

September 28, 2007

Dear Transportation Coordinator:

All safety sensitive employees must take a minimum of 60 minutes of training on the manifestations and behavioral cues indicating drug use and the effect of drug use on personal health, safety and the work environment. Also, all supervisors of Safety Sensitive Employees must take a 2 hour course on determining when it is appropriate to administer “reasonable suspicion” drug and alcohol tests.

Pace will provide this training though an on-line training course. To register and access this course, please go to: www.stsfirst.com , click “Sign-In” in the upper right corner and enter the following information:

One Hour Substance Abuse Training

User Name: cittuagote

Password: hatefepo

Two Supervisor Reasonable Suspicion Training

User Name: cittuadurr

Password: kaeugutu

When you click “Submit,” a “Create your License Screen” will come up asking you for your first name, last name and Email address. If you don’t have an email address, you can create a login Id in place of email. When you click “Submit” on this screen, another screen appears giving your login information and instructions. You will need to create a license for each driver listed on the enclosed Approved Driver list.

Upon completion of the course, the employee should print out the Certificate of Completion. That certificate must be kept on file at your location for audit purposes. Please fax the Certification of Completion to 847-288-3209. Please call me with any questions at (847) 228-2462.

Sincerely,

Beth Flynn

Supervisor

Vanpool Services

