

ARKANSAS-BASED NEMT PROVIDER

POLICIES & PROCEDURES MANUAL



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Non-Emergency Medical Transportation Provider

POLICIES AND PROCEDURES MANUAL

I.0 Introduction

Policy Number: [REDACTED]

Effective Date: [Insert Date]

Reviewed and Revised Date: [Insert Date]

Policy Title: Introduction

1.1 Purpose and Scope

The purpose of this Policy and Procedures Manual is to establish comprehensive guidelines and requirements for all drivers of [COMPANY NAME], a non-emergency medical transportation (NEMT) provider. This manual is designed to ensure compliance with applicable Arkansas laws and regulations, promote the safety of our drivers and passengers, and provide clear instructions for daily operations and emergency situations. This manual shall apply to all drivers operating vehicles on behalf of [COMPANY NAME].

The specific objectives of this manual include:

1. Ensuring the safety and well-being of passengers during transport.
2. Providing clear operational procedures for drivers.
3. Complying with Arkansas state regulations governing NEMT services.
4. Promoting professionalism and accountability among all drivers.
5. Maintaining consistent and high-quality service standards.

This manual is a binding document for all employees and contractors operating under [COMPANY NAME], and adherence to its policies and procedures is mandatory.

1.2 Company Overview

[COMPANY NAME], established in [REDACTED], is a non-emergency medical transportation provider based in Arkansas. Our mission is to [REDACTED]

Our services include transportation to and from medical appointments, rehabilitation centers, hospitals, and other healthcare facilities. [COMPANY NAME] prides itself on its fleet of well-maintained vehicles and team of trained, courteous drivers dedicated to providing the highest level of care and service.

Key milestones in our history:

- a. [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Our commitment to excellence is [REDACTED]
[REDACTED]

1.3 Compliance and Regulatory Framework

[COMPANY NAME]'s operations are governed by a comprehensive set of state laws and regulations designed to ensure the safety and reliability of non-emergency medical transportation services. The primary regulatory frameworks include:

1. **Arkansas Non-Emergency Transportation Services Act (Ark. Code Ann. § 20-10-801 et seq.):** This legislation establishes the requirements for licensing, operating standards, and oversight of NEMT providers in the state of Arkansas.
2. **Arkansas Department of Health (ADH) Non-Emergency Transportation Services Rules (ADHR 007.05.1):** These rules provide detailed regulations on various aspects of NEMT operations, including driver qualifications, vehicle standards, and service delivery protocols.

Key regulatory provisions include:

1. **Driver Qualifications (Ark. Code Ann. § 20-10-805; ADHR 007.05.1-004):** Drivers must meet specific criteria, including age, driving record, background checks, and training requirements.
2. **Vehicle Standards (Ark. Code Ann. § 20-10-806; ADHR 007.05.1-005):** Vehicles must be equipped with safety features, undergo regular inspections, and be maintained in good operating condition.
3. **Service Delivery and Reporting (Ark. Code Ann. § 20-10-807; ADHR 007.05.1-006):** Drivers must follow procedures for trip documentation, passenger assistance, and incident reporting.
4. **Compliance Monitoring and Enforcement (Ark. Code Ann. § 20-10-808; ADHR 007.05.1-007):** The ADH conducts audits and inspections to ensure compliance, and providers must implement corrective actions for any identified issues.

[COMPANY NAME] is dedicated to maintaining [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2.0 Vehicle Acquisition and Maintenance

Policy Number: [REDACTED]

Effective Date: [Insert Date]

Reviewed and Revised Date: [Insert Date]

Policy Title: Vehicle Acquisition and Maintenance

2.1 Purpose

The purpose of this policy is to ensure that all vehicles owned or operated by [COMPANY NAME] are [REDACTED]
[REDACTED]
[REDACTED]

2.2 Additional Authority

This policy is governed by the following Arkansas Department of Transportation (ARDOT) regulations:

1. ARDOT Regulation 13.1.1.1
2. ARDOT Regulation 13.1.1.2

2.3 Scope

This policy applies to all drivers and personnel responsible for the operation and maintenance of [COMPANY NAME] vehicles.

