

Drug and Alcohol Testing - Transportation Personnel

I. Purpose

This procedure describes methods for compliance with Omnibus Transportation Employee Testing Act of 1991 which requires the district to provide a drug abuse and alcohol testing program for employees in safety-sensitive positions. For employers with fewer than 50 employees these regulations are effective on January 1, 1996.

II. Covered Categories of Employees

In accord with the Omnibus Act, employees included in the district's drug abuse and alcohol misuse prevention program are school bus drivers, student transportation supervisors, commercial drivers license (CDL) holders and those employees who perform safety-sensitive functions, such as repair and maintenance of school buses and motor vehicles.

III. Definitions

Applicant: An individual who has been offered employment contingent upon satisfactory completion of drug testing.

Drugs: As used in this procedure refers to controlled substances as covered by the Omnibus Act, includes marijuana, cocaine, opiates , amphetamines and phenocyclidine (PCP).

Medical Review Officer: A licensed medical doctor or osteopathic physician selected by the district to monitor, interpret, verify and report drug testing results.

Program Coordinator: The superintendent will be responsible for coordinating the district's responsibilities and compliance efforts with the Omnibus Act.

Substance Abuse Professional (SAP): As referred to in this procedure, SAP means:

- A. Licensed physicians with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders;
- B. Licensed or certified psychologists, social workers or employee assistance professionals with like knowledge; and
- C. Alcohol and drug abuse counselors certified by the National Association of Alcoholism and Drug Abuse Counselors (NAADAC). This does not include state-certified counselors.

IV. Required Tests

Pre-Employment Testing: Drug testing conducted after an offer of employment has been extended to a candidate for assignment or reassignment to a safety sensitive transportation position. All offers of employment or reassignment are contingent upon successful completion of drug abuse testing and must be completed prior to the time the employee begins work in the safety-sensitive position.

Post-Accident Testing: Drug and alcohol testing conducted on employees following an accident which occurs while the employee is performing district safety-sensitive functions in which any person involved has been fatally injured or the employee receives a citation for a moving traffic violation in connection with an injury or tow-away accident.

Random Testing: Testing conducted on a random unannounced basis just before, during or immediately after performance of a safety-sensitive transportation function.

Reasonable Suspicion Testing: Testing conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or drug abuse or obtains other information that indicates misuse or abuse of drugs or alcohol prior to or during performance of a safety-sensitive transportation function.

Return to Duty and Follow-Up Testing: Testing conducted when an individual who has violated the prohibited alcohol or drug conduct standards returns to performing safety-sensitive transportation duties. Follow-up tests are unannounced and at least six tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

V. Program Coordinator

The superintendent will be designated as the district's drug abuse and alcohol misuse prevention program coordinator. The superintendent will coordinate the district's responsibilities and compliance efforts with the applicable provisions of the Omnibus Transportation Employee Testing Act of 1991. The superintendent will:

- A. Ensure that all covered employees receive written materials explaining the district's drug and alcohol misuse prevention program requirements including:
 1. The district's policy and administrative procedures;
 2. A contact person knowledgeable about the materials, policy, administrative regulations and the Omnibus Act;
 3. Categories of employees covered;
 4. Information about the safety-sensitive functions and what period of the work day the employee is required to be in compliance. Safety-sensitive functions shall include such responsibilities as all time on duty waiting to be dispatched, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with

random, reasonable suspicion, post-accident or follow-up testing will also be considered as safety-sensitive functions;

