

**NATIONAL
TRANSPORTATION
SERVICES, INC.**

**ALCOHOL AND
SUBSTANCE
ABUSE POLICY**

FMCSA DRUG AND ALCOHOL POLICY

COMFORMS TO THE NEW REGULATIONS THAT WENT INTO EFFECT AUGUST 2001 FOR SECTION &
PART 40 OF THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS

It is the policy of National Transportation Services (“the Company/Employer”) that all of our drivers are free of substance and alcohol abuse. The company is committed to providing a safe workplace for its employees. The company is committed to placing safe, professional drivers in its vehicles. The company has a legal obligation and an ethical obligation to ensure a drug and alcohol-free transportation environment and to reduce accidents, injuries and fatalities.

Designated Employer Representative:

The Designated Employer Representative for providing information on the company controlled substance abuse program is Sherry Meske. All questions reference our company controlled substance abuse program should be directed to Sherry Meske at 253-850-1212.

Applicability:

This policy applies to any person who operates a commercial motor vehicle as defines in 382.107. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of the employer.

All drivers meeting this definition will be required to submit to alcohol and controlled substances testing in accordance with this policy.

Safety Sensitive Functions:

Drivers are considered to be performing safety sensitive functions during any period in which they are actually performing, ready to perform, or immediately available to perform as a driver of a commercial motor vehicle. These functions are further described as:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by §§392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 393.76 of this subchapter);
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Option: Refusal to submit to the types of drug and alcohol tests employed by the Employer will be grounds for refusal to hire driver/applications and to terminate employment of existing drivers.

Self-Admission Program:

If a driver voluntarily admits to alcohol misuse or drug use, he/she will not be subject to the referral, evaluation and treatment requirements of Parts 40 and 382 provided that:

1. The driver's admission is in accordance with the written Employer-established Voluntary Self-Identification Program or policy;
2. The driver did not make the admission in order to avoid testing;
3. The driver must make the admission before performing a safety-sensitive function; and
4. The driver must not perform a safety-sensitive function until the Employer is satisfied that he/she has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

Option: If the Employer has an established "self-admission" program or policy, no adverse action can be taken against the driver for making a voluntary admission of alcohol misuse or drug use when the driver acts within the parameters of the established program or policy.

Types of Testing:

The following alcohol and controlled substance tests will be performed. In order for the driver to be allowed to perform safety-sensitive functions, a negative result for controlled substances and a concentration of less than 0.02 will be necessary (a concentration between 0.02 and 0.039 will result in a 24 hour disqualification. A concentration of 0.04 will result in a positive test.)

- A. *Pre-employment* – administered prior to driver performing safety-sensitive functions for the first time for an employer. (Controlled substances testing only unless the employer chooses to conduct pre-employment alcohol testing for a new driver/applicant)
- B. *Post-accident* – administered as soon as practicable following an accident involving a commercial motor vehicle, there is a fatality, OR if the driver is cited for a moving traffic violation arising from the accident AND any party involved in the accident requires immediate medical treatment for an injury away from the accident scene, OR any vehicle involved in the accident incurs "Disabling damage" (i.e. must be towed from the scene). Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. Every effort must be made to complete the alcohol test within two (2) hours. If this is not possible, you must continue to try for up to eight (8) hours. If no alcohol test can be completed within eight (8) hours following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain on file a record stating the reason the test was not promptly administered. If a test for controlled substances cannot be obtained within 32 hours following the accident, the employer shall cease all attempts to administer a controlled substance test and shall prepare and maintain on file a record stating the reason the test was not promptly administered.

If a law enforcement officer does not issue a citation within the specified time frames, the Employer shall not attempt to conduct post-accident testing and shall proceed with documenting the reason why the test was not performed.

Option: The Employer may pursue non-federal tests under its own program if they wish.

In the event a Federal, State or local law enforcement official conducts a qualified post-accident alcohol or controlled substance test, and the test meets the requirement of this section, the employer may request documentation from such agencies. The Employer may ask the driver to sign a release allowing the Employer to obtain such test results.

