



Drug And Alcohol Testing Test Notification Form

MINISTRY OF TRANSPORT

Instructions

- Use this form to notify the Ministry of Transport of bus safety employees who test positive to a confirmatory test for drugs or alcohol or who refuse or fail to submit to drug and alcohol testing when lawfully required. Operators are required by law to notify these matters to the Ministry.

A Positive Confirmatory Test includes in the case of:

 - Alcohol** – a breath analysis undertaken by the Police which confirms PCA of **0.02** (or higher);
 - Drugs** – a laboratory urine analysis confirming the presence of a drug; or
 - Drugs or alcohol** – a blood analysis undertaken by a medical practitioner which confirms the presence of a drug or PCA.
- A test notification must be made within 48 hours of the operator becoming aware of the event.
- Send your **completed** test notification form to the Ministry by:
 - Email to: danotify@transport.nsw.gov.au or
 - Fax to: 02 9689 8875
- This form can be downloaded from www.transport.nsw.gov.au.

Operator Information

Name in which accreditation is held:

Accreditation Number:

Contact officer:

Phone:

Email:

Date:

Signature:

Bus safety employee information

Name of bus safety employee:

Occupation:

Bus driver

Driver authority no

(Please tick)

Mechanic

Other (please specify)

Employment:

Employee

Contractor

(Please tick)

Volunteer

Accredited operator

Test Details

Date of test:

Location of test:

In depot

On-road

Other (specify)

Authorised officer (name):

Tester (name):

Confirmed Positive Test Results

(Please tick)

Breath analysis

Confirmed PCA reading

Urine analysis

Confirmed presence of drug/s

Blood analysis

Confirmed PCA reading

Confirmed presence of drugs

Refuse/fail to undergo

(Please tick)

Breath test

Breath analysis

Sobriety assessment

Refuse/fail to provide

(Please tick)

Urine sample

Blood sample

Test type

(Please tick)

Random: (before sign-on)

Random: (after sign-on)

Targeted: (specify reason for test in the additional information section on the back of this form)

After a notifiable incident incl: injury to a person bus prevented from continuing its journey is likely in the opinion of the operator to arouse public concern.

After less serious incident (specify incident type e.g. minor collision between two buses in depot)

Actions

1. **You must:**

- for **any positive test**, attach a copy of the certificate of the breath analysis, or the report of the urine or blood sample analysis to this notification;
- for **any refusal/failure to undergo testing**, provide an outline of the circumstances involved (including names of witnesses) on the back of this form;
- Outline the action you have taken, or that you propose to take, in relation to the bus safety employee who is the subject of this notification (e.g. counselling, suspension from duty etc) on the back of this form.

2. You must give a copy of this notification to the bus safety employee who is the subject of this notification.

This information is collected and dealt with in accordance with the Privacy and Personal Information Protection Act 1998.

