

Company Policy Guideline:

As a Motor Carrier per §382.601 you are required to provide a company policy detailing your Drug & Alcohol testing requirements to all drivers, whether they are leased or drive company equipment. CMCI has provided you with a guideline of what must be included in your policy. You are required by Federal Regulations to have the same policy for everyone. You must get a signed certificate of receipt from every driver acknowledging they read and understood your company policy.

Per §382.601: Employer obligation to promulgate a policy on the misuse of alcohol and use of controlled substances. Your company policy must include the following:

- General requirements- Each employer shall provide educational materials that explain the requirements of this part and the employer's policies and procedures with respect to meeting these requirements.
 - CMCI provides you with a driver handbook that covers the drug and alcohol testing requirements. You must still provide your company policy explaining the ramifications of abuse.
- The employer shall ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this part and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.
- Each employer shall provide written notice to representatives of employee organizations of the availability of this information.
- Required content- The materials to be made available to drivers shall include detailed discussion of at least the following:
 - The identity of the person designated by the employer to answer driver questions about the materials;
 - The categories of drivers who are subject to the provisions of this part;
 - Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with this part;
 - Specific information concerning driver conduct that is prohibited by this part;
 - The circumstances under which a driver will be tested for alcohol and/or controlled substances under this part, including post-accident testing under §382.303(d);
 - The procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver, including post-accident information, procedures and instructions required by §382.303(d);
 - The requirement that a driver submit to alcohol and controlled substances tests administered in accordance with this part;
 - An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences;
 - The consequences for drivers found to have violated subpart B of this part, including the requirement that the driver be removed immediately from safety-sensitive functions, and the procedures under part 40, subpart O, of this title;

- The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;
- Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.