



Code: **GBEDA-AR**  
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Orig. Code(s): GBEDA-AR

## **Drug and Alcohol Testing - Transportation Personnel**

The following procedures shall govern the district's drug use and alcohol misuse prevention program:

### 1. Program Coordinator

The director of human resources will be designated as the district's drug use and alcohol misuse prevention program coordinator. The director of human resources will coordinate the district's responsibilities and compliance efforts with the applicable provisions of the Omnibus Transportation Employee Testing Act of 1991 (OTETA). The director of human resources will:

- a. Ensure all alcohol and controlled substance testing is conducted in accordance with Title 49 CFR Part 40.

The district will contract with an appropriate medical or specialty company to perform drug and alcohol testing including collection, testing, review and MRO services.

- b. Ensure that each covered driver receives notice as required in Title 49 CFR Part 382.

The transportation supervisor will communicate to each driver the reason for the test prior to the collection and testing process.

- c. Ensure required supervisor(s) receive alcohol misuse and controlled substance use training as required in Title 49 CFR Part 382.
- d. Ensure that each covered driver receives educational materials explaining Title 49 CFR Part 382, the effects of alcohol and controlled substance use, district policy/administrative regulation and ensure each covered driver signs a certificate of receipt for these materials.

- (1) The transportation supervisor will put together a packet of educational and informational materials that meet the requirements of Title 49 CFR Part 382.

- (2) The transportation supervisor will provide a certificate of receipt signed by each covered driver and a copy will be kept in the driver's personnel file.

- e. Ensure that each covered driver receives pre-employment controlled substance testing as required in Title 49 CFR Part 382.

The transportation supervisor or designee will schedule all new cover drivers for a pre-employment controlled substance test prior to performing safety sensitive duties.

- f. Ensure that each covered driver participates in random testing as required in Title 49 CFR Part 382.

The transportation supervisor will coordinate with the contracted vendor to ensure random testing is completed meeting requirements in Title 49 CFR Part 382.

- g. Ensure that each covered driver received post-accident testing as required in Title 49 CFR Part 382.

The transportation supervisor will administer the rules for post-accident testing. The supervisor or designee will escort the covered driver to the testing facility and stay at the facility until collection is complete.

- h. Ensure that all reasonable suspicion testing is done in accordance with Title 49 CFR Part 382.
  - (1) The transportation supervisor will evaluate and make the decision in conjunction with the director business/operation and/or the director human resources as needed. The supervisor or designee will escort the covered driver to the testing facility and stay at the facility until collection is complete.
  - (2) The supervisor (or evaluator making a determination to conduct reasonable suspicion testing) shall make a signed written record of their observations leading to an alcohol or controlled substance reasonable suspicion test with 24 hours of the observed behavior or before the results of the alcohol or controlled substance test are released, whichever is earlier.
  - (3) Employees subject to reasonable suspicion testing will be suspended from safety sensitive duty with pay until test results are received.
- i. Covered drivers who participate in the referral, evaluation and treatment process and are returned to duty shall be subject to all return to duty and follow-up testing as required in Title 49 Part 382 and Title 49 Part 40 Subpart O.
- j. Ensure confidentiality and records are retained as required in Title 49 CFR Part 382.

The transportation supervisor will maintain drug and alcohol testing records in accordance with Title 49 CFR Part 382.

- k. Ensure representative of employee organizations receive written notice of the availability of this information as required in Title 49 CFR Part 382.