Department of Transportation (DOT) Substance Abuse Professional (SAP) Referrals



DOT SAP referrals are specialized Mandatory Referrals initiated by HR/management for employees with a Commercial Driver's License who have violated DOT drug and alcohol regulations (e.g., positive test, refusal to test). A licensed Substance Abuse Professional (SAP), qualified under DOT guidelines, conducts the evaluation. This federally mandated process is not optional, and the SAP's role is independent. There is an additional cost for SAP evaluations, which are outside the scope of standard EAP counseling referrals.

Connect with an EAP Management Consultant



answers@HealthAdvocate.com HealthAdvocate.com/StateofDE

Registration code: StateofDE

Here's how the process works

U

Employee tests positive or refuses a drug/alcohol screen.



HR determines if DOT regulations apply and contacts the EAP Health Advocate Management Consultant.



Consultant gathers details, including the employee's name, reason for referral, and what substances/levels were found.



HR meets with employee and refers them to the EAP. The employee contacts the EAP or Consultant reaches out with the employee's consent.



Consultant completes intake and refers to a qualified SAP.



Employee signs Releases of Information (ROI), allowing EAP and SAP to share compliance, attendance, and recommendations with HR and each other.

7

SAP conducts assessment and refers to treatment or education.



SAP submits return-to-duty recommendation and testing plan.



Consultant provides compliance updates to HR and monitors employee progress.



A second SAP evaluation is required before the employee returns to work.





