

Independent School District 196
Rosemount-Apple Valley-Eagan Public Schools
Educating our students to reach their full potential

Series Number 406.3.4.2.5P Adopted January 1995 Revised June 2015

Title **Return-to-Duty and Follow-up Testing Checklist for Employees
Required to have a Commercial Driver's License (CDL)**

If an employee has tested positive on an alcohol or drug test, as described in Administration Regulation 406.3.4AR, the employee will not be returned to duties which require a commercial driver's license until he or she has met the following requirements. For each employee, the supervisor shall complete the following checklist and keep a copy in the Human Resources Department.

1. Alcohol Test

- Provided documentation that he or she has been evaluated by a substance abuse professional (SAP) or medical review officer (MRO);
- Provided documentation that he or she has complied with any treatment recommendations from the SAP or MRO to assist him or her with an alcohol problem;
- Taken a return-to-duty alcohol test with a result of less than 0.02;
- Agreed to unannounced follow-up alcohol tests once he or she returns to duty with the district.
 - Follow-up test #1
 - Follow-up test #2
 - Follow-up test #3
 - Follow-up test #4
 - Follow-up test #5
 - Follow-up test #6

1. Drug Test

- Provided documentation that he or she has been evaluated by a substance abuse professional (SAP) or medical review officer (MRO);
- Provided documentation that he or she has complied with any rehabilitation recommendations from the SAP or MRO;
- Taken a return-to-duty drug test with a negative result, and
- Agreed to unannounced follow-up testing to monitor the employee's continued abstinence from drug use.
 - Follow-up test #1
 - Follow-up test #2
 - Follow-up test #3
 - Follow-up test #4
 - Follow-up test #5
 - Follow-up test #6