

APPENDIX B

AUTHORIZATION FORM



Fleet Maintenance
Department of Transportation
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

Authorization Form for DOT Physical / Drug/Alcohol Testing

Employee Name: Click here to enter text.

Employee ID Number: Click here to enter text.

Date: Click here to enter text.

Current physical expires: Click here to enter text.

Pre-employment/New Certification

Recertification

Determination Pending Follow-up

Urine Drug Test (pre-employment)

Random Drug/Alcohol Test

TWO YEAR certification is required.

If certification is less than TWO YEARS, please remind the employee they must return to your facility for follow-up.

If this employee is DISQUALIFIED or receives a “Determination Pending,” please contact the DOT Fleet Maintenance as soon as possible:

Briget Hart Briget_M_Hart@mcpsmd.org
DOT Fleet Maintenance
Montgomery County Public Schools
P: 240-740-6064 | F: 240-740-1599

DOT physicals and invoices should be sent to:

Terri Tomlinson, Administrative Operations Secretary
Terri_S_Tomlinson@mcpsmd.org
Safety, Training & Staff Development Team
Department of Transportation
Montgomery County Public Schools
16651 Crabbs Branch Way
Rockville, Maryland 20855
Phone: 240-740-6069 | Fax: 301-840-8198



Department of Materials Management
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

Authorization Form for DOT Physical / Drug/Alcohol Testing

Employee Name: Click here to enter text.

Employee ID Number: Click here to enter text.

Date: Click here to enter text.

Current physical expires: Click here to enter text.

- Pre-employment/New Certification
- Recertification Follow-up only (check this box if employee returning from a determination pending)
- Urine Drug Test (pre-employment)
- Random Drug/Alcohol Test
- TWO YEAR certification is required.**

If certification is less than TWO YEARS, please remind the employee they must return to your facility for follow-up.

If this employee is DISQUALIFIED or receives a “Determination Pending,” please contact the Department of Materials Management as soon as possible:

Kevin Soisson Kevin_C_Soisson@mcpsmd.org
Matt Moeller Matthew_W_Moeller@mcpsmd.org
Department of Materials Management
580 North Stonestreet Ave
Rockville, Maryland 20850
240-740-5160

DOT physicals and invoices should be sent to:

Terri Tomlinson, Administrative Operations Secretary
Terri_S_Tomlinson@mcpsmd.org
Safety, Training & Staff Development Team
Department of Transportation
Montgomery County Public Schools
16651 Crabbs Branch Way
Rockville, Maryland 20855
Phone: 240-740-6069 | Fax: 301-840-8198



Division of Maintenance and Operations
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

Authorization Form for DOT Physical / Drug/Alcohol Testing

Employee Name: Click here to enter text.

Job Title: Click here to enter text. **Location/Depot:** Click here to enter text.

Employee ID Number: Click here to enter text. **Date:** Click here to enter text.

Current physical expires: Click here to enter text.

Pre-employment/New Certification

Recertification

Urine Drug Test (pre-employment)

Random Drug/Alcohol Test

Post-accident Drug/Alcohol Test

TWO YEAR certification is required

If certification is less than TWO YEARS, please remind the employee they must return to your facility for follow-up.

If this employee is DISQUALIFIED or receives a “Determination Pending” please notify Ms. Katherine Manzanares, Administrative Secretary, Division of Maintenance and Operations as soon as possible:

Ms. Katherine Manzanares Katherine_N_Manzanares@mcpsmd.org
Montgomery County Public Schools
Division of Maintenance and Operations
P: 240-740-2283 | F: 301-284-4908

DOT physicals and invoices should be sent to:

Terri Tomlinson, Administrative Operations Secretary
Terri_S_Tomlinson@mcpsmd.org
Safety, Training & Staff Development Team
Department of Transportation
Montgomery County Public Schools
16651 Crabbs Branch Way
Rockville, Maryland 20855
Phone: 240-740-6069 | Fax: 301-840-8198



Division of Food and Nutrition Services
MONTGOMERY COUNTY PUBLIC SCHOOLS
Gaithersburg, Maryland

Authorization Form for DOT Physical / Drug/Alcohol Testing

Employee Name: Click here to enter text.

Employee ID Number: Click here to enter text.

Date: Click here to enter text.

Current physical expires: Click here to enter text.

Pre-employment/New Certification

Recertification

Urine Drug Test (pre-employment)

Random Drug/Alcohol Test

TWO YEAR certification is required.

If certification is less than TWO YEARS, please remind the employee they must return to your facility for follow-up.

If this employee is DISQUALIFIED or receives a “Determination Pending,**” please contact the Division of Food and Nutrition Services as soon as possible:**

Robert Waldecker, JR Robert_E_WaldeckerJr@mcpsmd.org
Division of Food and Nutrition Services
8401 Turkey Thicket Dr
240-740-7444

DOT physicals and invoices should be sent to:

Terri Tomlinson, Administrative Operations Secretary
Terri_S_Tomlinson@mcpsmd.org
Safety, Training & Staff Development Team
Department of Transportation
Montgomery County Public Schools
16651 Crabbs Branch Way
Rockville, Maryland 20855
Phone: 240-740-6069 | Fax: 301-840-8198