Post-Accident Testing Requirements:

Type of Accident Involved	Citation issued to CMV Driver	Test must be performed by Employer
Human Fatality	YES	YES
	NO	YES
Bodily injury with immediate medical treatment away from the scene.	YES	YES
	NO	NO
Disabling damage to any motor vehicle requiring tow	YES	YES
	NO	NO

C. *Random* – administered if a driver’s name is selected in a random drawing, conducted periodically throughout the year. Drivers notified of a random selection must submit immediately for testing. Random selections will be unannounced and reasonably spread throughout the year. The employer will drug test, at a minimum, 50% of the average number of covered employee positions in each calendar year or at a rate established by the DOT for the given year. The Employer will select, at a minimum, 10% of the average number of driver positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. The very nature of random selections may result in drivers being selected more than once a calendar year. Alternatively, some drivers may not be selected in a calendar year.

Once a driver has been notified by the DER that he/she has been selected for a random test, every action the covered employee takes, after notification must lead to a collection. An employee who fails to engage in conduct that immediately results in a collection after notification may be considered a refusal to test.

D. Reasonable suspicion – administered if the employer has reasonable suspicion to believe the driver is in violation of any of the prohibitions listed above. Such conduct must be witnessed by at least one supervisor trained in compliance with section 382.603. the person who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the driver. A written record shall be made of the observations leading to the reasonable suspicion test and signed by the

supervisor or company official who made the observations, within 24 hours of the observed behavior or before the results of the tests are released, whichever are earlier.

- E. Return to Duty and Follow-up Testing – administered to a driver who engages in prohibited conduct. Any such driver shall be provided with the names, addresses and telephone numbers of qualified SAPs. A driver must be evaluated by a SAP and submit to any treatment the SAP prescribes.

Follow-up testing is separate from and in addition to the employer's reasonable suspicion, post-accident, and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of the SAP. Follow-up testing may continue for a period of up to 60 months following a driver's return to duty. No fewer than six (6) tests shall be conducted in the first 12 months of the follow-up testing.

Employer's Options: It is the employer's option that the cost of any SAP evaluation or prescribed treatment shall be borne by the driver. The employer does not guarantee or promise a position to the driver should he/she regains qualified status.

Testing Procedures:

All testing will be performed with procedures that are outlined in the Code of Federal Regulations, Part 40. These procedures are designed to protect the driver, maintain integrity in the testing process and safeguard the validity of the test results.

Drug Urinalysis

Drug testing will be performed through urinalysis. Urinalysis will test for the presence of drugs and/or metabolites of the following controlled substances:

- (1) Marijuana;
- (2) Cocaine;
- (3) Opiates;
- (4) Amphetamines; and
- (5) Phencyclidine (PCP).

The urinalysis procedure starts with the collection of a urine specimen. Urine specimens will be submitted to a SAMHSA-certified laboratory for testing. As part of the collection process, the specimen provided will be split into two vials: a primary vial and a secondary vial. The SAMSHA-certified lab will perform initial screenings on all primary vials. In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the lab to the Medical Review Officer as a positive.

The lab will report all lab results to the MO designated by the Employer. Negative test results will be reports by the MRO to the Employer. Before reporting a positive test result to the Employer, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact the DER, chosen in advance by the Employer, who shall, in turn, contact the driver and direct the driver to contact the MRO.

Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative. If the driver fails to contact the MRO after 72 hours, or if the driver cannot be contacted within ten (10) days, the MRO may verify the test as positive, or refusal to test, as applicable. After any positive verification the driver may petition the MRO to reopen the case for reconsideration.

Pursuant to DOT regulations, individual test results for driver/applicants and drivers will be released to the Employer and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

An individual testing positive may make a request of the MRO to have the secondary vial tested. This request can be made verbally or in writing to the MRO within 72 hours of being notified by the Employer of a positive test result. The secondary vial must be tested by a different SAMHSA-certified lab than tested the primary specimen. CFR part 40.173 requires the Employer to be responsible for making sure labs perform the required functions in a timely manner.

Option: The employer may require the individual making the request for a test of the second specimen to be responsible for all costs associated with the test.

Diluted Specimens

If the MRO informs the Employer that a positive drug test was diluted, the Employer will treat the test result as a verified positive test. The Employer will not direct the driver to take another test.

If the MRO informs the Employer that a negative drug test was diluted, the Employer may, but is not required to direct the driver to take another test immediately. Such re-collections will not be collected under direct observations, unless there is another reason to do so (see Section 40.67 (b) and (c).) The Employer will treat all similarly situated employees the same way for re-collections. However, the Employer may establish different policies for different types of testing (e.g., conduct retests in pre-employment test situations, but not in random test situations).

