



T&E DUI CONVICTION
SUSPENSION / REVOCATION of DRIVER'S LICENSE NOTIFICATION FORM

New Jersey Driver's License DUI Suspension and/or Revocation
Other than NJ Driver's License DUI Suspension and/or Revocation; State:

EMPLOYEE NAME: CRAFT:

TODAY'S DATE: DATE of DL SUSPENSION/REVOCATION:

DRIVER'S LICENSE No.:

CURRENT MAILING ADDRESS:

EMPLOYEE ID NUMBER: EMPLOYEE TELEPHONE:

Excerpt from NJ Transit's Policy on Drug and Alcohol (TRO-12, Section 6):

IX. STANDARDS OF CONDUCT

F. Notification to NJ TRANSIT of Driver's License Suspension or Revocation
(Applicable only to Locomotive Engineers, and Passenger Conductors.)

In addition to the notification requirements outlined in this section F, Locomotive Engineers and Passenger Conductors are required, in accordance with 49 CFR Part 240 (Locomotive Engineers) and 49 CFR Part 242 (Passenger Conductors) to report to NJ TRANSIT, WITHIN 48 HOURS, any suspension, revocation, cancellation or denial of their driver's license resulting from the use or possession of alcohol or drugs or a conviction for, or completed state action to cancel, revoke, suspend or deny a motor vehicle driver's license for operating a motor vehicle while under the influence of or impaired by alcohol or a controlled substance. Such employees will then be instructed by their Supervisor to make contact with the DAC/SAP for an evaluation. All instructions and recommendations of the DAC/SAP must be followed. Consistent with the needs of service, the employee may be removed from their current position or from service.

Please contact the NJT Employee Assistance Program (EAP) to schedule your evaluation at:

(732) 290-0368 or,
(800) 338-2673

Employee Signature: Date: Supervisor must Email form
to: Supervisor Name and Title: Rules Department Group
EAP\_QQ (mbx\_access) Supervisor Signature: Date:
OSS\_Notification

NOTE to Supervisor: Employee is OOS pending EAP Evaluation effective immediately, please notify Crew

**Management. If conviction was *NOT* reported within the allowable 48 hours an H&I / G-225 must be submitted to the NJT Hearing Office.**

July 2022 fc