

**MOUNT UNION COLLEGE  
FLEET DEPARTMENT – PHYSICAL PLANT  
GUIDELINES FOR COMMERCIAL DRIVERS**

**In accordance with paragraph 4.5 of the fleet policy, any person driving the College’s 28-33 passenger bus is required to maintain a Commercial Driver’s License (CDL) and submit to random drug and alcohol (D&A) testing as required by the Department of Transportation (DOT). The following form must be completed and returned to the Human Resources Department. By completing this form, it is understood that as a CDL driver at Mount Union College, you are required to submit to random D&A testing and that you are authorizing the College to have the test performed. The random D&A testing will be utilized as part of the evaluation process in qualifying or denying individuals the privilege of operating the College’s 28-33-passenger bus.**

Mount Union College has contracted with Immediate Medical Services (IMS) to become a member of their community consortium of DOT drivers. As such, IMS will randomly select and notify drivers for testing, submit results of testing, and ensure that the test collection site, chain-of-custody procedures, and testing laboratory conform to all DOT regulations.

IMS will randomly select drivers on a quarterly basis. Once notified by IMS the individual must then report immediately to IMS for testing. The Director of Human Resources has been identified as the **only** individual at Mount Union College who will receive notification of drivers selected and a summary of all testing results.

**I certify that I have read and understand the D&A testing requirements. I understand that any positive test result will be grounds for denying the privilege of operating the college’s 28-33-passenger bus.**

---

---

**Name:** \_\_\_\_\_ **Social Security #:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Telephone Number** \_\_\_\_\_