

VFDA Drug and Alcohol Testing Program

COMPANY & EMPLOYEE ENROLLMENT FORM



Fill out the form below for any employee required by federal law to be enrolled in a drug and alcohol testing program.

COMPANY INFORMATION

COMPANY _____ PRIMARY CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

Name _____ Social Security # _____

Employee works (check one) Year round Winter Summer

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**FAX TO VFDA – 802-223-7751 or mail to –
VFDA • 250 Main Street • Montpelier, VT 05602**

Program Testing Fees

Random Controlled Substance Test	\$75
Random Alcohol Test	\$35
Pre-Employment Controlled Substance Test	\$75
Reasonable Suspicion Controlled Substance Test	\$75
Reasonable Suspicion Alcohol Test	\$35
Post-Accident Controlled Substance Test	\$75
Post-Accident Alcohol Test	\$35
Split Specimen Test – Controlled Substance Test	\$175

ADMINISTRATIVE FEES

VFDA member companies will be charged \$35 per person, per year to cover administration costs. Non-member companies will be charged \$70 per person, per year. VFDA member companies with over 20 employees enrolled in the drug testing program pay \$25 per person, per year. Non-member companies with over 20 employees enrolled in the drug testing program pay \$35 per person, per year. Annual administrative fees will be billed on January 1 and are pro-rated.

ADDITIONAL FEES AND SERVICES

The above rates reflect tests conducted during normal business hours — Monday through Friday, 7 AM–5:00 PM.

Any random drug and alcohol test performed Monday through Friday between 5:01 PM and 11:00 PM will be charged an additional \$50. Any test performed Monday through Friday between 11:01 PM and 6:59 AM will be charged an additional \$80. Tests performed on weekends at any time will be charged an additional \$110 and any emergency response fee will be billed at \$75 per hour (2 hour minimum). Follow-up controlled substance tests are \$70. **Clinic test fees:** Pre-employment tests conducted at clinics will be billed at a rate of \$40. Employers are responsible for any clinic collection fee. **No show fee:** 80 percent of the test(s) fee will be charged when a donor does not show for a scheduled appointment.

Wait fees are billed in half hour increments after the first half hour at \$40. Wait fees will apply to any testing circumstance regardless of the reason for testing or the wait. **Consulting fees:** ParaMed Plus — \$60 hr plus travel expenses / Medical Review Officer for expert testimony — \$200 hr plus travel expenses.

Vermont Fuel Dealers Association Drug and Alcohol Testing Program

THE DETAILS

Collection and Testing: ParaMed Plus provides on-site alcohol testing and on-site collection of specimens for drug testing for Pre-Employment, Random, Reasonable Cause, Post Accident, Follow Up, and Return-to-Duty requirements. The collections may be performed at your place of business, or other location you might choose to designate.

Blind Samples: ParaMed Plus will handle all of the blind sample control requirements in accordance with 49 CFR, Part 40.

Audit Assistance: ParaMed Plus will make reasonable efforts to work with members prior to their DOT inspections to ensure complete and accurate record keeping. ParaMed Plus will also be prepared to answer questions from DOT Inspectors.

Record Keeping: Regulations require the employer to maintain certain documents on file and to turn over those documents as requested by D.O.T. within 48 hours. ParaMed Plus will retain and keep track of all records in order to keep members in compliance with all federal regulations pertaining to alcohol and drug testing.

Approved Laboratories: All drug tests will be performed by laboratories approved by the Substance Abuse and Mental Health Services Administration (SAMHSA, formerly "NIDA") and certified by the U.S. Department of Health and Human Services.

Program Maintenance: ParaMed Plus will maintain the Drug & Alcohol Program in compliance with federal and state law. ParaMed Plus will perform a random computer selection of drivers in the pool and notify those selected in accordance with federal regulations.

Testing Alcohol: All alcohol tests will be provided by certified Breath Alcohol Technicians (BAT) utilizing equipment which meets DOT specifications.

Medical Review Officer: ParaMed Plus will provide a Medical Review Officer, or MRO, to review all drug test results.

Written Drug Policy: ParaMed Plus will provide Program participants with information, including samples policies, for the purpose of enacting each Program participant's required written drug and alcohol policy.

Registration and Payment: Simply fill out the VFDA Drug and Alcohol Testing Enrollment Form (included in this packet). Other than the annual administration fee, your company will only be billed for actual tests performed on specific drivers. VFDA will bill your firm for fees as described inside this brochure.

Easy on Your Budget and Schedule— Efficient and Affordable

MOBILITY We come to you! VFDA's testing partner ParaMed Plus has mobile testers that come to your business, regardless of your location throughout Vermont. This eliminates the unnecessary time lost sending employees to a medical facility that may be hours away. Collections are done on-site, allowing employees to get back to work quickly.

PROGRAM MANAGEMENT The testing is done by ParaMed Plus technicians. VFDA handles all of the administrative work. We keep track of what needs to be done to ensure your company is in compliance with the law. We provide semi-annual statements to let you know the status of your program and provide you with the necessary records and testimony for any DOT audit.

CONFIDENTIALITY Only certified laboratories are used for the processing of collected samples and all testing is conducted according to federal and state requirements. A Medical Review Officer is available to answer any questions about individual test results. All testing results are confidential.

TESTING We perform pre-employment, reasonable cause, return to duty, random, and follow up drug screens and/or alcohol testing. We also offer 24-hour emergency testers for post accident or reasonable suspicion testing.

For more information on the *Vermont Fuel Dealers Association* or our other member benefit programs, visit www.vermontfuel.com.

Vermont Fuel Dealers Association

250 Main Street, Montpelier, VT 05602
phone 802-223-7750 ■ fax 802-223-7751
info@vermontfuel.com
www.vermontfuel.com

VERMONT FUEL DEALERS ASSOCIATION

DRUG AND ALCOHOL TESTING PROGRAM

IF YOU HAVE A CDL OR EMPLOY SOMEONE WHO DOES, YOU MUST BE IN A TESTING PROGRAM.

The Federal Motor Carrier Safety Administration (FMCSA) requires anyone with a CDL to be in a testing program. Both the employer and employee may be subject to criminal and civil penalties for non-compliance. **Anyone found guilty of violating U.S. DOT drug and alcohol regulations may be fined up to \$25,000 and sentenced to one year in prison.**

VFDA offers a complete program that makes compliance with federal law easy on your budget and schedule. Our program is efficient and affordable.

VFDA
Vermont Fuel Dealers Association
www.vermontfuel.com