully completed th | • |
| | Check one: Tes No | | |
| I certify that th | e information provided on this docume | ent is true and correct. | |
| | | | |
| Prospective Em | | Date: | - |
| | Witnessed By: | Date: | - |
| | (| | |
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| 6 Capyright 2003 Publishening 2 J KELLEN Namah, M SARC 2008 | & ASSOCIATES, INC. | | 889-5-6 |

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's Name

Driver ID Number

Driver Qualification Forms (Examples are shown inside this folder)

- 1. Driver's Application for Employment
- 2. Medical Examination Report
- 5. Record of Road Test
- 6. Certification of Road Test

than 10,000 pounds.

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

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.



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 Since 1953 Training Certificate (380.503). When necessary, you'll be asked to submit 6791 (Rev. 6/19) these items to J. J. Keller. Copyright 2019 J. J. Keller & Associates, Inc. • Neenah, WI • JJKeller.com • (800) 327-6868 • Prir

DRIVER FILE

Confidential

Location

Date Driver Began Driving for Company

- 3. Medical Examiner's Certificate
- 4. Medical Examiner's National Registry Verification
- 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

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.

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



Driver Qualification Forms

1. Driver's Application for Employment

| J. J. Keller abbreviation | APP 391.21 |
|-------------------------------|---|
| Regulatory section reference | |
| 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. |



CERTIFICATION OF ROAD TEST



J. J.

Regi



DRIVER'S APPLICATION FOR EMPLOYMENT

In compliance with Federal and State equal employment opportunity laws, qualified applican are considered for all positions without regard to nace, cutor, religion, sec, national origin, ag

FOR COMPANY US PROCESS RECORD

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 Regulatory section reference | MEC 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

| 20 consisting of approximately miles of driving. It is my considered opinion that this driver possesses sufficient driving skill to operate safely the type of commercial motor vehicle listed above. | Who I |
|--|---------|
| Signature of examiner Title | |
| Organization and address of examiner , Croprigh 2000 J. J. KELER & ASSOCIATES, INC. ⁶ , Neenah, WI • USA 68-C(RT) 279 (800) 327-8508 • jealer.com • Printed in the United States (Rev. 6109) | |
| | When |
| | Speci |
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| | r |
| | |
| SIDE 1 SAFETY PERFORMANCE HISTORY RECORDS REQUEST BC/REVT Lans output The Individual identified in SECTION 1 below has indicated that you employed or used() himsher within | 7. S |
| The bard system is a position that involved the operation of a communical motor vehicle and/or that was adapted to U.S. Department of Transportation (COT)-regulated upon and alcohol barding on the programmer of the system of t | |
| Pipes complete SECTION 52 Phone 9 (an explorable) and when to the prospective employer shown in SECTION 1. <u>APPLACENT</u> , Complete SECTION 1 and cabrit to proceedine employer. <u>BOODEXCTION DEPENDENT</u> and cabrit to proceedine employer. <u>BOODEXCTION DEPENDENT</u> and send form to cament/previous employer. Upon receipt of completed temp computer SECTION 16 and employ. | J. J. ł |
| SECTION 1: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE | _ |
| Prid, M.I., Let: hereby adhistor Prid, M.I., Let: hereby adhistor Prid, M.I., Let: hereby adhistor Englishing adhistor Store: Store: Store Store: Store: Store | Regu |
| Cog (tan), 2p | Who |
| Pospectve Employer: | VVIIO |
| Copy Storp, 2p. In comparison of 942 Tables and 2012 2010, weaker of this internation must be made in a written form. That ensures conductably such as fac, weak, or Mess. Prospective employer conductable to surgery. | |
| Prospective exployer's conductation for examine and access and access and access and access and access acce | |
| SECTION 3: TO BE COMPLETED BY PREVIOUS EMPLOYER EMPLOYMENT VERIFICATION | |
| The applicant named above was or is employed or used by us. Yue] No.D Employed at (ab tile) to (m/s) Did hables date an otor vehicle for you? Yue] No.B [Yee, what type? Smajpt Tuck] Tuck-Genitrate? Bus] | When |
| Do haster drva a notic veloca do (do r veloca do (do r r (spacity)) Caryo Tanko Doubles Tiples Coher (spacity) Congleted by: Congleted by: | VVIIEI |
| Struet: City, State, Zir: Telephone: | Speci |
| Signature Date: | Opeor |
| th receptor and a statistical statistical Review of the statistical st | |
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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. |

three years.

5. Record of Road Test

| Keller abbreviation | RTRTC |
|-----------------------------|--|
| ulatory section reference | 391.31 |
| o needs to complete | The motor carrier. |
| en it needs to be completed | Once at the time of hire. |
| cial requirements | Maintained permanently in the Driver File. |

6. Certification of Road Test

| Keller abbreviation | RTRTC |
|-----------------------------|--|
| ulatory section reference | 391.31 |
| o needs to complete | The person giving the road test must complete the certification. |
| en it needs to be completed | Upon completion of passing the road test. |
| cial requirements | Maintained permanently in the Driver File. |

Safety Performance History Records Request

| . Keller abbreviation | SPHRR |
|-----------------------------|---|
| julatory section reference | 391.23 |
| o 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. |
| en it needs to be completed | Within 30 days of being hired. |
| cial 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

| . Keller abbreviation | AR-CV |
|-----------------------------|--|
| ulatory section reference | 391.25 and 391.27 |
| o needs to complete | Driver completes the certification of violations. Motor carrier completes the annual review. |
| en it needs to be completed | Every 12 months based on the driver's hire date. |
| cial 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. |