IMPORTANT REMINDERS ABOUT OUR PROGRAM

Confidentiality. No one but the supervisor and the person to be tested needs to know about the test and it is recommended that the notification be done in private. Our program ensures complete confidentiality by providing the selected employee’s name solely to the municipality’s designated employer representative contact person.

Documentation. With the risk of penalties for non-compliance and other personnel litigation that could arise, documentation of all action is crucial. Our program confidentially tracks, records, and maintains all necessary records of selection, testing, and follow-up, and provides semi-annual and annual reports for your protection.

Convenience. Our program offers testing sites throughout PA, including some areas with 24 hour availability.

Contact Name
County
Municipality
Number of DOT CDL Employees
Number of Non-DOT CDL Employees
Address
City State Zip
Daytime Phone Number
Fax Number
E-mail Address

Pennsylvania State Association of Boroughs
2941 North Front Street
Harrisburg, PA 17110
Phone: 800-232-7722 | Fax: 717-695-4449

www.boroughs.org

Be Sure Your Drivers Are Ready for the Road.

DOT CDL/Non-DOT* Drug & Alcohol Testing Program
Join PSAB’s DOT/Non-DOT* Drug and Alcohol Testing Program

FULL COMPLIANCE
This program provides all of the drug and alcohol testing required by federal and state law, including random, pre-employment, post-accident, reasonable suspicion/cause, return-to-duty, and follow-up testing. This program is open to all municipalities.

WHO DOES THIS AFFECT?
• Anyone employing DOT drivers to operate commercial motor vehicles (CMVs) on public roads.
• DOT drivers who operate CMVs on public roads.

SAMPLE POLICY AND PROCEDURES
For any municipality testing as early as 1995, all employers with DOT drivers must have a drug and alcohol policy and procedure manual in place.

Upon request, program members will receive a sample policy that can be customized to fit your particular needs.

CONVENIENT TESTING SITES
There are hundreds of testing sites located throughout PA. Our third-party administrator can provide you with a list of preferred collection sites in your area. In addition, each municipality will be enrolled in a random testing program which includes selection, notification, and testing.

TRAINING
Educational opportunities will be available through a supervisor training program, reasonable suspicion/cause seminars, and policy and procedures assistance classes.

REQUIRED RECORDKEEPING
All necessary records are prepared and maintained by the program administrator, including semi-annual and annual reports.

IMMEDIATE RESPONSE ASSISTANCE
You will have access to an 800 number to use for any questions or concerns you have on the program, testing, or selection.

CERTIFICATION OF COMPLIANCE
A Certificate of Compliance can be issued to the member municipality, upon request.

WHAT ARE THE COSTS INVOLVED?
• The annual participation fee is $75 per calendar year with additional charges for tests.
• In network collection sites for drug tests are as low as $30 per test. Other approved sites are as low as $46 per test.
• In network and approved collection sites for alcohol tests are as low as $35 per test.
• You will have access to the DOT Supervisor Training Program for Reasonable Suspicion Drug and Alcohol Testing free of charge.
• The program is administered by FirstSource Solutions, a nationally-recognized drug and alcohol testing provider.
• You will be billed from FirstSource Solutions directly.

For more information, contact:
Deb Janney, PSAB Director of Membership
Services & Risk Management
800-232-7722, Ext. 1025
djanney@boroughs.org
Visit the “Programs” page on www.boroughs.org.

* Non-DOT drug and alcohol testing is not federally mandated, but PSAB does have a Non-DOT random program available. We recommend that you consult with your solicitor before electing this option.