Random Testing Notification & Completion Record

Selection and instructions

Employer / driver / DER

Selection reference / program or C/TPA

Drug / alcohol / both

Collection site / verified instructions

Keep testing unannounced. Once notified, the driver must proceed immediately; when doing a safety-sensitive task other than driving, cease it and proceed as soon as possible. Alcohol testing must occur during, just before, or just after safety-sensitive functions. Coordinate notice so the driver can act safely.

Notification and completion timeline

Notification date / time / method

Notified by / driver acknowledgment

Safety-sensitive context (alcohol)

Departure / arrival date and time

Collection completion confirmed by

Confirmation date / reference

Delay, inability to test, or discrepancy: facts and DER action

Follow-up

DER review / date / next step

Do not give advance warning, substitute a different driver, excuse a selection, or label a refusal without applying the governing rules and program procedures. This sheet records logistics only; do not write test results or medical information here.

49 CFR 382.305 49 CFR 382.401

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