

**ALCOHOL AND
CONTROLLED SUBSTANCE TEST PROCEDURES
FOR COMMERCIAL DRIVERS LICENSE**

The College will comply with federal law by contracting with a third party for random selection of employees to be tested, analysis of urine specimens, and maintenance of necessary records and reports through a urine collection facility, medical review officer (MRO), blind testing, and a NIDA-certified laboratory.

All tests will be conducted in accordance with the standards established by Department of Transportation (DOT) regulations. Time spent by an employee traveling to and from and participating in a random, reasonable suspicion, post-accident or follow-up test will be considered duty time and will be compensable in accordance with applicable college policy. Tests will be conducted in a site which affords aural and visual privacy to the person being tested, sufficient to prevent unauthorized persons from seeing or hearing test results. All confirmed test results will be reported to the Director of Human Resources or designee. Testing for controlled substance and alcohol use is required in the following circumstances:

1. Pre-employment. A controlled substance and alcohol test will be conducted during the employment process.
2. Post-accident. Tests will be performed following any on-the-job accident involving the loss of human life or any on-the-job accident for which the driver-employee is cited for a moving traffic violation under state or local law.
3. Random testing. Random testing will be conducted on an annual basis. The frequency of such tests and the number of employees affected will be in accordance with the percentages established by the Federal Highway Administration and published in the Federal Register.
4. Physical Examinations. The Department of Transportation requires that employees holding CDLs have a physical examination every two years. If a random test was not conducted during the previous year, the employee is required to be tested at that time. The medical examiner's certificate of the employee's physical qualification to drive a motor vehicle must be provided to the human resources office.
5. Reasonable suspicion. An employee who is suspected of being under the influence of a controlled substance or alcohol will be tested.
6. Return to duty. An employee returning to duty after violation of the college policy on controlled substances or alcohol will be tested prior to resuming safety-sensitive functions.
7. Follow-up. During the first twelve months following return to duty, an employee will be subject to a minimum of six unannounced controlled substance or alcohol tests.

Employees in positions requiring a CDL are prohibited from the following:

1. Using alcohol on the job.
2. Using alcohol during the four hours prior to driving a commercial motor vehicle (CMV).
3. Having an alcohol content concentration in the system of .02 or greater while driving a CMV.
4. Using alcohol for eight hours following an accident or until a post-accident alcohol test is conducted; whichever occurs first.
5. Refusing to take a required alcohol or controlled substance test.
6. Using any controlled substance on or off duty without a written prescription from a licensed doctor of medicine or osteopathy. Use of a prescribed controlled substance is not a violation if the employee provides the college with a physician's written certification that such therapeutic drug use will not impair the CMV driver in the performance of safety-sensitive functions.
7. Possessing alcohol or a controlled substance on duty or during the operation of a CMV unless the alcohol or controlled substance is manifested and transported as part of a shipment.

ALCOHOL TESTING

Alcohol tests will be performed at no cost to the employee. Alcohol tests will be conducted by a trained breath alcohol technician (BAT) using an evidential breath testing device (EBT) approved by the National Highway Traffic Safety Administration and meeting the DOT requirements.

If the result of a screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed. An employee testing at a level between 0.02 and 0.039 will be immediately relieved from performing safety-sensitive functions for 24 hours. An employee testing at a level of 0.04 or greater will be immediately relieved from performing safety-sensitive functions and will be referred to a substance abuse professional.

CONTROLLED SUBSTANCE TESTING

Controlled substance tests will be performed at no cost to the employee, except for split sample analysis as noted below. The collection-site person, in the presence of the employee, will split the sample into two tamper proof containers. Required chain of custody procedures will be followed.

Each sample will be tested by enzyme immunoassay procedures (EMIT) for the presence of the following drugs: marijuana (THC metabolite), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). A screening test will be performed on the sample. If the sample is positive for one or more of the specified drugs, a confirmation test consisting of a gas chromatography/mass spectrometry (GC/MS) will be conducted for each identified drug.

All test results will be reviewed by a medical review officer (MRO). Prior to reporting positive results, the MRO will make every effort to contact the employee to determine whether there is any alternative explanation for the presence of the controlled substance. If, after making all reasonable efforts and documenting them, the MRO is unable to reach the employee directly, the MRO will contact the college's Director of Human Resources or designee who shall direct the employee to contact the MRO within 72 hours. If the MRO determines that the presence of the controlled substance is due to legitimate medical use, the test result will be reported as cancelled.

An employee who has tested positive for a controlled substance will have the option of requesting that the other portion of the split sample be tested at another laboratory. This option must be exercised within 72 hours of being notified by the MRO of a confirmed positive test. Payment for the split sample analysis is the responsibility of the employee. If the split sample tests negative or if for any reason the split sample is not available, the original test will be voided. The employee will not be subject to retest. If the split sample tests negative, the college will reimburse the employee for the cost of the test. All confirmed tests will be reported to the Director of Human Resources.

REMOVAL FROM SAFETY-SENSITIVE DUTIES

A regular employee or a student employee performing safety-sensitive duties who receives a confirmed positive test result will be immediately relieved from performing safety-sensitive functions and will be subject to disciplinary action. Disciplinary action will also be taken in the case of any confirmed positive test result, even in the absence of on-the-job impairment. Employees who are removed from duties due to suspected alcohol and/or controlled substance use may be placed on leave of absence with pay pending outcome of testing and determination of appropriate action.

RETURN TO DUTY

An employee who has violated the alcohol and controlled substance standard cannot return to work in any capacity requiring a CDL until he or she:

1. Complies with any treatment recommendation made by a substance abuse professional;
2. Tests negative in a follow up test or has an alcohol concentration less than .02; and
3. Signs a formal return-to-work agreement which specifies the conditions for continued employment.

Employees returning to duty will be subject to follow up testing

REFUSAL TO TEST

Refusing to be tested, refusing to submit to post-accident testing, engaging in conduct that clearly obstructs the testing process, or failing to provide a release will result in the employee's removal from safety-sensitive functions, not being allowed to perform safety-sensitive functions in the future, and subjection to disciplinary action.

Leaving the scene of an accident before a test is administered, and failure to remain readily available for testing will be deemed to have refused to submit to testing.

RECORD RETENTION AND CONFIDENTIALITY

The College or its agents, any contractor involved in the testing process, the medical review officer, and the substance abuse professional if applicable, will maintain records of alcohol and controlled substance testing under strict confidentiality as required by the Federal Highway Administration. Information regarding individual test results and records will not be released to others without the written consent of the employee, except as prescribed by law.

Law prescribes that certain information be released to DOT agencies when license or certification actions may be required and that information may be released to a decision maker in a grievance, arbitration, litigation, or administrative proceeding arising from a positive test result or employee-initiated action.

TRAINING

All employees in positions covered by requirements of the Omnibus Transportation Employee Testing Act of 1991 or supervising such employees will receive a policy and procedure manual which includes the policy concerning alcohol and controlled substance testing and the procedures established by the College to enforce the policy. Employees will be required to sign a statement certifying receipt of the material.

All supervisory personnel designated by the College to determine whether reasonable suspicion exists to require testing for alcohol or controlled substance use will receive at least two hours of training on the physical, behavioral, speech, and performance indicators of alcohol misuse and controlled substance use.

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