

THE CITY OF LAKE FOREST
ALCOHOL AND DRUG POLICY FOR EMPLOYEES
WHO HOLD COMMERCIAL DRIVER'S LICENSES
ACKNOWLEDGEMENT FORM

I, _____ have been issued a copy of The City of Lake Forest's
(print name)

Alcohol and Drug Policy For Employees Who Hold Commercial Driver's Licenses. I was instructed that this policy describes the requirements of the Omnibus Transportation Employee Testing Act of 1991 and related Federal regulations promulgated by the United States Department of Transportation and its agencies. I was further instructed that this policy is applicable to those employees of the City who possess commercial driver's licenses. I was instructed on the requirements of the City's policy and the Federal regulations by the City's Director of Human Resources or his/her designee. The information I received from the Director of Human Resources or his/her designee described the disciplinary actions, up to and including discharge, that may be imposed if I violate the City's Alcohol and Drug Policy for Employees Who Hold Commercial Driver's Licenses and/or the applicable Federal regulations.

I understand that this acknowledgement form will be placed in my personnel file.

EMPLOYEE SIGNATURE

DATE

WITNESS