

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **DTIM BTLRRH 38**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM BTLRRH 38, FTA 49 CFR Part 40, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBTLRRH38>

2. Mailing written comments to:

Division of Transportation Investment Management  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7913  
Madison, WI 53707- 7913

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsindot.gov](http://wisconsindot.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

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## State of Wisconsin Department of Transportation

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# Federal compliance for transit - Drug and alcohol testing program

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Federal transportation law requires recipients of Sections [5307](#), [5309](#), [5311](#) and [5339](#) funds to adhere to drug and alcohol testing regulations. The two primary federal rules are:

- [49 CFR Part 40](#) – Procedures for Transportation Workplace Drug and Alcohol Testing Programs
- [49 CFR Part 655](#) – Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations

## Requirements

The Wisconsin Department of Transportation (WisDOT) ensures compliance with the applicable

federal drug and alcohol regulations by monitoring the policies, procedures, record keeping and reporting for Section 5311 recipients and their transit systems.

Drug and alcohol requirements include:

- Developing and implementing a compliant drug and alcohol policy
- Participating in a drug and alcohol testing program
- Providing training to safety sensitive employees and supervisors
- Ensuring safety sensitive employee forms, records and files are properly used, maintained and secured and
- Submitting annual drug and alcohol reports

## Resources

- [Drug and Alcohol - Required Elements](#)

## Forms

The following information provides resources and tools in meeting Federal Transit Administration (FTA) drug and alcohol requirements.

### Policy Tools

- [Instructions – Adoption of Drug and Alcohol Policy](#)
- [Zero Tolerance Policy Template](#)
- [Second Chance Policy Template](#)
- [Acknowledgment of Policy](#)

### Training Tools

- [Training Acknowledgement](#)
- [Supervisor Training Acknowledgement](#)
- [Employee Training Record](#)
- [Employee Training Sign-In Sheet](#)
- [Employee Assistance Information](#)

### Pre-Employment

- [Employer Application Questions](#)
- [Applicant Acknowledgement of Pre-Employment Drug Test](#)
- [Release of Prior Employer Information](#)

### Testing – General

- [Employee Notification Testing](#)
- [Test Result Summary](#)
- [Master Log – Drug & Alcohol Testing](#)

### Collection Site

- [Order Form - Drug and Alcohol Testing](#)
- [ATF and CCF Checklist](#)
- [Alcohol Test Collection Site - Affidavit of Correction](#)
- [Drug Test Collection Site - Affidavit of Correction](#)

## Reasonable Suspicion

- [Reasonable Suspicion Determination Report](#)

## Post-Accident

- [Post-Accident Summary Report](#)

## Assess Your Compliance

- [Compliance Checklist – Drug and Alcohol Requirements](#)

## Links

- [USDOT Office of Drug and Alcohol Policy and Compliance \(ODAPC\)](#)
- [Federal Transit Administration \(FTA\)](#)
- [FTA – Tools and Resources](#)
- [FTA Training – Drug Awareness Video](#)
- [FTA Training - Reasonable Suspicion Training for Supervisors](#)
- [MIS – Drug and Alcohol Reporting](#)

## WisDOT Compliance Manager

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