AUTHORIZATION FOR BUS/VAN DRIVER SERVICES

District: _____

District shall provide the following information on behalf of driver.

Last Name: _____ First Name: _____ MI: ____

Mailing Address: _____ DOB: _____

Home Phone: _____ Cell Phone: _____ Gender: _____

District hereby authorizes the above-named employee to submit to the following services at the Butte Schools Health and Wellness Center (*CHECK ALL THAT APPLY*):

Driver Physical -- Cost $75

*HWC Location: 500 Cohasset Road, Suite 24, Chico **OR** 1876 Bird Street, Oroville*

☐ Pre- Employment ☐ Renewal

Pre-Employment Drug Screen -- Cost $55

HWC Location: 1876 Bird Street, Oroville ONLY

☐ DOT *(Driver w/ Commercial Driver's License)* ☐ Van Driver *(Driver w/out Commercial Driver's License)*

District agrees to reimburse the Butte Schools Self-Funded Programs for the cost of the service(s).

_____

District Signature Name and Title Date

Notice to Employee

- ✓ *This form must be presented to the Butte Schools Health and Wellness Center at the time of service.*
- ✓ *Appointment required. Call 530-879-7582 (Chico) or 530-532-5918 (Oroville) to schedule.*
- ✓ *Arrive 15 minutes prior to your scheduled appointment as paperwork will need to be completed.*

HOW TO PREPARE FOR YOUR PRE-EMPLOYMENT DRUG TEST

Drug testing is a part of the clearance process for employees who transport students and work in other safety-sensitive positions.

BEFORE YOUR APPOINTMENT

- ✓ **Bring required documents**
  Bring a **current government-issued photo ID** and **authorization** paperwork provided by your employer.
- ✓ **Take medications as prescribed**
  Do not stop taking prescribed medication simply because you are scheduled for a drug test. If a laboratory result requires additional review, a Medical Review Officer (MRO) may contact you regarding a possible legitimate medical explanation.
- ✓ **Hydrate normally and BE PREPARED to provide a urine specimen *at the time of your appointment***
  Drink fluids as you normally would. The required specimen volume is **at least 45 mL** (about 1½ ounces). **Do not intentionally drink excessive amounts of water or other fluids before the test.**

AT THE COLLECTION SITE

Follow the collector's instructions carefully. For a **urine drug test**, a specimen of at least **45 mL** is required. If you initially cannot provide enough urine, procedures allow up to three hours for you to provide a sufficient specimen. The collector will instruct you on the process.

- ✓ **Do not leave until the collector tells you the process is complete.**
  Leaving the collection site before the testing process is complete may result in the employer determining that you refused to test.

IMPORTANT REMINDERS

- ✓ **Do not attempt to alter, dilute, substitute, or tamper with your specimen.** Collection procedures specifically address suspected tampering and may require an immediately observed collection.
- ✓ Answer questions from the collector or Medical Review Officer (MRO) honestly and promptly.
- ✓ Keep your contact information current so the MRO can reach you if necessary.
- ✓ Follow any additional instructions provided by your employer or the collection site.

Remember: You do not need to do anything special to “prepare” for a drug test. Follow your normal routine, bring the required identification and paperwork, and follow the collector's instructions.

Questions about your appointment? Contact…

- ✓ Your employer with questions about your requirement to complete this process.
- ✓ BSSP Health and Wellness Center at 530-532-5918 to schedule or re-schedule your appointment.