

CHECKLIST: New Hire/Transfer for Safety-Sensitive Position

Note: The Department of Transportation (DOT) and Federal Aviation Administration (FAA) drug and alcohol testing regulations are promulgated under 49 CFR part 40 and 14 CFR part 120 and require an employer to take specific steps when hiring or transferring an individual/employee into a safety-sensitive position. For more information, visit www.faa.gov/go/drugabatement.

GENERAL INFORMATION

Applicant/Employee's Name/ID or SSN: _____

Safety-Sensitive Position: _____

ACTION CHECKLIST

- ☐ Notified applicant/employee of requirement to undergo DOT pre-employment test for the presence of marijuana, cocaine, opioids, phencyclidine (PCP), and amphetamines. Date Notified: _____
- ☐ Asked applicant/employee if they ever tested positive or refused a pre-employment drug or alcohol test administered by a DOT-regulated employer in the past two years, as required by 49 CFR § 40.25(j). Date Asked: _____
- ☐ Notified applicant/employee to report for DOT pre-employment drug and (optional) alcohol test. Date Notified: _____
- ☐ Received Medical Review Officer verified negative DOT pre-employment drug and (optional) alcohol test. Date Drug Test Result Received: _____ Date Alcohol Result Received: _____
- ☐ Sent Release of Information Form(s) to former DOT employer(s), as required by 49 CFR § 40.25.¹
Employer: _____ Date Sent: _____ Verified Receipt: ☐ Responded: ☐
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Employer: _____ Date Sent: _____ Verified Receipt: ☐ Responded: ☐
- ☐ Hired/Transferred employee into DOT/FAA safety-sensitive function on (date) _____
- ☐ Added new safety-sensitive employee to the random pool on (date) _____
- ☐ Completed and documented Employee Drug and Alcohol Training, Distribution, and Education. Date Completed: _____

Name/Signature of Company Official Completing Form: _____

Comments/Additional Information:

¹ Under [49 CFR § 40.25](http://49CFR§40.25), you must verify receipt and document your attempts to obtain information to demonstrate a good faith effort. If you do not get a response, you must determine the status of the employer and document your efforts. If you verify the employer is bankrupt, out of business, or a foreign entity, you should document the information to demonstrate a good faith effort. For more information, refer to FAA's Frequently Asked Question or contact FAA at drugabatement@faa.gov or 202-267-8442. If you hire a pilot, you must also query the Pilot Records Database (PRD) in accordance with [14 CFR part 111](http://14CFRpart111), which is separate from the requirements under § 40.25.