



EAP's Key Role in Your Municipality's Commercial Driver's License Program

~How to Handle Notifications of Positive Drug/Alcohol Screenings~

Designated Employer Representative (DER) receives notification that a Commercial Drivers License (CDL) employee has tested positive on a DOT drug/alcohol screening.

This notification activates DER call to *EAP @ 802-951-5156 or 888-392-0050.

***EAP contact for all VLCT DERs is Myra Handy, LICSW at 802-951-5156 or 888-392-0050.**

- Cost for the Substance Abuse Professional's (SAP's) **assessment** is covered by *EAP. DER must bring EAP into process at the beginning so that EAP does intake.
- *EAP depends on **the DER** to
 - a. inform your employee to **wait** for you to provide the SAP referral, which you will receive from *EAP *and then*
 - b. to call your *EAP contact ASAP for SAP names and contact information to give to your employee.
- *EAP then provides the **DER with 2 SAP names that the DER should then provide to the employee.** Employee then calls nearest SAP for appointment. *EAP can assist to assure that the connection has been facilitated, and that communication will then occur, as per 49 CFR Part 40, between SAP and DER.
- *EAP **informs SAPs that this employee will be calling one for SAP services.**
 - a. *EAP provides DER name & phone to SAP for their ongoing communication.
 - b. *EAP advises SAP to bill EAP for the cost of the service.
- Payment for **treatment and/or education** as prescribed by the SAP is to be covered by the employee through health insurance or direct pay.
- *EAP calls DER to check in. Future communication on the case will be directed from SAP to DER as outlined in the DOT Rule. *EAP stands by as a limited facilitator as needed, while SAP, Employee, and DER each fulfill their procedural obligations.

More specific information available at

<http://www.vlct.org/assets/RMS/PACIF/2014PACIF-CDL-DandATesting-Manual.pdf>