2.4 Responsible Party

1. **Transportation Manager:** Responsible for managing transportation operations and ensuring compliance with ARDOT regulations. Contact: [Phone Number]
2. **Fleet Maintenance Supervisor:** Responsible for overseeing the maintenance and repair of [COMPANY NAME] vehicles. Contact: [Phone Number]

2.5 Definitions

- **Fleet Maintenance Supervisor:** The supervisor responsible for overseeing the maintenance and repair of [COMPANY NAME] vehicles.
- **Transportation Manager:** The manager responsible for managing the transportation operations and ensuring compliance with ARDOT regulations.

2.6 Policy Statement

[COMPANY NAME] shall ensure that all vehicles are [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

2.7 Procedure

2.7.1 Vehicle Acquisition

2.7.1.1 Vehicle Selection

1. The Transportation Manager shall [REDACTED]
[REDACTED]
2. Selection criteria shall include [REDACTED]
[REDACTED]

2.7.1.2 Purchasing Process

1. The Transportation Manager shall [REDACTED]
[REDACTED]
[REDACTED]
2. The purchasing process shall [REDACTED]
[REDACTED]

2.7.1.3 Inspection and Testing

1. The Fleet Maintenance Supervisor shall [REDACTED]
[REDACTED]
2. Inspections shall include [REDACTED]
[REDACTED]

2.7.2 Vehicle Maintenance

2.7.2.1 Regular Inspections

1. The Fleet Maintenance Supervisor shall [REDACTED]
[REDACTED]
2. Inspections shall be conducted [REDACTED]
[REDACTED]

2.7.2.2 Maintenance and Repair

1. The Fleet Maintenance Supervisor shall [REDACTED]
[REDACTED]n.
2. Maintenance schedules shall be [REDACTED]
[REDACTED]
3. Emergency repairs shall be [REDACTED]
[REDACTED]

2.7.2.3 Record Keeping

1. The Fleet Maintenance Supervisor shall [REDACTED]
2. Records shall include the [REDACTED]
3. All records shall be stored in [REDACTED]

2.7.3. Vehicle Retirement

2.7.3.1 Vehicle Retirement Criteria

1. The Transportation Manager shall [REDACTED]
2. Criteria for retirement shall include [REDACTED]

2.7.3.2 Disposal Process

1. The Transportation Manager shall [REDACTED]
2. Disposal methods may include [REDACTED]
3. All disposals shall comply with ARDOT and Environmental Protection Agency (EPA) regulations.

2.4. Documentation

2.4.1 Vehicle Records

1. The Fleet Maintenance Supervisor shall [REDACTED]
2. Records shall include [REDACTED]

2.4.2 Inspection Reports

1. The Fleet Maintenance Supervisor shall [REDACTED]
2. Inspection reports shall be [REDACTED]

2.4.3 Maintenance Records

1. The Fleet Maintenance Supervisor shall [REDACTED]
2. Records shall be updated in [REDACTED]

2.5. Compliance

2.5.1 ARDOT Regulations

1. [COMPANY NAME] shall [REDACTED]
2. Compliance shall be monitored through [REDACTED]

2.5.2 Inspections and Audits

1. The Transportation Manager shall [REDACTED]
2. Audits shall be conducted [REDACTED]

2.6. Review and Revision

1. This policy shall be reviewed and revised [REDACTED]
2. The Transportation Manager shall be [REDACTED]

Notes on Compliance with ARDOT Regulations:

- **ARDOT Regulation 13.1.1.1:** This regulation requires transportation companies to maintain vehicles in a safe and operable condition. [REDACTED]
- **ARDOT Regulation 13.1.1.2:** This regulation mandates proper documentation of vehicle inspections and maintenance. [REDACTED]

Policy Review and Approval

[REDACTED]

[REDACTED]

[REDACTED]

Approval Signatures

- Transportation Manager: _____ Date: _____
- Fleet Maintenance Supervisor: _____ Date: _____

Policy Distribution

[REDACTED]

[REDACTED]

3.0 Vehicle Safety Features and Requirements

Policy Number: [REDACTED]

Effective Dates:

Reviewed and Revised Dates:

Policy Title: Vehicle Safety Features and Requirements

3.1 Purpose

This policy outlines the [REDACTED]
[REDACTED]
[REDACTED]

3.2 Additional Authority

This policy is governed by the following Arkansas Department of Transportation (ARDOT) regulations:

1. ARDOT Regulation 13.1.1.1
2. ARDOT Regulation 13.1.1.2
3. ARDOT Regulation 13.1.1.3

3.3 Scope

This policy applies to all drivers and vehicles operated by [COMPANY NAME].

