

# CMCI

## MOTOR CARRIER/ DESIGNATED EMPLOYER REPRESENTATIVE REQUIREMENTS AND RESPONSIBILITIES

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***Designated Employer Representative (DER).*** *An employee(s) authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer, consistent with the requirements of this part. Service agents cannot act as DERs.*

**49 C.F.R. § 40.3**

Employers have the option to identify an individual as their Designated Employer Representative (DER). The DER will be the primary contact for a variety of items including the following:

- Receive general correspondence and announcements from CMCI.
- Complete the Mandatory Supervisor Training provided by CMCI.
- Notify CMCI of Company Driver and Contractors/ Leased Driver's additions and deletions from the CMCI program. You must use the online Registration Form to confirm changes with CMCI. Link for registration: <https://www.ooida.com/cmci-registration/>
- Notify CMCI of Company Drivers and Contractors/ Leased Driver status changes i.e. Driver License change, Name Change, and Contact Information.
- Coordinate Pre-Employment activities and testing, including researching applicant's Drug and Alcohol positive test history in the FMCSA Clearinghouse and have appropriate forms signed.
- Ensure that all appropriate forms are signed by current Drivers and Contractors/ Leased Drivers.
- Ensure that if your current Drivers and Contractors/ Leased Drivers are unavailable for any safety-sensitive functions for any length of time (more than 15 days) contact CMCI.
- Coordinate Reasonable-Suspicion Training for all supervisors of Drivers and ensure they have signed a form indicating that they have completed the required training.
- Receive confidential notifications of random selections from CMCI.
- Schedule through CMCI appointments at the designated collection sites and, at the appropriate time, notify the selected individuals to proceed immediately to the collection site for testing.
- Provide your company drivers with proper CMCI Test Authorization when sent out for a Random Drug test by CMCI.
- Provide your company drivers selected for a Random Alcohol test with a CMCI Alcohol Test Authorization Form and document their applicability.
- Ensure that company drivers arrive at the collection site on a timely basis.
- Coordinate Management Information System (MIS) reports upon request.
- Maintain Separate Confidential internal files for the Drug and Alcohol Testing Program for your Drivers and Contractors/ Leased Drivers.
- Monitor positive Drug and Alcohol test results for your Drivers and Contractors/ Leased Drivers to determine appropriate actions.

Familiarize yourself with the FMCSA Regulations **CFR part 49 parts 40 and 382**. Responsibility is on the Company to follow the FMCSA Regulations to maintain compliance. However, CMCI works with our members to assist with all compliance regulations.

If you have any questions or concerns please reach out to CMCI for further assistance at 800-288-3784 or [cmci@ooida.com](mailto:cmci@ooida.com)