



Kansas RTAP Fact Sheet

A Service of The University of Kansas Transportation Center for Rural Transit Providers

File Folders for Drug Testing

by Jacob Bustad

For many transit agencies, keeping accurate records of drug and alcohol testing results is a constant challenge—made even more difficult when considering the various drug test forms that accompany these tests.

Cheryl Fisher, Drug and Alcohol Program Manager for the Kansas Department of Transportation, explained that a common complaint from agencies around the state is the volume of necessary paperwork. This can lead to unorganized and poorly maintained files. Fisher is now distributing a checklist to agencies in order to combat this problem and make recordkeeping easier and more efficient. To obtain a copy of this checklist, access www.kutc.ku.edu or email Fisher at cherylfi@ksdot.org.

Other state agencies have produced different recordkeeping



systems. A product developed by the West Virginia Department of Transportation (WVDOT) Division of Public Interest provides a solution that can benefit any agency.

The WVDOT developed printed manila folders and related forms to help rural transit operators categorize the various drug test forms and results. The 14 folders allow the agency to organize forms and test results as well

as employee training and vendor oversight records.

The folders and forms are available on CD and can be used by any transit operator, regardless of location (rural or urban) and size— see page 15 for a free copy. A low cost way to produce the folders is to give the folder-files to a copy center to print onto self-adhesive material to affix to plain folders. The forms that go inside the folders can be printed on a regular office printer.

WVDOT was given the 2006 Outstanding Achievement Award by RTAP for this effort.

Source: Walters, Emily. "RTAP Announces 2006 Award Winners." *Community Transportation*, Fall 2006, Vol. 24:7.

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Another helpful tool: Post-accident threshold cards

The Federal Transit Administration (FTA) has created a quick reference guide with information on FTA post-accident thresholds, who should be tested, and limitations for testing. The guide is provided as a 3.5 in. by 2.25 in. laminated card. The card can be attached to a lanyard for easy use by transit employer representatives who have the responsibility to make post-accident determinations compliant with 49 CFR Parts 655.4 and 655.44.

The cards can be ordered on-line at the Publications section of FTA's Office of Safety and Security Web site at <http://transitsafety.volpe.dot.gov/Publications/order/singledoc.asp?docid=440> — at no cost. Use the comments box to indicate the number of cards you would like to receive.