POST ACCIDENT REASONABLE SUSPICION PROCESS **START EMPLOYEE REASONABLE INVOLVED IN** DRUG/ALCOHOL **EMPLOYEE SUSPICION EAP REFERRAL** VEHICLE ACCIDENT/ TESTING **RETURNED TO DUTY DETERMINATION** INCIDENT Employee calls 911 Supervisor brings Supervisor meets **END** if medical attention employee to HR coordinates with employee to is necessary and/or Capstone or Valley mandatory EAP discuss what law enforcement is Phlebotomy for referral happened needed testing YES Supervisor completes **Employee** notifies HR meets with Reasonable Supervisor and Testing refused? employee to initiate Suspicion Checklist HSM/HR EAP referral YES NO NO Supervisor contacts Employee completes Employee signs HSM/HR to review Reaso nable Émployee agrees Vehicle Accident/ consent form NO to EAP referral? Reasonable Suspicion? Incident Form Suspicion Checklist YES YES Employee Reasonable Supervisor goes to Alcohol and contacts EAP Suspicion Checklist drug testing scene of accident/ to go through sent to HSM/HR incident conducted drug/alcohol evaluation? YES NO Employee and Supervisor Non-Negative CDL Licensed Compliance with report accident/ Driver? Test? EAP referral? incident via (Positive) PureSafety NO YES YES NO Sample sent Accident/ HR begins process to for Incident on terminate confirmatory ublic Roadway? employment test Non-Negative **Employment** is Test? terminated (Positive) NO