

## Independent Client Application

Company Legal Name			Date of Application		
DBA			US DOT #		
Physical Address		County	Mailing Address		
City	State	Zip	City	State	Zip
Company Phone:			Company Fax:		
Main Contact Person:			2nd Contact Person:		
Main Contact Person's Phone #:			2nd Contact Person's Phone #:		
Main Contact Person's Email (if applicable):			2nd Contact Person's Email (if applicable):		

### Accounting / Payment Information

Accts Payable Contact Name:			Accts Payable Phone #:			
Accts Payable Email:			Accts Payable Fax #:			
Address for Invoices/Statements			City	State	Zip Code	
Initial Payment Type:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Future Payment Type:	<input type="checkbox"/> Cash	<input type="checkbox"/> Check	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Card Number:	Expiration Date:	Name on Card:				
Address Associated with Card:			City	State	Zip Code	

### Reporting Procedures for Test Results

Fax: <input type="checkbox"/> Yes <input type="checkbox"/> No	Email: <input type="checkbox"/> Yes <input type="checkbox"/> No	Online <input type="checkbox"/> Yes <input type="checkbox"/> No Password:	Main Designated Employer Representative	Main DER's Phone #
Confidential Fax #:	Email Address:	2nd Designated Employer Representative	Secondary DER's Phone #	

**PLEASE SIGN THIS PAGE AND RETURN**

**DSS Driving Safety Services, LLC** \_\_\_\_\_  
 Name: David Cremeens  
 Title: General Manager  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

### DSS Purposes Only

DOT Acct #	Non-DOT Acct #		FMCSA Acct #	PHMSA Acct #
Accounting:				



## Current Eligible Individuals List for Random Pool Database

Company Name: \_\_\_\_\_ Company Phone: \_\_\_\_\_

Customer Fax: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Employee Update list: Dot / Non Dot circle one

Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_

Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_

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Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_

Employee Name: \_\_\_\_\_ SS# \_\_\_\_\_

## Compliance Letters Request Form

***Please list all companies which require letters of compliance for hauling. Please provide Company Name, Contact Person, Phone Number and Fax Number. Letters will be sent upon receipt of payment in full.***

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	

Company Name:	Phone #:	Fax #:
Contact Person:	Email (if applicable):	



### ACKNOWLEDGEMENT OF RECEIPT

This letter is to inform you of Driving Safety Services, LLC.'s position regarding our drug and alcohol testing procedures and provide you with a copy of your Company's Controlled Substance Abuse policy.

There is no intent to intrude upon the private lives of a company employee entering into the company random selection pool. If there is a concern with situations where drug and alcohol use interferes with an employee's health or job performance, a reasonable cause test will be performed. Employees and contractors whose substance abuse is in violation of the Federal Motor Carrier regulations are in violation of the Department Of Transportation for Commercial Licensed Drivers.

**This is to inform all Companies / independent drivers, that under Texas Administrative Code Title 37: Part 1: Chapter 4: Subchapter B, Rule § 4.21 Reports of Valid Positive Results on Alcohol and Drug Tests. It is the position of Driving Safety Services, LLC to comply with all State and Federal Laws and Regulations. Under Title 37, we are required to report all positive drug and or alcohol test on all independent drivers to the State of Texas Data Base on Positive Test.**

Should you have any questions, contact David Cremeens. Please sign and date in the spaces below as your receipt of this policy.

Company Name: \_\_\_\_\_

Address : \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Designated Employee Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## ***DSS Service Proposal***

**Driving Safety Services** was originally founded in 1992 to assist motor carrier companies in fulfilling regulations for the drug-free work place as described by the *U. S. Department of Transportation (DOT) and the Drug-Free Workplace ACT of 1988.*

DOT auditors have consistently approved and even favored our “**Audit-Ready**” **Documentation** and procedures for “**TURN-KEY**” services.

The services offered by **DSS** are of the highest quality available in the industry.