3.4 Responsible Party

1. **Transportation Manager:** Responsible for administering and enforcing this policy.
Contact: [Phone Number]

3.5 Definitions

1. **ARDOT:** Arkansas Department of Transportation
2. **Vehicle:** Any motorized vehicle used for transportation services by [COMPANY NAME]

3.6 Policy Statement

[COMPANY NAME] is committed to [REDACTED]
[REDACTED]
[REDACTED]

3.7 Procedure

A. Vehicle Safety Features and Requirements

1. Seatbelts and Airbags:

- a. All vehicles shall be [REDACTED]
- b. Seatbelts shall be used by [REDACTED]
- c. The Fleet Maintenance Supervisor shall [REDACTED]

2. Vehicle Safety Inspections:

- a. Vehicles shall [REDACTED]
- b. Inspections shall include [REDACTED]
- c. The Fleet Maintenance Supervisor shall [REDACTED]

3. Additional Safety Features:

- a. Vehicles shall be equipped with [REDACTED]
- b. The Fleet Maintenance Supervisor shall ensure [REDACTED]

4. Reporting:

- a. Any issues or defects identified [REDACTED]
- b. The Transportation Manager shall [REDACTED]

B. Vehicle Maintenance and Repair

1. Regular Maintenance:

- a. Vehicles shall undergo [REDACTED]
- b. Maintenance records shall be [REDACTED]

2. Repair and Replacement:

- a. Vehicles shall be [REDACTED]
- b. The Fleet Maintenance Supervisor shall oversee [REDACTED]

C. Driver Responsibilities

1. Vehicle Inspection:

- a. Drivers shall inspect [REDACTED]
[REDACTED]
- b. Drivers shall complete [REDACTED]
[REDACTED]

2. Reporting Issues:

- a. Drivers shall report [REDACTED]
[REDACTED]
- b. The Transportation Manager shall [REDACTED]
[REDACTED]

D. Compliance and Enforcement

1. Compliance:

- a. All drivers and vehicles shall comply with this policy and ARDOT regulations.
[REDACTED]
[REDACTED]

2. Enforcement:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

E. Review and Revision

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Notes on Compliance with ARDOT Regulations:

- **ARDOT Regulation 13.1.1.1:** This regulation requires transportation companies to maintain vehicles in a safe and operable condition. [REDACTED]
[REDACTED]
- **ARDOT Regulation 13.1.1.2:** This regulation mandates proper documentation of vehicle inspections and maintenance. [REDACTED]
[REDACTED]
[REDACTED]
- **ARDOT Regulation 13.1.1.3:** This regulation specifies the safety features that vehicles must have, such as seatbelts and airbags. [REDACTED]
[REDACTED]
[REDACTED]

Policy Review and Approval

[REDACTED]

Approval Signatures

- Transportation Manager: _____ Date: _____

Policy Distribution

[REDACTED]

4.0 Vehicle Assignment and Use

Policy Number: [REDACTED]

Effective Dates:

Reviewed and Revised Dates:

Policy Title: Vehicle Assignment and Use

4.1 Purpose

This policy outlines the [REDACTED]
[REDACTED]
[REDACTED]

4.2 Additional Authority

This policy is governed by the following Arkansas Department of Transportation (ARDOT) regulations:

1. ARDOT Regulation 13.1.1.1
2. ARDOT Regulation 13.1.1.2
3. ARDOT Regulation 13.1.1.4

4.3 Scope

This policy applies to all drivers and vehicles operated by [COMPANY NAME].