5. Specific information concerning prohibited conduct;
 6. Circumstances under which employees will be tested;
 7. Procedures used in the testing process;
 8. Explanation of what constitutes a refusal to submit to a drug and/or alcohol test;
 9. Consequences of violations (i.e., discipline up to and including dismissal, removal from safety-sensitive functions as required by the Omnibus Act, referral to substance abuse professional (SAP) for evaluation, treatment and follow-up testing as required);
 10. Information on the effects of drug use and alcohol misuse on personal life, health and safety in the workplace.
- B. Ensure that employees sign statements certifying that they have received the materials;
- C. Ensure that supervisors designated to determine reasonable suspicion receive at least 60 minutes of drug use training and an additional 60 minutes of alcohol misuse training. Training will include the physical, behavioral, speech and performance indicators of probable drug abuse and alcohol misuse;
- D. Ensure district compliance with applicable provisions of the Omnibus Act's requirements regarding the district's management information system, retention and confidentiality of records;
- E. Ensure selection of a site with appropriately trained personnel for the collection of specimens for drug testing;
- F. Ensure selection of a site with a certified breath alcohol technician and evidential breath testing devices for alcohol testing;
- G. Ensure selection of a laboratory certified by the Department of Health and Human Services (DHHS) to conduct drug specimen analysis;
- H. Ensure selection of a qualified medical or osteopathic doctor to serve as Medical Review Officer (MRO) to verify laboratory drug testing results;
- I. Ensure selection of qualified personnel to provide education and training to employees and supervisors in accordance with employee assistance program requirements as specified in the Omnibus Act;
- J. Ensure the district's drug abuse and alcohol misuse prevention program is maintained in at least outline form, on file and available for inspection at the district's personnel department. The district shall maintain the following:
1. The effects and consequences of drug abuse and alcohol misuse on personal health, safety and the work environment;
 2. The manifestations and behavioral changes that may indicate drug and alcohol use or abuse;

3. Documentation of training given to employees and supervisory personnel;
 4. Documentation that drug and alcohol training for all covered employees has consisted of at least 60 minutes;
 5. Documentation that drug training for all supervisory personnel has consisted of at least 60 minutes;
 6. Documentation that alcohol training for all supervisory personnel has consisted of at least 60 minutes.
- K. Ensure the establishment of clearly defined communication procedures to include the method (i.e., mail, facsimile) and frequency (i.e., monthly, daily, weekly) as well as the authorized individuals to impart and receive information to meet the documentation and confidentiality requirements of the Omnibus Act;
- L. Ensure employee organizations receive written notice of the availability of all pertinent drug abuse and alcohol misuse prevention program information.

VI. Pre-Employment or Reassignment Testing

The district, in conjunction with its subcontracted clinical laboratory, shall conduct pre-employment testing as follows:

- A. All offers of employment or reassignment for positions as identified by Board policy and as required by the Omnibus Act will be contingent upon drug testing results;
- B. Individuals must provide for the release of any prior employer positive drug and alcohol testing results, any subsequent substance abuse professional (SAP) evaluations, return-to-duty tests and record of any refusal to be tested within the preceding two years;
- C. Release of such information may be by telephone, letters or any other method that ensures confidentiality. The district will maintain a written, confidential record of each past employer contacted;
- D. Prior to being directed by the district to a collection site for drug testing, the applicant will be notified that the urine sample collected shall be tested for the presence of drugs;
- E. Failure to report to the collection site for testing within the time frame specified by the district shall constitute a refusal to report for testing and result in immediate termination of employment or reassignment consideration;
- F. Pre-employment or reassignment drug testing will be paid for by the district;
- G. Tests must indicate negative drug results as required by the Omnibus Act;
- H. Such testing will also be required of any employee transferred voluntarily or involuntarily into a position as covered by this policy and the Omnibus Act;

- I. Such testing will also be required of covered employees each time an employee returns to work after a layoff period if the employee was removed from the random testing pool. As long as the employee remains in the random testing pool, additional testing will not be necessary following a layoff;
- J. The district will notify applicants of the results of the drug testing upon request within 60 days of being notified of the disposition of the employment application;
- K. Refusal to submit to drug testing and/or to provide for the release of information as required by the district shall result in immediate termination from employment consideration;
- L. The applicant may request a retest of the urine sample at his/her own expense. All such requests must be received in writing by the district within 72 hours following notification to the applicant of the positive test results. Retests will be conducted at a site selected by the district;
- M. The district will not provide exceptions to pre-employment drug and alcohol testing requirements.

VII. Post-Accident Testing

The district shall conduct post-accident testing as follows:

- A. It is the responsibility of the employee to report for post-accident drug and alcohol testing as soon as practicable following an accident which occurs while the employee is performing district safety-sensitive functions in which any of the following results:
 - 1. Any person involved has been fatally injured;
 - 2. A citation for a moving traffic violation arising from the accident has been issued within 32 hours and either an injured person must be taken from the accident site or a vehicle must be towed from the accident site.
- B. Post-accident testing procedures are as follows:
 - 1. The employee will inform the supervisor or designee no later than two hours or as soon as practicable following the accident;
 - 2. The employee will report to the designated collection site for post-accident drug and alcohol testing as soon as practicable or no later than two hours after an accident. If the accident occurs outside the district the employee will notify the supervisor or designee no later than two hours after the accident. The supervisor will direct the employee to the closest designated collection site for post-accident testing;
 - 3. If alcohol testing has not been administered within two hours, the district will prepare and maintain on file a record stating the reasons the test was not promptly administered;
 - 4. If alcohol testing is not administered within eight hours, the district will cease to attempt to administer an alcohol test and will prepare and maintain on file a record specifying why the test was not administered;