Drivers will be informed in advance of the policy regarding re-collections. When the Employer directs the driver to take another test, the driver will be given the minimum possible advance notice that he or she must go to the collections site. The result of the second test – not the original test – is the test of record.

Any driver required to take another test, which is also negative and diluted, will not be permitted to take a third test. If the Employer directs the driver to take a second test and the driver refuses, the test will be treated as a positive test result.

Alcohol Tests

Alcohol tests will be performed using a device that is on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List (CPL) and meets the DOT's testing requirements. This may be a breath testing device or a saliva testing device, and may be provided through a vendor or agent. A technician who is certified will operate the device and trained on the specific device he or she will be operating. The driver shall report to the alcohol-testing site as notified by the Employer. All alcohol tests shall be performed just prior to, during, or just after duty. The driver shall follow all instructions given by the alcohol technician.

Any initial test indicating a blood alcohol concentrations (BAC) of 0.02 or greater will be confirmed on an evidential breath-testing device (EBT) operated by a breath alcohol technician (BAT). The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of 0.02 or 0.0399, the driver shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer. Drivers with test indicating a BAC of 0.04 or greater are considered to have engaged in prohibited conduct.

Option: The may result in disciplinary action up to and including termination.

Effects and Signs and Symptoms of Alcohol and Controlled Substances on an Individual and Methods of Assistance:

General Signs of abuse of alcohol and controlled substances include:

- Tardiness or absenteeism,
- Borrowing money from co-workers,
- Problems with relationships,
- Increased irritability,
- Decreased attention span,
- Difficulty remembering instructions,
- Taking criticism personally,
- Denial of any problem, or
- Paraphernalia present:

Types of Paraphernalia include:

- Roach clips,
- Cigarette papers,
- Pipes,
- Bong,
- Razor blades
- Small mirrors,
- Small spoons and straws,
- White powder,
- Syringes,
- Needles,
- Eye droppers, and
- Rubber tubing.

- A. **Alcohol: Absorption:** Alcohol is primarily absorbed through the stomach and the small intestines. It is considered a food because it has calories, but does not need to be digested and proceeds directly into the body through the digestive system.
- a. *Short-term effects:* Reduces sensitivity to pain. Affects visioning the following ways:
 - i. Narrows the visual field,
 - ii. Reduces resistance to glare,
 - iii. Interferes with the ability to differentiate intensities of light, and
 - iv. Lessens sensitivity to colors.
 - b. *Long-term effects:* Damage to vital organs; including liver, heart and pancreas. Linked to several medical conditions; including gastro intestinal problems, malnutrition, high blood pressure, and lower resistance to disease. Also linked to several types of cancer; including esophagus, stomach, liver, pancreas and colon.
 - c. Special Hazards Involving the Driving Task: Specific elements to the hazards of alcohol use and driving are listed in a separate section of the curriculum. However, alcohol impairs one's ability to drive or operate machinery safely.
- B. **Marijuana: Absorption:** Marijuana may be inhaled or ingested.
- a. *Short-term effects:*
 - i. Increases in heart rate,
 - ii. Body temperature, and
 - iii. Appetite, drowsiness,
 - iv. Dryness of the mouth and throat,
 - v. Reddening of the eyes, and
 - vi. Reduction in ocular pressure.
 - b. *Long-term effects:* Can cause the following medical conditions: respiratory problems, lung damage, cancer, memory and concentration impairments and possible motivations syndrome.
 - c. *Special Hazards Involving the Driving Task:* Marijuana has been linked to the impairment of the ability to drive a vehicle. Concentration is affected and there is difficulty in perceiving time and distance, which can lead to the following: bad judgment, impaired reaction time, and poor speed control, an inability to accurately read signs, drowsiness and distraction.
- C. **Cocaine: Absorption:** Cocaine enters the body in one of three ways: injection, smoking or snorting.
- a. *Short-term effects:* May cause extreme anxiety and restlessness, and may experience the following medical conditions:
 - i. Twitches,
 - ii. Tremors,
 - iii. Spasms,
 - iv. Coordination problems,
 - v. Chest pain,
 - vi. Nausea,
 - vii. Seizers,
 - viii. Respiratory arrest, and
 - ix. Cardiac arrest

- b. *Long-term effects:* May cause extreme alertness, watchfulness, impaired judgment, impulsiveness, and compulsively repeated acts. May cause stuffiness, runny nose, tissue deterioration inside the nose, and perforation of the nasal septum.
- c. *Special Hazards Involving the Driving Task:* Cocaine may successfully mask fatigue; however, high dosages impair judgment and interfere with the ability of the driver to concentrate. Coordination and vision are impaired. There is an increase in impulsive behaviors with tendencies to take more risks and create confusion within the user.

