DOT Drug & Alcohol Program Checklist

Program contacts

Carrier / USDOT number

Designated employer representative / phone

C/TPA / after-hours collection contact

Before safety-sensitive work

- ☐ Confirm which drivers and duties are covered by Part 382.
- ☐ Receive a verified negative pre-employment drug result, unless every condition of a documented regulatory exception is met.
- ☐ Complete the pre-employment full Clearinghouse query with specific driver consent and resolve any prohibited status.
- ☐ Distribute the required educational policy materials and retain each driver's signed receipt.

Ongoing controls

- ☐ Keep the random pool roster current; verify current FMCSA selection rates and spread unannounced testing throughout the year.
- ☐ Conduct Clearinghouse queries at least annually with proper consent; follow a positive limited-query result with a full query within 24 hours.
- ☐ Train supervisors making reasonable-suspicion decisions: at least 60 minutes for alcohol and 60 minutes for controlled substances.
- ☐ Maintain post-accident, reasonable-suspicion, return-to-duty, and follow-up testing procedures when applicable.
- ☐ Protect testing records and apply the retention / reporting requirements for each record type.

Covered owner-operators need a compliant consortium arrangement and the required Clearinghouse C/TPA designation. Confirm your setup with the provider; hiring a vendor does not transfer the carrier's responsibilities.

Corrections and follow-up

Item to resolve	Responsible person	Due

49 CFR 382.301 49 CFR 382.305 49 CFR 382.601 49 CFR 382.603 49 CFR 382.701

Working resource. Confirm applicability and current requirements for your operation.