

# FLEET SAFETY



.....  
**the road to safety & compliance.**

MARCH 2009

**A Friendly Reminder: First Quarter Random Testing must be Completed by March 27, 2009**

## RANDOM TESTING

Per DOT regulations, 50 %of your average maximum number of drivers must be tested for drugs and 10% for alcohol in each calendar year. Drivers need to hand carry their Custody & Control form when they go for drug testing or have them stocked at their collection site. Drug test results are determined by the lab and released to us through the MRO (medical review officer). If the driver has been picked to do an alcohol test, the procedure is different.

Alcohol testing is done on a breath alcohol machine at the collection site. The machine gives an instant readout of the alcohol level. This information prints out on the three (3) part DOT Alcohol Testing form or onto a tape which is then affixed to the form. (Click on the link below)

[http://www.dot.gov/ost/dapc/testingpubs/federal\\_atf.pdf](http://www.dot.gov/ost/dapc/testingpubs/federal_atf.pdf)

Once the technician has added the results to the form, a copy is handed to the driver, one is sent to the employer and one is kept by the clinic. We ask the collection sites to also fax a copy to us but this doesn't always happen, so if you receive the BAT result, please fax it to Fleet Safety at 508-459-3099.

Also, it is important to inform the clinic in advance (and send the authorization if required), when a driver needs to do an alcohol test. Don't rely on your driver to tell the clinic what test he/she needs.

## Driver Pre-trip Vehicle Inspections

An extremely important aspect of a truck drivers' job is the pre-trip inspection. Not only is it required by federal and state regulation, but it is also a very effective method of helping to avoid crashes and costly delays. Prior to operating a commercial vehicle the driver must:

- Be satisfied that the motor vehicle and trailer are in safe operating order.
- Review the previous Driver Vehicle Inspection Report.(Post trip report)
- If defects or deficiencies are noted on the previous day's Driver Vehicle Inspection Report, sign the report to acknowledge that you have reviewed it and there is a signed certification. This is required for the power unit only, provided that the trailer is no longer part of the vehicle combination.
- Ensure that the following are in good working order:

Service and Parking Brake  
Steering  
Lighting  
Tires  
Horn  
Wipers  
Mirrors  
Coupling device

- Ensure that the driver has a copy of his/her license, valid medical card, and driver's log (if applicable)
- Inspect Emergency Equipment that includes a charged fire extinguisher and warning devices (triangles).
- Inspect trailer to ensure that reflective tape is in place on both sides and rear of the trailer. (Applicable on trailers at least 80" wide).
- Ensure that the entire load is properly secured. Note: "Cargo must be firmly immobilized or secured on or within a vehicle by structures of adequate strength, dunnage or dunnage bags, shoring bars, tie-downs or a combination of these".

Note: Pre-trip inspections requirements are prescribed in 49 CFR Part 392.7 and 396.13. Other than signing a prior day's Post Trip Report which lists a safety related defect, there is no written requirement associated with the pre-trip inspection.

## Driver Qualification files:

In order to more efficiently proceed your driver qualifications files, please be sure they include the following items:

1. DOT employment application (Employment history must go

back 10 years for a DOT position and 3 years for NON-DOT).

2. Copy of their negative pre-employment substance test.
3. Photo copy of the drivers' license. (State of residence must match licensing state).
4. Photo copy of the medical card.(Medical long form is not required)
5. Current state Motor Vehicle Report. (unless Fleet obtains that for your company)
6. Request for Check of Driving Record form
7. Mandatory Notification of all Moving Violations form.
8. Driver Data Sheet form. (CDL drivers' only)
9. Request for Driver's Safety Performance History for.
10. Request for Previous Substance/Alcohol Testing Information form. (CDL drivers' only)
11. Previous Pre-Employment Employee Alcohol and Drug Test Statement form. (CDL drivers' only)
  
12. Record of Road Test & Certification of Road Test Forms. (Required for all NON-CDL drivers and CDL drivers with double, triple or tank endorsements).
13. Driver's Receipt of the FMCSR form. (Federal Motor Carrier Regulations Pocketbook).
14. Substance Policy Receipt form. (CDL drivers only)
15. ERG Receipt form. (HazMat only).

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