4.4 Responsible Party

1. **Transportation Manager:** Responsible for administering and enforcing this policy.
Contact: [Phone Number]

4.5 Definitions

1. **Vehicle:** A motor vehicle used for transportation services provided by [COMPANY NAME].
2. **Driver:** An individual assigned to operate a vehicle for [COMPANY NAME].

4.6 Policy Statement

[COMPANY NAME] is committed to [REDACTED]
[REDACTED]
[REDACTED]

4.7 Procedure

4.7.1 Vehicle Assignment and Use

4.7.1.1 Vehicle Assignment Criteria

1. Vehicle Selection:

- a. Vehicles shall be selected [REDACTED]
- b. The Transportation Manager shall [REDACTED]

2. Driver Qualifications:

- a. Drivers shall be [REDACTED]
- b. Drivers must hold [REDACTED]

4.7.1.2 Vehicle Use

1. Vehicle Maintenance:

- a. Vehicles shall be [REDACTED]
- b. Maintenance schedules shall [REDACTED]

2. Driver Responsibilities:

- a. Drivers shall [REDACTED]
- b. Drivers shall complete a pre-trip inspection using the Vehicle Inspection Form (Appendix B) to ensure all safety features are operational.

3. Vehicle Safety:

- a. Drivers shall [REDACTED]
- b. The Fleet Maintenance Supervisor shall [REDACTED]

4.7.1.3 Vehicle Assignment and Use Timeline

1. Vehicle Assignment:

- a. Vehicles shall be [REDACTED]
- b. The Transportation Manager shall [REDACTED]

2. Vehicle Inspection:

- a. Vehicles shall [REDACTED]
- b. Drivers shall use [REDACTED]

3. Trip Completion:

- a. Drivers shall [REDACTED]
- b. The Transportation Manager shall [REDACTED]

4.7.2 Compliance and Enforcement

1. Compliance:

- a. All drivers and vehicles [REDACTED]

2. Enforcement:

[REDACTED]

[REDACTED]

[REDACTED]

Review and Revision

[REDACTED]

[REDACTED]

[REDACTED]

Notes on Compliance with ARDOT Regulations:

- **ARDOT Regulation 13.1.1.1:** This regulation requires transportation companies to maintain vehicles in a safe and operable condition. [REDACTED]
- **ARDOT Regulation 13.1.1.2:** This regulation mandates proper documentation of vehicle inspections and maintenance. [REDACTED]
- **ARDOT Regulation 13.1.1.4:** This regulation specifies the criteria for vehicle assignment and use. [REDACTED]



Policy Review and Approval

[Redacted]
[Redacted]
[Redacted]

Approval Signatures

- Transportation Manager: _____ Date: _____

[Redacted]

[Redacted]
[Redacted]

DO NOT COPY



5.0 Vehicle Usage Guidelines

Policy Number: -

Effective Dates:

Reviewed and Revised Dates:

Policy Title: Vehicle Usage Guidelines

5.1 Purpose

This policy outlines the

5.2 Additional Authority

This policy is governed by the following Arkansas Department of Transportation (ARDOT) regulations:

1. ARDOT Regulation 13.1.1.1
2. ARDOT Regulation 13.1.1.2

5.3 Scope

This policy applies to all drivers and vehicles operated by [COMPANY NAME].

5.4 Responsible Party

- **Transportation Manager:** Responsible for administering and enforcing this policy. Contact: [Phone Number]

5.5 Definitions

- **Vehicle:** A motor vehicle used for transportation services provided by [COMPANY NAME].
- **Driver:** An individual assigned to operate a vehicle for [COMPANY NAME].

5.6 Policy Statement

[COMPANY NAME] is committed to

5.7 Procedure

5.7.1 Usage Guidelines

5.7.1.1 General Usage Rules

1. Authorized Use:

- a. Vehicles shall [REDACTED]
[REDACTED]
- b. Personal use of [REDACTED]
[REDACTED]

2. Prohibited Activities:

- a. Vehicles shall [REDACTED]
[REDACTED]
- b. Drivers shall not [REDACTED]
[REDACTED]
- c. Use of alcohol, drugs, or any substances that impair driving ability while operating company vehicles is strictly prohibited (ARDOT Regulation 13.1.1.1).

