

### New DOT Safety-Sensitive Employee/Transfer Checklist:

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE ID# OR SSN#: \_\_\_\_\_

***Items to complete prior to employment or transferring into DOT Safety Sensitive Functions***

	Completed on	Initials
1. Complete "Pre-Employment Notification & Acknowledgment" form	<input type="text"/>	<input type="text"/>
2. Send potential safety-sensitive employee for a Pre-Employment Drug Screen <ul style="list-style-type: none"> <li>➤ This applies to new hires AND current employees transferring from a non-safety-sensitive position to a safety-sensitive position</li> </ul>	<input type="text"/>	<input type="text"/>
3. Receive MRO verified negative DOT Pre-Employment drug test result MRO VERIFICATION DATE: _____ <ul style="list-style-type: none"> <li>➤ Do NOT continue with the following steps until you have received the NEGATIVE test result</li> </ul>	<input type="text"/>	<input type="text"/>
4. Custody and Control Form for above pre-employment drug test	<input type="text"/>	<input type="text"/>
5. Complete "Receipt/Acknowledgment Form" & review employee resume/work history to see if DOT employed in past two years (If yes, DOT record check below is needed) <ul style="list-style-type: none"> <li>➤ Ensure all segments of the form have been filled out completely and all questions have been orally read to the employee so that he/she understands completely.</li> </ul>	<input type="text"/>	<input type="text"/>
6. Complete "Release of Information Form" (if necessary) <ul style="list-style-type: none"> <li>➤ Submit form to previous employer(s) at least 3 times and document each attempt. Contact Flightline if you are having trouble or are unsuccessful in your attempts.</li> </ul>	<input type="text"/>	<input type="text"/>
7. Ensure completion of Employee Drug/Alcohol Training <ul style="list-style-type: none"> <li>➤ Print, Sign, and Date the Training Log</li> </ul>	<input type="text"/>	<input type="text"/>
8. Proof Individual was added to DOT random pool at time of safety-sensitive new hire, or transfer into safety-sensitive functions. Obtain new DOT employee pool list showing employee addition	<input type="text"/>	<input type="text"/>

***INDIVIDUAL IS NOT TO BE HIRED OR TRANSFERRED INTO DOT SAFETY-SENSITIVE FUNCTION UNTIL ALL THE ABOVE ARE COMPLETED***

Date Individual was hired or transferred into DOT safety-sensitive functions: \_\_\_\_\_

Signature of Designated Employer Representative/HR Director: \_\_\_\_\_

Once all steps have been completed, retain all documentation in a separate folder for each employee. Please contact Flightline if you have any questions.