

# **NATIONAL DRUG AND ALCOHOL TESTING PROGRAM**



**SPONSORED BY:  
NORTH CAROLINA CHRISTIAN SCHOOL ASSOCIATION**

**ADMINISTERED BY:  
NTA, INC.**

# NATIONAL DRUG AND ALCOHOL TESTING PROGRAM

## Introduction

The Federal Motor Carrier Safety Regulations went into effect on January 1, 1995, for all vehicles (vans and busses) designed to carry 16 or more passengers. These regulations applied to churches and schools and included requirements of U.S. DOT numbers on all “covered vehicles” and commercial driver’s licenses (CDL) for the drivers of these vehicles. The regulations also required compliance with new **drug and alcohol testing requirements** by January 1, 1996. These testing requirements apply to **all** of your CDL drivers including those who drive only within your state. They also apply equally to paid CDL employees and volunteers.

The **National Drug and Alcohol Testing Program** has been developed for churches, Christian schools, private schools, colleges, universities, vocational schools, kindergartens, day care facilities, and other religious, charitable, and educational organizations. This program provides the means to meet all the federal drug and alcohol testing regulations that apply. All the participants of the program will be placed in a single pool for purposes of random selection for drug and alcohol testing.

## Drug Testing Requirements

Under the regulations, the types of drug tests that are required are: **Pre-employment, Post-accident, Reasonable suspicion, Random, and Return-to-duty and follow-up**. In most incidences, your testing program will only need to include: **Pre-employment, Post-accident, and Random** drug testing. Random drug testing does not have to be conducted in immediate time proximity to performing driving functions. The number of random drug tests conducted each year must total at least 50 % of the drivers. Each organization can join a consortium or “pool.” When you join a consortium, all of your drivers are put in a “pool” of which 50 % will be selected for testing on a random basis.

**According to the law, each organization is responsible for implementing a drug testing program.** Each person selected for the test will be required to provide a urine specimen for analysis. The test will be performed at a certified lab, with the results verified by a medical review officer (MRO). Therefore, it will be necessary to work with a physician, private service, or lab collection site to comply with the requirements. Testing is done in such a way to ensure that over-the-counter drugs or prescribed medications are not reported as positive results. The results of the tests are confidential and may be released only to the organization, the drug testing laboratory, and the MRO. The person tested must give consent for any other distribution of the test results.

The regulations require that each organization must provide regular information to their drivers on drug abuse and each driver must attend at least 1 hour of training on the signs and symptoms of drug abuse. **This program will help you satisfy all of your drug testing requirements.**

## **Alcohol Testing Requirements**

The regulations require the same types of alcohol tests that are required for drug testing. However, it is likely that your organization will primarily be concerned with **Post-accident**, and **Random** alcohol testing. Drivers that go to work for you **after** January 1, 1996, may submit to a “pre-employment” alcohol test if dictated by the employer. Drivers who began working for you **before** January 1, 1996 are **not** required to go back and take a “pre-employment” alcohol test.

Random alcohol tests must be conducted **“just before, during, or after performance of”** any driving duties. The number of random tests required each year must total at least 25 % of the CDL drivers. Each organization can join a consortium or “pool.” When joining a consortium, all of your CDL drivers are put in a “pool” of which 25 % will be selected for testing on a random basis. **This program will help you satisfy all of your alcohol testing requirements.**

## **Program Administrator**

The **National Drug and Alcohol Testing Program** is administered by **NTA, Inc.** NTA is a wholly owned subsidiary of Nationwide Truckers Association Inc., a leader in the implementation of workplace drug and alcohol testing services. The parent company, Nationwide Truckers Services, Inc., has been providing technical and regulatory compliance services as mandated by the Federal Government to trucking companies and motor carriers for over 44 years.

NTA provides drug and alcohol testing services, information, and training on a national basis. NTA is a North Carolina based corporation servicing over 4,000 client companies in the United States and Puerto Rico. NTA’s substantial investment in highly sophisticated, state-of-art computer and telecommunication systems coupled with long-term electronic record storage capability assures that program participants meet all DOT regulations.

