



KT Screening Services Random Testing Policy

General Guidelines

It is the policy of KT Screening Services that the Randoms selection and testing process of the KT Screening Services member companies will be conducted in the manner that is compliant with DOT Regulations.

KT Screening Services Consortium is compliant to the following DOT Regulation(s):

382.305: Every employer shall comply with the requirements of this section. Every driver shall submit to random and controlled substance testing as required in this section.

- (i)
 1. The selection for random alcohol and controlled substances testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with drivers' State issued Driver's license numbers.
 2. Each driver selected for random alcohol and controlled substances testing, under the selection process used, shall have an equal chance of being tested each time selections are made (Quarterly).
 3. Each driver selected for testing shall be tested during the selection period as defined by KT Screening Services.

Implementation Guidelines

1. All active DOT regulated companies with three (3) or more drives are required to submit an updated & certified (signed) drivers list quarterly when requested by KT Screening Services. Companies with 1-2 drivers are required to submit an updated & certified (signed) drivers list bi-annually when requested by KT Screening Services.
2. Randoms will be conducted by KT Screening Services quarterly or 4x's per calendar year. Typically, within the first ten (10) days of the Quarter with a deadline for collection by the 3rd Thursday of the third Month of the Quarter.
3. ALL companies are required to have a non-driving/non-Safety sensitive function employee or DER listed as the primary contact for the company. This individual will be the point person that will receive their random Donor list & notification letters for each quarter via email. These selected employees are confidential and CANNOT be shared with any employee that is not listed as a DER for the company.
4. The listed DER is responsible for performing the random notifications for the employees that have been selected for the quarter and ensuring all collection deadlines are met.
 - a. All notification must be a surprise with NO Notice. After notifying the employee that they have been selected for a random. The employee must proceed immediately to the collection site. Contrary to urban myth, there is not a 2-hour time limit. DOT code 382.305 states that Immediately means that after notification, all the employee's actions must lead to an immediate specimen collection. In our opinion, there are precious few reasons why a collection can't be completed within the same business day as the notification of the random.
5. Owner-Operators that operate as their own DER and don't have a NON-Driving/Safety sensitive individual that can handle their notifications, KT Screening Services will act as the DER. The Random notification for the owner operator will be sent via email and/or via phone call. You will then be expected to report for your random within the specified time limit as designated by KT Screening Services. If you are not able to report to KT Screening Services in Springfield, MO by the specified time limit, you will be required to perform your collection at an out-of-area clinic as designated by KT Screening Services by the specified time limit. If you do NOT complete the collection by the specified deadline, the collection will be deemed a "REFUSAL" and reported to the clearinghouse.