**Driving Safety Services, LLC** will provide the following DOT compliance services to your company....

- **ANTI-DRUG PLAN AND COMPANY POLICY WRITING ASSISTANCE**
- **DRIVER AND SUPERVISOR TRAINING**
- **SPECIMEN COLLECTION SITES SET-UP ANYWHERE IN THE U.S.**
- **DHHS (SAMSHA) CERTIFIED DRUG TESTING**
- **QUALIFIED MEDICAL REVIEW OFFICERS (MRO)**
- **ADMINISTRATION OF “Blind Samples”**
- **RANDOM TESTING SELECTION**
- **NATIONWIDE POST-ACCIDENT SERVICES**
- **CENTRALIZED CUSTOMER SERVICE**
- **REGULATIONS CONSULTATION**
- **DRIVING SAFETY SERVICES EXCLUSIVE “Audit Ready” SYSTEM**
- **BREATH ALCOHOL TESTING & TRAINING**

### **ANTI-DRUG/POLICY WRITING ASSISTANCE**

In compliance with the prescribed procedures set by federal agencies, **Driving Safety Services** has developed an appraised plan for our customers. The plan includes all service components necessary for compliance. These services limit your costs by reducing the management time needed to independently develop and maintain your company plan. Testing procedures and plans have been established to ensure trouble-free implementation. We work with our customers to develop procedures and written policy for fulfilling such requirements.

### **EMPLOYEE “EAP” AND SUPERVISORY TRAINING**

Driving Safety Services EAP training program is a comprehensive easy to use Employee Awareness video. The video is complete with a **“Certificate of Training”** for the employee’s file. The *D.S.S.* note book also provides the tools for supervisors to both identify and confront the individual whom you may suspect as having a substance abuse problem.

### **SPECIMEN COLLECTION**

Driving Safety Services has established specimen collection procedures assuring the integrity of the “Chain of Custody” and fulfilling the requirements set by federal guidelines. A written description of the collection process will be provided for each collection location. Our customer service phone number is available for assistance of any kind, **1-800-285-2897**.

### **DHHS (SAMSHA) CERTIFIED DRUG TESTING**

At the laboratory, the urine specimen and the chain of custody documentation is reviewed for completeness and adherence to proper procedures. Then the sample is screened by state of the art instrumentation. Those specimens which are initially screened positive are automatically analyzed by GC/MS to confirm the presence of abused or illegal drugs. The samples are analyzed with numerous quality control measures and released only after being reviewed by an experienced certifying scientist. These results are then electronically reported to our MRO center. The MRO Center will receive negative results same day of specimen receipt at the laboratory. This can generally be assured. Confirmed Positive results to the MRO Center, however, required an additional 24 hours in most cases.

### **MEDICAL REVIEW OFFICER (MRO)**

Driving Safety Services provides professional services from its MRO Center in conjunction with a licensed physician (M.D. or D.O.) for receiving laboratory test results. An MRO is one knowledgeable in substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s positive test results with his or her medical history or other relevant bio-medical information. These are the basic guidelines established by federal programs. The primary responsibility of the MRO is to review, evaluate and interpret drug test results. Positive test results must be carefully evaluated to determine any alternative medical explanation.

Proper research is conducted before producing conclusion. Federal guidelines are strictly followed. **We provide immediate MRO response to positive test results** The MRO Center will submit either computer or manually generated drug test results directly to your organization via fax or P. C.





## **STATISTICAL REPORT**

Statistical Reports, for months in which you conduct tests, are in a format according to government specifications and “**Audit Ready**” upon receipt. Additionally, **Driving Safety Services, LLC** will include an **ANNUAL SUMMARY REPORT** (formatted for MIS reporting also) revealing the percentages, by category for your drug testing program upon request of the client.

## **BLIND SAMPLES (QUALITY CONTROL)**

We will routinely submit quality control urine specimens to the drug-testing laboratory without their knowledge. These specimens contain predetermined levels of substance of abuse (to produce a positive result) as well as “Clean” urine (to produce a negative test result) to monitor the accuracy of the testing laboratory.

**Driving Safety Services, LLC** will assist by assuring that your Blind Sample (specimen) quality control requirements are properly administered and processed with final reports directly back to your company. This is a service presented to our clients at **no additional charge.**

## **RANDOM SELECTION**

**Driving Safety Services, LLC** will *computer-generate* random selections by employee population at a 12.5 % rate each quarter. This process fulfills a typical 50% annual random selection. We will adjust the selection rates upon discussing the individual customer’s needs. *Please contact our office for random selection procedures...*

## **NATIONWIDE POST ACCIDENT TESTING**

**Driving Safety Services, LLC** has developed “**Post Kits,**” a unique post-accident delivery system to help our clients. Often the need for Post-accident testing comes at unpredictable times and places. To accommodate this difficult-to-manage situation, we have an *easy-to-use* kit for specimen collection anywhere in the U. S. Other services are also available for post-accident testing.

## **DRIVER SAFETY PROGRAMS (SAFETY CLASSES)**

Driving Safety Services is proud to present Driver Safety Classes. This training covers a wide array of topics related to Commercial Motor Vehicle Operations. We offer specialized training classes upon request.