

Independent School District 196  
Rosemount-Apple Valley-Eagan Public Schools  
*Educating our students to reach their full potential*

Series Number **406.3.4.2.5P** Adopted **January 1995** Revised **June 2015**

Title **Return-to-Duty and Follow-up Testing Checklist for Employees  
Required to have a Commercial Driver's License (CDL)**

If an employee has tested positive on an alcohol or drug test, as described in Administration Regulation 406.3.4AR, the employee will not be returned to duties which require a commercial driver's license until he or she has met the following requirements. For each employee, the supervisor shall complete the following checklist and keep a copy in the Human Resources Department.

1. Alcohol Test

- ☐ Provided documentation that he or she has been evaluated by a substance abuse professional (SAP) or medical review officer (MRO);
  - ☐ Provided documentation that he or she has complied with any treatment recommendations from the SAP or MRO to assist him or her with an alcohol problem;
  - ☐ Taken a return-to-duty alcohol test with a result of less than 0.02;
  - ☐ Agreed to unannounced follow-up alcohol tests once he or she returns to duty with the district.
- 
- ☐ Follow-up test #1
  - ☐ Follow-up test #2
  - ☐ Follow-up test #3
  - ☐ Follow-up test #4
  - ☐ Follow-up test #5
  - ☐ Follow-up test #6

1. Drug Test

- ☐ Provided documentation that he or she has been evaluated by a substance abuse professional (SAP) or medical review officer (MRO);
  - ☐ Provided documentation that he or she has complied with any rehabilitation recommendations from the SAP or MRO;
  - ☐ Taken a return-to-duty drug test with a negative result, and
  - ☐ Agreed to unannounced follow-up testing to monitor the employee's continued abstinence from drug use.
- 
- ☐ Follow-up test #1
  - ☐ Follow-up test #2
  - ☐ Follow-up test #3
  - ☐ Follow-up test #4
  - ☐ Follow-up test #5
  - ☐ Follow-up test #6