D. **Opiates (Morphine, Heroin, Codeine, and Opium):** *Absorption:* Opiates are normally absorbed through injection.

- a. *Short-term effects:* Include:
 - i. Drowsiness,
 - ii. Dizziness,
 - iii. Mental confusion,
 - iv. Constriction of pupils, and
 - v. Euphoria.
 - vi. Some opiate drugs, such as Codeine, Demerol, and Darvon, also have stimulating effects, they include:
 - 1. Central nervous system excitation,
 - 2. Increased blood
 - 3. Elevated blood pressure,
 - 4. Increased heart rate,
 - 5. Tremors, and
 - 6. Seizers.
- b. *Long-term effects:* May include impaired vision, pulmonary complications, and menstrual irregularity. A person may experience nightmares, hallucinations and mood swings.
- c. *Special Hazards Involving the Driving Task:* Opiates can cause drowsiness, mental confusion, and visual impairment even at lower, moderate doses. A driver may have difficulty keeping the vehicle in the correct lane and may make errors in judgment.

E. **Amphetamines:** *Absorption:* Amphetamines are absorbed by the body in one of three ways: Snorting, swallowing or injection.

- a. *Short-term effects:* A person may experience:
 - i. Loss of appetite,
 - ii. Increased alertness, and
 - iii. Feeling of well-being.
 - iv. A person's physical condition may be altered by:
 - 1. Increase in breathing,
 - 2. Increased heart rate,
 - 3. Elevation in blood pressure, and
 - 4. Dilation of pupils.
- b. *Long-term effects:* Anxiety and agitation, sleeplessness, higher blood pressure and irregular heartbeat, increased susceptibility to disease.

- c. *Special Hazards Involving the Driving Task:* The use of amphetamines can interfere with concentration, impaired vision, and increase the driver's tendencies to take risks.
- F. **Phencyclidine (PCP, angel dust, elephant hoe):** *Absorption:* Can be sniffed, smoked, swallowed or injected.
 - a. *Short-term effects:* Last 3 to 18 hours:
 - i. Produce a state of pleasurable intoxication,
 - ii. Sense of separation from surroundings,
 - iii. Perceptual distortions,
 - iv. Difficulty in concentrating and communicating,
 - v. Users may become:
 - 1. Highly confused,
 - 2. Paranoid,
 - 3. Terrified,
 - 4. Aggressive, and
 - 5. Passive

Bad trips are more common with PCP than with other drugs. Overdose can cause convulsions, coma, and death. Accidental death can result from drug-induced confusion.

- b. *Long-term effects:* Flashback may occur. Persistent speech problems, depression, anxiety, or more severe psychological consequences.
- c. *Special Hazards Involving the Driving Task:* The use of Phencyclidine can interfere with concentration, impaired vision, and increase the driver's tendencies to take risks. A driver may have difficulty keeping the vehicle in the correct lane and may make errors in judgment.

Assistance can be obtained through numerous sources, including but not limited to Employee Assistance Programs, Substance Abuse Programs, Drug and Alcohol treatment centers etc. When an employee of the company witnesses conduct of another employee which may be suspect of an alcohol or controlled substance problem, the employee shall immediately report such conduct to management. For further information contact the DER of the company. Anyone found in violation of this policy will be supplied with further assistance information.

Authorization for Previous Test Records:

Within 30 days of performing a safety-sensitive function, DOT regulations require that the Employer obtain certain drug and alcohol testing records from the driver's previous Employers for the previous two (2) years. The purpose is to maintain complete driver records indicating violations of any DOT rule pertaining to controlled substance or alcohol use within the previous two (2) years. As a condition of employment, the driver shall provide the Employer with a written authorization for all the previous Employers within the past two (2) years to release such drug and alcohol testing records as the regulation require. Employers must also ask the driver whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an Employer to which the driver applied for, but did not obtain, safety-sensitive transportation work.