Included in the drug testing services are:

1. All services necessary to perform Pre-employment, Post-accident, Reasonable suspicion, Return-to-duty and follow-up, and Random drug testing
2. Random selection
3. EMIT screening
4. G.C.M.S. confirmation
5. 24 hour turnaround of negative results from the time the specimen is received at the laboratory
6. Required documentation
7. Notification of test results
8. Tests performed by qualified laboratories
9. Courier service from collection site to laboratory
10. Specimen collection management
11. Certified laboratory analysis
12. Medical Review Officer (MRO) verification



13. Collection site identification and management
14. Quarterly/annual summaries
15. Assistance in developing the required on-site policy manual

Included in the alcohol testing services are:

1. All services necessary to perform Pre-employment, Post-accident, Reasonable suspicion, Return-to-duty and follow-up, and Random alcohol testing
2. Alcohol screening and confirmation
3. Identification of third-party alcohol test providers
4. Random selection for alcohol screening
5. Alcohol test data collection/statistical reporting
6. Record retention
7. Quarterly/annual summaries
8. Assistance in developing the required on-site policy manual

#### Costs

Annual administration fee.....	\$45.00
Drug testing fee.....	\$28.00
Saliva alcohol testing fee .....	\$3.00 (may vary by provider)

**NOTE:** The annual administration fee is for each organization that becomes a program participant. The drug and alcohol testing fees are charged whenever a person has been selected to have a drug or alcohol test. All program participants will be placed in a single pool for random selection. The random selections will be computer generated quarterly from the social security numbers of the program participants. Testing fees are also charged whenever a person requires a pre-employment, post-accident, reasonable suspicion, or return-to-duty test. **Annual administration fees and all drug and alcohol testing fees will be billed by NTA.**

#### QUESTIONS???

Plan administrator -

NTA  
Phone: (800) 452-0030, (704) 660-8600  
Fax: (704) 658-1303

Plan sponsor and coordinator -

North Carolina Christian School Association  
Dr. Joe Haas - Executive Director  
Phone: (919) 731-4844  
Fax: (919) 731-4847  
Email: joehaas@nccsa.org

# NATIONAL DRUG AND ALCOHOL TESTING PROGRAM

Date: \_\_\_\_\_

**GENERAL INFORMATION:** *Please print or type.*

(FOR NTA USE)

COMPANY: \_\_\_\_\_ CUSTOMER CODE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

ADMINISTRATOR/PASTOR: \_\_\_\_\_

BOOKKEEPER: \_\_\_\_\_

**TESTING SERVICES:** *Please mark the types of tests needed for your organization.*

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Pre-employment drug testing *</b>      | <input type="checkbox"/> Pre-employment alcohol testing               |
| <input type="checkbox"/> <b>Post-accident drug testing *</b>       | <input type="checkbox"/> <b>Post-accident alcohol testing *</b>       |
| <input type="checkbox"/> Reasonable suspicion drug testing         | <input type="checkbox"/> Reasonable suspicion alcohol testing         |
| <input type="checkbox"/> <b>Random drug testing *</b>              | <input type="checkbox"/> <b>Random alcohol testing *</b>              |
| <input type="checkbox"/> Return-to-duty and follow-up drug testing | <input type="checkbox"/> Return-to-duty and follow-up alcohol testing |

**NOTE:** Tests indicated by an (\*) are the primary tests needed by most organizations.



**CDL DRIVERS:**

Name	Date of Birth	Social Security #	Home Phone #
1.			
2.			
3.			
4.			
5.			

👉 Tear carefully here

Name	Date of Birth	Social Security #	Home Phone #
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

**Return completed form and the annual administrative fee of \$45.00 to:**

**National Drug and Alcohol Testing Program**

**Attn: NTA, Inc.**

**P.O. Box 508**

**772 N. Broad Street**

**Mooreville, N.C. 28115**

**Make check payable to NTA, Inc.**

If you have any questions, please feel free to contact:

Plan administrator -

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Fax: (704) 658-1303

Plan sponsor and coordinator -

North Carolina Christian School Association

Dr. Joe Haas - Executive Director

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