



Mobile Occupational Services, Inc.

Partners for a Quality Workforce

11687 Hesperia Rd • Hesperia, California 92345 • (760) 244-6886

Memorandum of Understanding and Agreement

The parties agree as follows:

Mobile Occupational Services (MOS) will provide third party administrative services in accordance with the Department of Transportation Regulations, a DHHS certified laboratory to conduct the drug-screening tests, a DOT drug and alcohol policy, proof of enrollment, and an annual MIS report. M.O.S. will collect specimens, or will have a certified clinic perform the collection. Notification(s) will generally be provided to the designated employer representative within 24 hours on any negative drug screen results and positive results within 48 to 72 hours. All randoms will be pulled on a minimum of a quarterly basis.

Mobile Occupational Services requires the following from the company enrolling: **All of the Department of Transportation Regulations must be followed.** MOS must be notified in writing of all changes regarding addition or deletion of employees required to be in the program. Without notification of changes, the company will not be in compliance. The company must complete a supervisor training course when required by DOT. MOS must be notified of any previous drug or alcohol violations in the previous 3 years as well as any SAP referrals on all employees enrolled in the program. Your company drug testing policy must be strictly enforced and equally among all employees. Immediate response is expected for all messages and other correspondence sent to the company. The company must inform MOS on any changes in contact information. **If MOS cannot contact the company after 3 attempts the company will be dropped from the program.** Once an enrollee has been notified of a testing requirement, he/she must proceed to one of the collection sites we have provided immediately. **Anyone who tests positive for drugs and/or alcohol will be dropped from the program immediately until SAP requirements and a clean return to duty test are presented.** All drivers must complete a SAP program before returning to a safety sensitive position. Negligent or late payments are grounds for dis-enrollment. Mobile Occupational Services will not manage your drug-testing program unless these terms and conditions are followed.

Upon receipt of this contract, payment, and completion of a DOT pre-employment drug screen by all employees that are required to be in the program, Mobile Occupational Services will enroll the company.