

<h2 style="margin: 0;">PSATS CDL Program</h2> <h3 style="margin: 0;">Form to Change Employee Roster</h3>
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Employer Name: _____

Contact Person: _____

Today's Date: _____

A copy of this form must be returned to the PSATS CDL Program promptly and as needed to maintain a current roster of your employees subject to either federally-required (CDL) or employer-required (non-CDL) random drug and alcohol testing. Return this form by mail to 4855 Woodland Drive, Enola, PA; by fax to (717) 730-0209; or by email to cdl@psats.org.

1. To add a new employee, indicate whether they are a CDL or non-CDL employee. As a reminder, before a new CDL employee can operate this new employer's CDL vehicles, the employee must be added to your CDL roster, have obtained a negative pre-employment CDL drug test within the past 30 days, and not found to be prohibited from driving by a full Clearinghouse query conducted by new employer.

2. If removing a CDL employee who will still be working for this employer but not in a CDL capacity, check the "CDL Remove" box. If this employee is to be moved to your non-CDL roster, **also** check the "Non-CDL Add" box.

3. If removing a non-CDL employee who will still be working for this employer but no longer covered by its non-CDL testing policy, check the "Non-CDL Remove" box.

4. If removing an employee who will no longer be working in any capacity for this employer, check the "Delete" box.

Name: _____
 CDL Add ()/Remove () Non-CDL Add ()/Remove () () Delete

Name: _____
 CDL Add ()/Remove () Non-CDL Add ()/Remove () () Delete

Name: _____
 CDL Add ()/Remove () Non-CDL Add ()/Remove () () Delete