

VII. Other Requirements

1. Covered employees are required to sign an Employee Acknowledgment Form to acknowledge receipt of the University's Alcohol and Controlled Substances Testing Policy and associated materials. (Ref: 49 CFR 382.601(d))
2. Covered employees are required to notify their supervisor if they are convicted of any moving traffic violation or any state laws or local ordinances relating to motor vehicle traffic control, other than parking violations. Notice shall be given within 30 days after the conviction. (Ref: 343.245(2)(a) Wis Stats.)
3. Covered employees are required to notify their supervisor if their commercial drivers license is suspended, revoked, or cancelled by a state, or if they lose their CDL driving privileges for any period, including being disqualified or subject to an out-of-service order. Notice shall be given before the end of the first business day after the day on which the employee receives notice of the suspension, revocation, cancellation, disqualification or out-of-service order. (Ref: 343.245(2)(b) Wis Stats.)
4. Before performing work-related duties, covered employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug, or any non-prescription drug which contains any amount of alcohol or which carries a warning label that indicates the employee's mental function, motor skills, or judgment may be adversely affected by the use of this medication. (Ref: 49 CFR 382.213(a)(c))