My DOT return-to-duty checklist

General steps to keep with your paperwork. Your SAP sets your own education or treatment requirements.

MY NAME	DATE OF THE VIOLATION	EMPLOYER AT TIME OF VIOLATION

My SAP: Kelmar Safety Inc., Greenfield, IN. Contact through their profile on dotcompliancecompanies.com.

#	Step	Date done
1	**Stop safety-sensitive work** You cannot operate a CMV or perform other FMCSA-regulated safety-sensitive functions while prohibited. You may return to safety-sensitive work only after completing the required SAP steps and having the required negative return-to-duty drug test result and/or an alcohol test result below 0.02. If your commercial driving privileges were downgraded, you must also meet your state licensing agency's requirements before driving a CMV again.	
2	**Choose a DOT-qualified SAP** Your employer must give you a SAP list. You may select a SAP from that list or find another SAP through your own research, as long as that SAP meets DOT qualification requirements. Contact the SAP and establish a relationship before making a Clearinghouse designation.	
3	**Designate the SAP in the Clearinghouse** CDL drivers log in to the FMCSA Clearinghouse and send the SAP a designation request. The SAP must accept it before reporting your return-to-duty information.	
4	**Initial evaluation** The SAP evaluates you face to face, either in person or by real-time audio and video. The SAP decides whether to evaluate you in person or remotely and must stay within the geographic limits of the SAP's professional credentials. The SAP recommends education, treatment or both.	
5	**Complete the education or treatment** Complete the education, treatment or both that your SAP recommends. The SAP reviews your participation and compliance before deciding whether you are eligible for a return-to-duty test.	
6	**Follow-up evaluation** The SAP determines whether you have demonstrated successful compliance with the recommendations. The follow-up evaluation may be in person or remote under the same DOT requirements for remote evaluations. For CDL drivers, the SAP reports the date you become eligible for return-to-duty testing in the Clearinghouse.	
7	**Return-to-duty test** After the SAP finds you eligible, a current or prospective employer subject to Part 382 directs the return-to-duty test and reports the required result. A return-to-duty drug test must be negative and is directly observed, and an alcohol result must be below 0.02. If you have no current or prospective employer subject to Part 382, FMCSA allows you to register in the Clearinghouse as an owner-operator for this limited purpose and designate a C/TPA to direct the test and report the result. FMCSA says not to apply for a USDOT Number just to use this option.	
8	**Follow-up testing** DOT rules require the SAP's plan to include at least six unannounced follow-up tests during the first 12 months of safety-sensitive duty after you return. The SAP may require testing during the next 48 months, and the requirement follows you to later employers. You must not be told the frequency or duration of the SAP's follow-up testing plan, and individual test dates must be unannounced with no advance notice.	

If you have a CDL or CLP and your Clearinghouse status is prohibited, your State Driver Licensing Agency must remove your commercial driving privileges under Clearinghouse II. After your Clearinghouse status changes to not prohibited, follow your state licensing agency's requirements for reinstating your commercial driving privileges.

Based on 49 CFR Part 40 Subpart O, 49 CFR Part 382 and FMCSA Drug and Alcohol Clearinghouse guidance. This is general compliance information, not legal advice.