3. Compliance with Traffic Laws:

- a. Drivers shall [REDACTED]
[REDACTED]
- b. Drivers shall observe [REDACTED]
[REDACTED]

5.7.2 Driver Responsibilities

1. Pre-Trip Inspection:

- a. Drivers shall conduct [REDACTED]
[REDACTED]
- b. Any issues identified [REDACTED]
[REDACTED]

2. Safe Driving Practices:

- a. Drivers shall practice [REDACTED]
[REDACTED]
- b. Use of mobile phones or other electronic devices while driving is prohibited unless hands-free options are used.

3. Vehicle Security:

- a. Drivers shall ensure [REDACTED]
[REDACTED]
- b. Personal belongings and company property shall [REDACTED]
[REDACTED]

5.7.3 Vehicle Care and Maintenance

1. Routine Maintenance:

- a. Drivers shall [REDACTED]
- b. Drivers are responsible for [REDACTED]

2. Cleanliness:

- a. Drivers shall keep [REDACTED]

3. Damage Reporting:

- a. Any damage to the vehicle, [REDACTED]
- b. Drivers shall complete [REDACTED]

5.7.4 Incident Reporting and Response

1. Accident Procedures:

- a. In the event of an accident, drivers shall [REDACTED]
- b. Drivers shall complete [REDACTED]

2. Breakdown Procedures:

- a. If a vehicle breaks down, the driver shall [REDACTED]
- b. The driver shall contact [REDACTED]

5.7.5 Compliance and Monitoring

1. Monitoring Usage:

[REDACTED]

2. Enforcement:

Review and Revision

Notes on Compliance with ARDOT Regulations:

- **ARDOT Regulation 13.1.1.1:** This regulation requires transportation companies to maintain vehicles in a safe and operable condition. [REDACTED]
- **ARDOT Regulation 13.1.1.2:** This regulation mandates proper documentation of vehicle inspections and maintenance. [REDACTED]

Approval Signatures

- Transportation Manager: _____ Date: _____

- An electronic copy shall be available on the [COMPANY NAME] intranet.

6.0 Drivers Qualification

Policy Number: [REDACTED]

Effective Dates: [REDACTED]

Reviewed and Revised Dates: [REDACTED]

Policy Title: Drivers Qualification

6.1 Purpose

This policy outlines the [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

6.2 Additional Authority

This policy is governed by the following Arkansas Department of Transportation (ARDOT) regulations:

- a. ARDOT Regulation 13.1.1.1
- b. ARDOT Regulation 13.1.1.2

6.3 Scope

This policy applies to all drivers employed by [COMPANY NAME].

6.4 Responsible Party

- a. **Transportation Manager:** Responsible for administering and enforcing this policy.
Contact: [Phone Number]

6.5 Definitions

- a. **Driver:** An individual assigned to operate a vehicle for [COMPANY NAME].
- b. **Motor Vehicle Record (MVR):** A record of a driver's driving history, including violations, accidents, and license status.

6.6 Policy Statement

[COMPANY NAME] is committed to [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

6.7 Procedure

Drivers Qualification

6.7.1 Driver's License

1. License Requirements:

- a. All drivers shall [REDACTED]
- b. The CDL must be issued [REDACTED]

2. Verification:

- a. [REDACTED]

6.7.2 Driver's Record

1. Motor Vehicle Record (MVR) Review:

- a. [COMPANY NAME] shall obtain and [REDACTED]
- b. The MVR review shall [REDACTED]

2. Qualification Criteria:

- a. Drivers must meet the following criteria to be eligible for hire and continued employment:

- [REDACTED]
- [REDACTED]

3. Disqualification:

- a. Drivers who do not meet these criteria shall not be hired or retained.

