

# University of Idaho

## Pre-Employment – Controlled Substance Testing Procedures for Supervisors

**Before** you hire or transfer someone into a safety-sensitive position, HR must check the person's DOT drug and alcohol testing history from the previous three (3) years. To obtain this information from previous employers HR will use the **Prior Testing History Release of Information** form.

The following steps must be used when hiring for positions subject to DOT alcohol and controlled substance testing:

1. After you have obtained approval to make an offer to an applicant, the offer must be ***contingent*** on the satisfactory results of pre-employment controlled substance testing (as well as other applicable contingencies). The employee is not authorized to begin working until the test results have been received and all other contingencies approved.
2. A request to test must be submitted via email to: [crimcheck@uidaho.edu](mailto:crimcheck@uidaho.edu) with the applicant's name, email address, posting number, department, budget, name and email of supervisor/hiring authority.
3. Notification of results will be emailed to hiring authority.
4. If the results are satisfactory and if a background check has been completed (if applicable), the employee may begin working. If the Prior Testing History has not yet been obtained, the employee can begin working but is not authorized to perform safety-sensitive functions.