

STATEMENT OF UNDERSTANDING FOR SAP DOT RETURN TO DUTY PROCESS

PLEASE PRINT OR TYPE

1. VIOLATION

You have been removed from safety-sensitive duty because of the following rule violation:

- Positive drug and/or alcohol test
- Refusal to test (including inability to provide a sample)
- Adulterated test
- Disclosure of use of controlled substances or alcohol misuse

Any dispute of these findings must be discussed with the Medical Review Officer (MRO). You have the right to request an analysis of your split sample within 72 hours of talking to the MRO.

2. CONDITIONS

You can return to safety-sensitive duty in the transportation industry only after you have met the following conditions:

- You must be evaluated by a Substance Abuse Professional (SAP) for an evaluation to determine what level of assistance you need to resolve problems associated with the misuse of alcohol or the use of controlled substances. The SAP is neither an advocate for the employer nor the employee. The SAP's function is to protect public safety by professionally evaluating the employee and recommending appropriate education, treatment, follow-up tests and continuing care.
- You will need to supply the SAP with a copy of your commercial driver's license and your OMV printout. (SAP policy)
- The SAP must recommend a course of education and/or treatment with which you must demonstrate successful compliance prior to returning to any safety sensitive job. Your employer, your union, another SAP or a treatment provider cannot overrule the SAP recommendation.
- You will be required to refrain from the use of alcohol and all controlled substances throughout the return to work process. (SAP policy).
- You are expected to participate in the assistance outlined by the provider and the SAP. If you resist or fail to comply with treatment recommendations, the recommendation can be increased or extended. If you test positive in the treatment your level of care will be increased. DOT guidelines require that the SAP base the determination of whether the employee demonstrates successful compliance on more.
- You are responsible for any costs not covered by your employer and/or your benefit plan; in some cases, prior to returning to work, you will need to pay for an outside drug test.
- Upon completion of treatment, the SAP will conduct a face-to-face follow-up evaluation and review your compliance. Based on clinical judgment, the employer will be notified if you have made sufficient progress to be considered for a return to safety-sensitive duty.
- The SAP will notify the employer of any continuing care recommendations. The SAP may recommend continuing care meetings, 12 step meetings, or other support to assist in maintaining abstinence. These recommendations can become part of a return-to-work agreement. The return-to-work agreement may require continued abstinence from all alcohol and controlled substances.
- If the SAP does not feel that you have made sufficient progress, additional treatment will be recommended or a written notice of noncompliance will be sent to the employer.

3. RETURN TO WORK

Following return-to-work you will be subject to follow-up testing. The SAP will determine the type (alcohol and/or drug), frequency and duration (up to years) of follow-up testing. A minimum of 6 tests within the first 12 months will be required. You will also remain in the random drug testing pool. If you seek other safety-sensitive employment, the follow-up testing requirement will follow you to the new employer.

4. CONTACT INFORMATION

If you have any questions throughout the process, please contact your EAP at:

Phone #:	Email:
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5. ACKNOWLEDGEMENT

I am acknowledging that I read and understood the Statement of Understanding for SAP DOT Return to Duty Process provided to me. I am also acknowledging that I was provided a copy of this.

Employee Name:	
Employee Signature:	Date: / /