DOT Compliance Steps for Employers/Supervisors

Employers with DOT-Regulated employees are required to comply with DOT mandates, including the following.

Item	Task	Instructions
1	Pre-employment conviction (CDL and Pilot) and driving check (CDL)	Request through conviction check request form
2	Pre-employment drug screening (Pilots and CDL)	Request through conviction check request form
3	Pre-employment full query of the FMCSA Drug & Alcohol Clearinghouse (CDL)	Request through conviction check request form
4	Quarterly random drug screenings consisting of a randomized selection of DOT-mandated employees (Pilots and CDL)	Ensure that Page-Up and Banner are updated with the CDL requirement & Maintain accurate employee listings for Pilots; Division of Human Resources will initiate quarterly random screenings based on this information
5	Annual queries of the Clearinghouse for DOT-mandated employees (CDL)	Division of Human Resources will initiate the annual query based on information from Banner in the Fall; notice will be provided to departments
6	If drug screening program violations occur, initiate return-to-work plans and follow-up testing, and report applicable information to the Clearinghouse (CDL)	Effort shared between department, Division of Human Resources, TrueScreen

Background checks, drug screenings and Clearinghouse queries are completed through TrueScreen/Application Station, the testing provider for Virginia Tech.