

REASONABLE SUSPICION CHECKLIST

Note: Reasonable suspicion for DOT can be observed only by a supervisor who has been trained under the DOT regulations. The regulations [382.603] require two hours of training—one hour of training on drugs and one hour on alcohol.

1. If possible, notify your Designated Employer Representative (DER). Your DER is currently Ellie Block, University Health and Safety: (612) 626-5008, molla008@umn.edu.
2. DOT does not require a second supervisor to be involved, but if you decide to involve a second supervisor, that person must also have received the required two-hour training according to the DOT regulations.
3. Document the incident using the Incident Report form. If a second supervisor is included, he/she should also sign each section of the Incident Report form.
4. Take the driver to a private location and say something like:

“I have observed you and I am concerned about your [behavior, appearance, ability to perform your job safely]. I have documented what appears to be happening, and I have determined that you are not able to operate a vehicle safely. You might have to be tested for drugs and alcohol. Before I make that decision, there are some questions I need to ask you” (see interview questions, Section 3 of Incident Report form).

If you decide that the driver should be tested, say: “This is a requirement under DOT regulations. If the results are negative, you will be paid for any lost time. If the results are positive, you will be subject to further disciplinary actions, spelled out in the University’s policy. If you **refuse** to be tested, DOT regulations require that we take you out of service. And if you refuse to be tested, the University’s policy is that you have voluntarily resigned from the University. Do you understand?”

5. Call the collection site to inform them that you are bringing a driver for a DOT reasonable suspicion test. Make sure you know exactly where to go, and ask for any information that you need, such as directions to the entrance, name of the person you should ask for when you arrive, etc.
6. Take the driver to the collection site. **Do not allow the driver to drive.**
7. The collection site will have all the necessary DOT forms for the driver to sign. These forms will accompany the specimen when it is sent to the testing lab.
8. Be sure the collection site understands this is a **DOT Reasonable Suspicion Test**. The collection site personnel will be sure that the specimens are properly sealed, labeled, and signed off by both the driver and the collection site personnel.
9. The clinic will courier or overnight the sample to the testing laboratory.
10. If the employee is tested for alcohol, you will know the results immediately. If the test is negative, the driver can return to work. If it is above 0.02, or if a drug test (urine collection) was also conducted, you will have to give the driver a ride home, or arrange for a friend or family member to pick him/her up. Again, **do not allow the driver to drive. If the alcohol test was above 0.02, he/she cannot operate a vehicle. If a drug test was conducted, there is no way to know whether he/she is impaired until the test results come back.**
11. Complete the Incident Report, sign it, and date it. If you have chosen to involve a second supervisor, get that supervisor’s signature on each section. The Incident Report form must be filed with your DER within 24 hours.
12. In the event of an alcohol reasonable suspicion, the form should be completed before the test result is known.