Training:

All supervisors designated to determine whether or not reasonable suspicion exists to require a driver to undergo testing under Section 382.307, will have received at least 60 minutes of training on recognizing alcohol misuse, and at least 60 minutes of training on recognizing controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

NOTE: This policy is not intended nor should it be construed as a contract of employment between the Employer and the driver. This policy may be changed at the sole discretion of the Employer.

POST ACCIDENT TESTING REQUIREMENTS: 49 CFR SECTION 382.303(A)(3)

Type of Accident Involved	Citation issued to CMV Driver	Test must be performed by Employer
Human Fatality	YES NO	YES YES
Bodily injury with immediate medical treatment away from the scene.	YES NO	YES NO
Disabling damage to any motor vehicle requiring tow	YES NO	YES NO

390.5 Definitions:

ACCIDENT means: “an occurrence involving a commercial motor vehicle operating on a public road which results in:

FATALITY: Any injury, which results in the death of a person at the time of the accident or within 30 days of the accident.

BODILY INJURY: Any injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.

TOWED VEHICLE: One or more vehicles incurred disabling damage.

DISABLING DAMAGE: Requiring the vehicle to be transported away from the scene by a tow truck or other vehicle.

Prohibited Conduct:

The following shall be considered “prohibited conduct” for purposes of this policy:

- No driver shall report for duty or remain on duty while having an alcohol concentration of 0.04 or greater.
- No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol unless the alcohol is manifested and transported as part of a shipment
- No driver shall use alcohol while performing safety-sensitive functions
- No driver shall perform safety-sensitive functions within four (4) hours after using alcohol
- No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever occurs first
- No driver shall refuse to submit to a DOT-required drug or alcohol test
- No driver shall report for duty or remain on duty or when the driver uses any controlled substance, except when use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance will not adversely affect the driver’s ability to safely operate a commercial motor vehicle
- No driver shall report to duty, remain on duty or perform safety-sensitive function, if the driver tests positive or has altered or substituted a test specimen for controlled substances
- No driver shall refuse to test under conditions outlined in Part 40 or Part 382

For the purposes of this subpart, an Employer can obtain actual knowledge that a driver has used alcohol or controlled substances based on the Employer’s direct observation of the driver, information provided by the driver’s previous Employees, a citation for driving a CMV while under the influence of alcohol or controlled substances or a driver’s admission of alcohol or controlled substances use, except when done according to a written employer – established voluntary self-identification program or policy which meets FMCSA requirements. Direct observation as used in this definition means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing under Section 382.307.

Consequences of Policy Violations:

Any driver who becomes unqualified or engages in prohibited conduct as set forth herein will be removed immediately from all safety-sensitive functions and will be provided a listing of Substance Abuse Professional (SAPs). The SAP is required to assess and offer an appropriate educational and/or treatment program as per 49 CFR Part 40.291.

Employer’s Option: It is the employer’s option that the cost of any SAP evaluation or prescribed treatment shall be borne by the driver. It is also the employer’s option that a violation of these “Prohibited Conduct” provisions will result in disciplinary action up to and including termination.

Refusal to Test:

A refusal to test is defined as conduct that would obstruct the proper administration of a test.

DOT Drug & Alcohol Policy Addendum

Effective Date: 01-01-2020

Any commercial motor vehicle driver for National Transportation Services, Inc (herein referred to as the "Company") who is subject to the FMCSA's drug and alcohol testing regulations in 49 CFR Part 382 must also comply with the CDL Driver Drug & Alcohol Clearinghouse regulations in Part 382, Subpart G. The Clearinghouse is an online database providing employers and enforcement agencies with information about drivers who have violated Federal Motor Carrier Safety Administration (FMCSA) controlled substances ("drug") or alcohol testing rules.

The Company is prohibited from using a driver to perform safety-sensitive functions if at any time the Company obtains information from the Clearinghouse indicating that the driver has committed a testing violation and has not completed the return-to-duty process as outlined in the Company's DOT Drug & Alcohol Policy. Drivers will be notified by FMCSA when the Company obtains information from the Clearinghouse, or when information concerning the driver is added, revised, or removed.