6.7.3 Driver Training

1. Initial Training:

- a. All drivers shall complete the following training prior to operating a vehicle for [COMPANY NAME]:

- [REDACTED]
- [REDACTED]
- [REDACTED]

- [REDACTED]
2. **Ongoing Training:**

- a. Drivers shall complete [REDACTED]

3. **Training Records:**

- a. [COMPANY NAME] shall maintain [REDACTED]

6.7.4 Driver Monitoring

1. **Performance Monitoring:**

- a. [COMPANY NAME] shall monitor [REDACTED]
- [REDACTED]
 - [REDACTED]
 - [REDACTED]

2. **Disciplinary Action:**

- a. Drivers who exhibit unsafe [REDACTED]

6.7.5 Driver Impairment

1. **Zero-Tolerance Policy:**

- a. [COMPANY NAME] has a zero-tolerance policy for driver impairment. [REDACTED]

2. **Medical Conditions and Medications:**

- a. [REDACTED]

6.7.6 Driver Conduct

1. **Professional Conduct:**

- a. Drivers shall maintain professional conduct at all times while on duty, including:
- [REDACTED]
 - [REDACTED]

- [REDACTED]
 - [REDACTED]
2. **Disciplinary Action:**
- Drivers who fail to meet these [REDACTED]

6.7.7 Driver Reporting

1. **Accidents and Incidents:**
- a. Drivers shall immediately report [REDACTED]
 - b. A detailed report shall be [REDACTED]
2. **Changes in License Status or Medical Condition:**
- a. Drivers shall report [REDACTED]

Review and Revision

1. [REDACTED]
- [REDACTED]
- [REDACTED]

Notes on Compliance with ARDOT Regulations:

- **ARDOT Regulation 13.1.1.1:** This regulation requires transportation companies to maintain high standards for driver qualifications. [REDACTED]
- **ARDOT Regulation 13.1.1.2:** This regulation mandates the reporting of any conditions that may impair a driver's ability to operate a vehicle safely. [REDACTED]

Policy Review and Approval

[REDACTED]

[REDACTED]

[REDACTED]

Approval Signatures

- Transportation Manager: _____ Date: _____

Policy Distribution

7.0 Drug and Alcohol Policy

Policy Number: [REDACTED]

Effective Dates: [REDACTED]

Reviewed and Revised Dates: [REDACTED]

Policy Title: Drug and Alcohol Policy

7.1 Purpose

The purpose of this policy is to establish [REDACTED]
[REDACTED]
[REDACTED]

7.2 Additional Authority

- a. Arkansas Code Annotated (A.C.A.) § 27-23-101 et seq. - Uniform Commercial Driver's License Act
- b. A.C.A. § 27-16-801 et seq. - Implied Consent to Chemical Test for Intoxication
- c. Arkansas Department of Transportation (ARDOT) Regulations 13.1.2.1 - Drug and Alcohol Testing Requirements

7.3 Scope

This policy applies to all drivers employed by [COMPANY NAME].

7.4 Responsible Party

[REDACTED]
[REDACTED]

7.5 Definitions

- a. **Controlled Substance:** A drug or chemical substance whose manufacture, possession, or use is regulated by law.
- b. **Reasonable Suspicion:** Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.
- c. **Safety-Sensitive Function:** Any on-duty function of operating a commercial motor vehicle, including all time spent at a facility, driving, inspecting, servicing, or conditioning any commercial motor vehicle.

7.6 Policy Statement

[COMPANY NAME] maintains a [REDACTED]

A. Zero Tolerance Statement

1. Controlled Substances:

- a. Drivers are prohibited from [REDACTED]

2. Alcohol:

- a. Drivers are prohibited from [REDACTED]

- b. Drivers are prohibited from [REDACTED]

B. Testing Procedures

1. Pre-Employment:

- a. All applicants [REDACTED]

2. Random Testing:

- a. Drivers will be subject to [REDACTED]

3. Post-Incident Testing:

- a. Drivers will be [REDACTED]

C. Disciplinary Actions

1. Positive Test Results:

- a. Any driver who tests positive [REDACTED]

2. Refusal to Test:

- a. Refusal to submit [REDACTED]
[REDACTED]

3. Alcohol Use within 4 Hours of Duty:

- a. Drivers who are found [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

7.7 Procedures**A. Pre-Employment Testing****1. Testing Requirement:**

- a. All applicants [REDACTED]
[REDACTED]

2. Hiring Condition:

- a. Applicants will [REDACTED]

3. Coordination:

[REDACTED]
[REDACTED]

