



Mobile Occupational Services, Inc.

Partners for a Quality Workforce

11687 Hesperia Rd • Hesperia, California 92345 • (760) 244-6886

Memorandum of Understanding and Agreement

Enrolling Client (Company)
&
Mobile Occupational Services (MOS)

The parties agree as follows:

Mobile Occupational Services (MOS) will provide third party administrative services in accordance with the Department of Transportation Regulations (DOT), a DHHS certified laboratory to conduct the drug-screening tests, a DOT drug and alcohol policy, proof of enrollment, Clearinghouse Checks and an annual MIS report. M.O.S. will collect specimens, or will have a certified clinic perform the collection. Notification(s) to the designated employer representative within 24 hours will be given on any negative drug screen results and positive results within 48 to 72 hours. All randoms will be pulled throughout the year as required by DOT.

Mobile Occupational Services requires the following from the company: **All of the Department of Transportation Regulations must be followed.** MOS must be notified in writing of all changes regarding addition or deletion of employees required to be in the program. This requirement can be met by updating with the secure login to the site. Without notification of changes, the company will not be in compliance. The company must complete a supervisor training course when required by DOT. MOS must be notified of any previous drug or alcohol violations in the previous 3 years as well as any SAP referrals on all employees enrolled in the program. MOS must be designated as the Company provider within the FMCSA Clearinghouse Site. The Company must keep all required Clearinghouse documents on file. Your company drug testing policy must be strictly enforced equally among all employees. Immediate response is expected for all messages and other correspondence sent to the company. The company must inform MOS on any changes in contact information. **If MOS cannot contact the company by phone after 2 attempts and by mail after 1 attempt the company will be dropped from the program.** Once an enrollee has been notified of a testing requirement, he/she must proceed to one of the collection sites we have provided immediately. **Anyone who tests positive for drugs and/or alcohol will be dropped from the program immediately until SAP requirements and a clean return to duty test are presented.** All drivers must complete a SAP program before returning to a safety sensitive position. Negligent or late payments are grounds for dis-enrollment. Company is responsible for keeping a proper balance of credits within the FMCSA Clearinghouse site. Mobile Occupational Services will not manage your drug-testing program unless these terms and conditions are followed.

Upon agreement of this contract, payment, completion of a DOT pre-employment

drug screen and FMCSA Clearinghouse Check by all employees that are required to be in the program, Mobile Occupational Services will enroll the company.

Pricing

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| Annual Management fee for each driver | \$ 100.00 |
| Drug Screen (Includes Clearinghouse Check when applicable) | \$ 65.00 |
| Breath Alcohol | \$ 35.00 |
| Supervisor Training (per supervisor) | \$ 60.00 |
| Split Specimen Screening | \$ 200.00 |
| D & L Isomer Confirmation | \$ 50.00 |
| Non-Sufficient Funds (Bounced Check) | \$ 25.00 |

Management fees are calculated according to the number of drivers. Enrollment starts on the date of enrollment and ends 1 year from the start date. The Company will be issued an invoice for a prorated management fee based on the Company start date and for the pre-employment test for each new driver according to the pricing above. Drivers are not fully enrolled until fees are paid and pre-employment process is completed. If you replace an existing driver with a new driver, rather than add an additional driver, no additional management fee is required. Re-enrollment invoices are issued 45 days prior to expiration. Re-enrollment packets (includes letter of enrollment, enrollment card, sticker, etc.) are mailed after re-enrollment fees are paid.

Supervisor training is required if you employ one or more drivers. This is a federal requirement. If you are currently not required to take a supervisor training course please contact us if you are required in the future. Classes fill quickly. It is not required; however MOS recommends a refresher course every 3 years.

A service charge of 1.5% will be charged on all accounts which are 30 days past due. In the event any third parties are involved to collect any outstanding monies owed by said Company, the Company agrees to pay any reasonable collection fees, including attorney fees whether or not litigation has commenced, and all costs of litigation.