Reporting: For any driver subject to the Clearinghouse rules, the following violations occurring, or milestones reached, on or after January 6, 2020, will be reported to the Clearinghouse by the Company, its service providers, its Medical Review Officer(s), and/or its Substance Abuse Professional(s) as required by FMCSA regulation:

- Any verified positive, adulterated, or substituted DOT drug test
- Any confirmed DOT alcohol test result of 0.04 or higher
- Any refusal to submit to a DOT-required drug or alcohol test
- Any verified and documented "actual knowledge" that the driver violated the DOT drug or alcohol rules, including:
 - Any on-duty alcohol use, including any citation for driving under the influence of alcohol (DUI/DWI) while driving a commercial motor vehicle
 - Any alcohol use within 4 hours before going on duty
 - Any alcohol use within 8 hours of an accident or before a post-accident test is complete (whichever occurs first)
 - Any prohibited drug use while on duty
- Successful completion of the return-to-duty process following treatment*
- Any negative DOT return-to-duty test*
- Successful completion of follow-up testing*

**Only reported if the underlying violation occurred on or after January 6, 2020.*

Each report to the Clearinghouse will include the driver's name, date of birth, commercial driver's license number, and state of issuance, in addition to violation and/or testing information.

Queries: The Company will purchase reports ("queries") from the Clearinghouse at the following times:

- Annually for all drivers, and
- Prior to employment of any new drivers.

Granting of Consent: Drivers must grant consent for the Company to purchase Clearinghouse reports as follows:

- Drivers must create a Clearinghouse account and log in to grant the Company consent to obtain a "full" report prior to employment with the Company.
- Drivers must sign a separate "Consent for Limited Queries" form granting the Company access to "limited" queries obtained annually. Drivers have the right to limit the length of time for which such consent is valid, but making it valid for the length of employment with the Company is recommended.

- If a limited query reveals that the Clearinghouse contains information about a driver, the Company will inform the driver that he or she must immediately log in to the Clearinghouse to grant consent for the Company to obtain the driver's full Clearinghouse record. Such record will be obtained within 24 hours of the limited query.

Drivers who refuse to grant the consent described above will be removed from all safety-sensitive functions as defined in §382.107. Safety-sensitive functions will not be allowed to resume until the driver has granted the required consent, the Company obtains the required Clearinghouse report, and the Clearinghouse report shows that the driver is eligible to perform safety-sensitive functions.

Notice of Violations: Drivers must notify the Company in writing if they have violated the drug and/or alcohol prohibitions of 49 CFR Parts 40 or 382 under the testing program of any other employer. The notification must be received before the end of the business day following the day the driver received notice of the violation, or prior to performing any safety-sensitive function, whichever comes first.

Driver Accounts: Drivers who do not yet have a Clearinghouse account are encouraged to create one online at *clearinghouse.fmcsa.dot.gov*, and are highly encouraged to provide an email address at which to be contacted. Drivers are permitted to see their own Clearinghouse records free of charge, and may challenge the accuracy of information reported to the Clearinghouse, but not the accuracy of test results or refusals, using the procedures contained in §382.717.

Use of Information: The Company will use a driver's information from the Clearinghouse only to determine if the driver is prohibited from performing safety-sensitive functions. The Company will not divulge, nor permit any other person or entity to divulge, any driver-specific information from the Clearinghouse to any person or entity not directly involved in making such determination.

ACKNOWLEDGMENT OF RECEIPT AND REVIEW OF DOT DRUG & ALCOHOL POLICY ADDENDUM

I acknowledge that I have received a copy of the Company's Addendum to its DOT Drug & Alcohol Policy dated _____.

Driver's Full Name (printed): _____

Driver's Signature: _____ Date: _____

Company Representative Signature: _____ Date: _____

ACKNOWLEDGMENT

I have read and understand the company drug and alcohol policy. I have also received a copy of the company drug and alcohol policy as required by 49 CFR Part 382.601.

Signature

Date

Printed Name

49 CFR Part 382.601 requires that each driver is required to sign a statement certifying that he or she has received a copy of these materials. Each Employer shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.

By the signature above, the driver acknowledges he/she has been provided with educational materials that explain the requirements of Section 382.61, consequences of violating this regulation, and the Employer's policies and procedures with respect to meeting these requirements. The materials supplied to drivers may include information on additional Employer policies with respect to the use or possession of alcohol or controlled substances.

Signature of company official providing material

Title