B. Random Testing**1. Testing Program:**

[REDACTED]
[REDACTED]

2. Selection Process:

- a. Drivers will be [REDACTED]
[REDACTED]

3. Notification:

- a. Drivers selected [REDACTED]
[REDACTED]

4. Administration:

[REDACTED]
[REDACTED]

C. Post-Incident Testing

1. Testing Requirement:

- a. Drivers will be tested [REDACTED]
[REDACTED]
[REDACTED]

2. Coordination:

[REDACTED]
[REDACTED]

D. Disciplinary Actions

1. Positive Test Results:

- a. Any driver who tests positive [REDACTED]
[REDACTED]
[REDACTED]

2. Refusal to Test:

- a. Refusal to submit [REDACTED]
[REDACTED]

3. Alcohol Use within 4 Hours of Duty:

- a. Drivers who are found [REDACTED]
[REDACTED]
[REDACTED]

4. Administration:

[REDACTED]
[REDACTED]

Review and Revision

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

VIII. References

- Arkansas Code Annotated (A.C.A.) § 27-23-101 et seq. - Uniform Commercial Driver's License Act
- A.C.A. § 27-16-801 et seq. - Implied Consent to Chemical Test for Intoxication
- Arkansas Department of Transportation (ARDOT) Regulations 13.1.2.1 - Drug and Alcohol Testing Requirements

Notes on Compliance with ARDOT Regulations:

- **ARDOT Regulation 13.1.2.1(a):** This regulation requires transportation companies to prohibit drivers from using controlled substances unless prescribed by a licensed medical practitioner. [REDACTED]
- **ARDOT Regulation 13.1.2.1(b):** This regulation mandates that drivers must not report for duty with an alcohol concentration of 0.04 or greater. [REDACTED]
- **ARDOT Regulation 13.1.2.1(c):** This regulation prohibits drivers from using alcohol within 4 hours of duty. [REDACTED]

Approval Signatures

- Safety Manager: _____ Date: _____

8.0 Rehabilitation and Assistance Programs, Drug Test Reporting, and Record Keeping

Policy Number: [REDACTED]

Effective Dates:

Reviewed and Revised Dates:

Policy Title: Rehabilitation and Assistance Programs, Drug Test Reporting and Record Keeping

8.1 Purpose

The purpose of this policy is to establish [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

8.2 Additional Authority

- a. Arkansas Code Annotated (A.C.A.) § 27-23-101 et seq. - Uniform Commercial Driver's License Act
- b. A.C.A. § 27-16-801 et seq. - Implied Consent to Chemical Test for Intoxication
- c. Arkansas Department of Transportation (ARDOT) Regulations 13.1.2.1 and 13.1.2.2 - Drug and Alcohol Testing Requirements

8.3 Scope

This policy applies to all drivers employed by [COMPANY NAME].

8.4 Responsible Party

[REDACTED]
[REDACTED]

8.5 Definitions

- a. **Controlled Substance:** A drug or chemical substance whose manufacture, possession, or use is regulated by law.
- b. **Reasonable Suspicion:** Specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.
- c. **Safety-Sensitive Function:** Any on-duty function of operating a commercial motor vehicle, including all time spent at a facility, driving, inspecting, servicing, or conditioning any commercial motor vehicle.
- d. **Confidential Information:** Any information related to an employee's drug and alcohol testing results, medical history, or other personal health information.

8.6 Policy Statement

[COMPANY NAME] maintains a [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appendix 2: Forms and Templates

Appendix A: Vehicle Inspection Checklist

Appendix B: Pre-Trip Inspection Checklist

Appendix C: Vehicle Assignment Form

Appendix D: Vehicle Inspection Form

Appendix E: Trip Completion Form

Appendix F: Damage Report Form

Appendix G: Accident Report Form

Appendix H: Motor Vehicle Record (MVR) Review Checklist

Appendix I: Training Record Form

Appendix J: Driver Performance Monitoring Form

Appendix K: Incident Report Form

Appendix L: Pre-Employment Testing Checklist

Appendix M: Random Testing Log

Appendix N: Detailed Training Procedures

Note to Readers:

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