

# VFDA Drug and Alcohol Testing Program

## COMPANY & EMPLOYEE ENROLLMENT FORM

Fill out the form below for any employee required to be enrolled in a 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

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employee works (check one) [ ] Year round [ ] Winter [ ] Summer

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employee works (check one) [ ] Year round [ ] Winter [ ] Summer

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employee works (check one) [ ] Year round [ ] Winter [ ] Summer

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employee works (check one) [ ] Year round [ ] Winter [ ] Summer

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Employee works (check one) [ ] Year round [ ] Winter [ ] Summer

Please send this enrollment form to:

VFDA, 963 Paine Turnpike N., Berlin, VT 05602

Or fax to 802-419-3313.....or e-mail to [info@vermontfuel.com](mailto:info@vermontfuel.com)

### VFDA Drug & Alcohol Testing Program Testing Fees

\$90— Random Controlled Substance Test

\$40— Random Alcohol Test

\$90— Pre-Employment Test

\$90— Reasonable Suspicion Test

\$40— Reasonable Suspicion Alcohol Test

\$90— Post-Accident Test

\$40— Post-Accident Alcohol Test

\$185— Split Specimen Test

### ADMINISTRATIVE FEES

Annual administrative fees will be billed on January 1.  
*The fee is prorated for drivers who enroll during the year.*

VFDA member companies with less than 20 employees will be charged \$35 per person, per year to cover administration costs. Non-member companies will be charged \$55 per person, per year.

VFDA member companies with over 20 employees enrolled in the program will be charged \$25 per person, per year. Non-member companies with over 20 employees enrolled in the program pay \$45 per person, per year.

### ADDITIONAL FEES AND SERVICES

*The above rates reflect tests conducted during normal business hours, Monday through Friday, 7am through 5 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 \$100 and any emergency response fee will be billed at \$75 per hour (2 hour minimum). Follow-up controlled substance tests are \$100. Wait fees are \$40 per half hour. Pre-employment tests conducted at clinics will be billed at a rate of \$40. Employers are responsible for any clinic collection fee. Consulting fees are \$65 per hour. Expert testimony from a Medical Review Officer (MRO) is \$200 per hour, plus travel expenses.*

## Vermont Fuel Dealers Association Drug and Alcohol Testing Program

**Collection and Testing** VFDA's program 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 any other location you choose.

**Audit Assistance** VFDA can help provide records before a DOT inspection to ensure compliance. 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. VFDA keeps track of all records in order to ensure members are in compliance with all state and federal regulations.

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

**Program Maintenance** VFDA's Drug & Alcohol Program is in compliance with federal and state law. Testing is determined by a random computer selection of drivers in the pool. All alcohol tests will be provided by certified Breath Alcohol Technicians (BAT) utilizing equipment which meets DOT specifications. A certified Medical Review Officer, or MRO, reviews all drug test results.

**Written Drug Policy** Program participants can access a sample written drug and alcohol policy.

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

### 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.

### MOBILITY

*We come to you.* VFDA's testing partner has mobile testers throughout Vermont that come to your business. 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

All testing is done by certified collection 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 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.

## Vermont Fuel Dealers Association

963 Paine Turnpike North, Berlin, VT 05602  
phone 802-230-4722 ■ fax 802-419-3313  
info@vermontfuel.com  
www.vermontfuel.com

## DRUG AND ALCOHOL TESTING PROGRAM

### IF YOU HAVE A CDL OR EMPLOY SOMEONE WITH A CDL, YOU MUST BE IN A TESTING PROGRAM.

The Federal Motor Carrier Safety Administration (FMCSA) requires anyone with Commercial Drivers License (CDL) that operates a Commercial Motor Vehicle (CMV) to be subject to random drug and alcohol testing.

Both the employer and employee may be subject to criminal and civil penalties for non-compliance. *Anyone found guilty of violating federal drug and alcohol regulations may be fined up to \$25,000 and sentenced to one year in prison.*

VFDA has more than twenty years of experience ensuring that companies in its testing program are in compliance with federal law. We have negotiated reduced fees for collections and offer a complete program that makes compliance with federal law easy on your budget and schedule.

**VFDA**  
Vermont Fuel Dealers Association  
www.vermontfuel.com