

CHECKLIST: New Hire/Transfer for Safety-Sensitive Position

Note: The Department of Transportation (DOT) and Federal Aviation Administration (FAA) drug and alcohol testing regulations (49 CFR part 40 and 14 CFR part 120) require specific steps to take when hiring any individual for or transferring any employee into a safety-sensitive position. For more information, visit www.faa.gov/go/drugabatement.

GENERAL INFORMATION

Applicant/Employee's Name/ID or SSN: _____

Safety-Sensitive Position: _____

ACTION CHECKLIST

Notified applicant/employee of requirement to undergo pre-employment testing for the presence of marijuana, cocaine, opioids, phencyclidine (PCP), and amphetamines.

Date Notified: _____

Asked applicant/employee if they ever tested positive or refused a pre-employment drug or alcohol test administered by a DOT-regulated employer in the past two years, as required by 49 CFR § 40.25(j).

Date Asked: _____

Notified applicant/employee to report for DOT pre-employment drug and alcohol (optional) test.

Date Notified: _____

Received Medical Review Officer verified negative DOT pre-employment drug and alcohol (optional) test result.

Date Received: _____

Sent Release of Information Form(s) to former employer(s), as required by 49 CFR § 40.25 or PRIA.¹

Employer: _____ Date Sent: _____ Date Received: _____

Employer: _____ Date Sent: _____ Date Received: _____

Employer: _____ Date Sent: _____ Date Received: _____

Hired/Transferred employee into DOT safety-sensitive function.

Date Hired/Transferred: _____

Added new safety-sensitive employee to the DOT random pool.

Date Added: _____

Completed and documented Employee Drug and Alcohol Training and distributed drug and alcohol informational and educational materials.

Date Completed: _____

Name and Signature of Official Completing Form: _____

Comments/Additional Information:

¹ Under 49 CFR § 40.25, you have made a good faith effort to obtain records if you document at least one attempt. Under PRIA, you must document three attempts to obtain the records within a 30-day period as your good faith effort.