

MEMORANDUM

February 20, 2019

To: Karen Keith, Chair, BOCC
From: Kathy Burrows, Director Human Resources
Subject: Alcohol Drug Testing Training for Designated Employer
Representative (DER), March 13, 2019, Warr Acres, Oklahoma

kk

KBurrows

I respectfully request the Board's authorization for David Hayes to attend the Alcohol Drug Testing Training for Designated Employer Representatives (DER) on March 13, 2019 in Warr Acres, Oklahoma. Documentation is attached for your review.

Funds required will be \$125.00 for class registration fee. This amount is available within our current budget. Please cause this item to be placed on the next Board of County Commissioners meeting for review and approval.

Thank you in advance for your assistance. If you have any questions please let me know.

Attachments

KB/laf



February 7, 2019

To All County Commissioners, Superintendents, Transportation Directors and Principals

It's time to have our D.O.T. required Supervisor Training Course for the year!! As a reminder this training is **REQUIRED** by the Department of Transportation (DOT) for any persons designated to supervise drivers. The following is the regulation as stated in the DOT Laws:

382.603 Training for supervisors

Each employer shall ensure that all persons designated to supervise drivers receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training will be used by the supervisors to determine whether reasonable suspicion exist to require a driver to undergo testing under Sec. 382.307. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances. Recurrent training for supervisory personnel is not required.

This course will last approximately 4 hours and you will receive your certificate that day. This course is very informative, as you will need to take it to be able to conduct any reasonable suspicion testing. We also cover a lot of the D.O.T. rules in this training course. This year we will also be touching on the responsibilities of the Designated Employee Representative (DER). This course is for the newly placed supervisors or the ones that have been there for years. It is suggested for you to complete the training at least every 3 years if you have taken it previously due to any new drugs coming on the market or any rule changes.

We will be holding the training at Incredible Pizza in Warr Acres. It will be held on Wednesday, March 13, 2019 from 9:00am – 1pm. The pricing for this course is \$100.00 for companies contracted with ADTI and \$125.00 for companies not contracted with ADTI. This fee includes your booklet & certificate (after completion). We will only be able to accommodate 150 people, so we do need for you to R.S.V.P. to our office at 405-381-5178 by Friday, March 1, 2019. We must have time to order the training materials to accommodate everyone.

If you have any questions please feel to call me at 405-381-5178.

Thank you,

Stacie Roberts
Office Manager/CPC/BAT

Incredible Pizza
5833 NW Expressway
Warr Acres, OK 73132