DOT Coordinator and Supervisor Procedures

Quarterly Random Testing:
1. DOT Coordinator: Distribute the 3D2 forms with attached Passports to the designated supervisors.
2. Supervisor: Complete Section 2 of Form 3D2 the day employee is being sent for testing and Section 4 immediately on their return from testing.
3. Supervisor: Return the completed Form 3D2 to the DOT Coordinator.
4. DOT Coordinator: Return the completed 3D2 to the DER (County Safety Officer).

New DOT Pre-employment Testing (Per DOT Regulations §382.30):
1. All new potential employees for Class A or B driver positions shall undergo a testing for controlled substances as a condition prior to being hired as a driver.
2. Prior to testing the department must provide the applicant a copy of the Monterey County Drug and Alcohol Testing Policy and the Employee Handbook.
3. Applicant shall sign Appendix 4 the “DOT Policy Acknowledgement Form” and a copy of the signed acknowledgement shall be submitted to the County Safety Officer.
4. Applicant must receive training on DOT procedures. All items listed on Appendix 3 the “Training Verification” form have been completed and copies submitted to the County Safety Officer.
5. Applicant must sign Appendix 5 “DOT FORM 3.NHDT-Consent Form” and be submitted to the County Safety Officer.
6. Department must complete DOT Form 2.A and submitted to the County Safety Officer.
7. Once all required Pre-employment has been received by the County Safety Officer, the County Safety Officer will complete DOT FORM 3.D2: Test Notification and Verification of Collection, attach the Employee Clinic passport providing authorization to send the applicant for Pre-Employment drug testing.
8. Once results are received the County Safety Officer will send the results to the departments as follows:
   a. Negative Results: County Safety Officer will complete Appendix 7, “DOT Authorization for New Hire,” will attach copy of the test results and send both to the Department DOT Coordinator.
   b. Positive Results: As soon as the positive results are received, the County Safety Officer will immediately contact the department DOT Coordinator with the results and send a copy of the written results within 24 hours.