5. If drug testing has not been administered within 32 hours following the accident, the district will cease attempts to administer such tests and will document why the test was not administered.
- C. The district will provide employees with necessary post-accident testing information, procedures and instructions as a part of its employee training program. Additionally, written instructions to follow in the event of an accident will be provided in district vehicles as appropriate. Instructions will include locations of drug specimen collection and alcohol testing sites and telephone numbers of district drug abuse and alcohol misuse prevention program coordinator or other district officials to contact;
- D. The employee shall remain readily available for testing or may be deemed by the district to have refused to submit to testing. Such refusal is treated as if the district received an alcohol test result of 0.04 or greater or received a positive drug test. Nothing in this requirement shall be construed to require the delay of necessary medical attention for injured people following an accident or to obtain necessary emergency medical care;
- E. Results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by onsite federal, state and/or local law enforcement officials having independent authority for the test shall be considered to meet necessary requirements provided results of the test are obtained by the district and the tests conform to all applicable federal, state and/or local requirements;
- F. An employee who has actual knowledge of an accident in which his/her performance has not been discounted as a contributing factor is prohibited from using drugs or alcohol for eight hours after the accident or until the employee undergoes a post-accident test.

VIII. Random Testing

The district, in conjunction with its subcontracted clinical laboratory, shall conduct random drug and alcohol testing annually as follows:

- A. First year testing rates of 50% of the average number of employee drivers for detection of drugs and 25% of the average number of employee drivers for alcohol misuse. Any unfilled covered positions will be included as part of the total number of positions counted by the district for testing rate purposes;
- B. The testing rate will be adjusted annually according to industry rates as established by the Federal Highway Administration;
- C. The testing process shall, in fact, be random. All employees will remain in the pool of drivers for each subsequent period, whether or not they have been chosen for testing in the past;
- D. The selection of employees for random testing shall be made by a scientifically valid method. The process selected by the district will ensure that all employees shall have an equal chance of being tested each time selections are made. A computerized system will be used to make the

random selections. This is a random generating program into which each driver's social, security number is entered;

- E. All such testing shall be unannounced and dates selected spread reasonably throughout the calendar year to avoid predictability and the perception that testing is "done for the year";
- F. Following notification of testing, selected employees shall proceed to the district selected collection site immediately or as soon as practicable;
- G. Drivers selected for random testing will be informed prior to reporting for testing whether they are going to be tested for alcohol misuse or controlled substance abuse or both;
- H. Employees shall only be tested for alcohol just before the driver is scheduled to perform his/her safety-sensitive function, during or just after performing such function;
- I. Employees off work due to leaves, vacation and layoffs will be informed that they remain subject to random testing. Employees drawn for such testing will be notified and tested as soon as practicable upon return to duty.

IX. Reasonable Suspicion Testing

The district shall conduct reasonable suspicion drug and alcohol testing as follows:

- A. The district will test covered employees whenever there is reasonable suspicion to believe that the employee has engaged in drug use or alcohol misuse;
- B. Reasonable suspicion will be based on specific contemporaneous, articulable observations made by a trained supervisor as designated by the district, concerning appearance, behavior, speech or body odors indicative of employee use of drugs or the misuse of alcohol. Observations of drug use may include indications of chronic and withdrawal effects of drugs and noticeable degradation of job performance that may be associated with the use of drugs or obtains other information that indicates misuse or abuse of drugs or alcohol prior to or during performance of a safety-sensitive transportation function;
- C. Reasonable suspicion will be confirmed by a second trained supervisor, whenever possible, before testing shall be required;
- D. Alcohol testing may be authorized only if observations resulting in reasonable suspicion are made during, just preceding or just after the period of the workday that the employee is required to be in compliance with this policy, administrative regulations and the provisions of the Omnibus Act;
- E. If alcohol testing is not administered within two hours the district will prepare and maintain on file a record stating the reasons the test was not promptly administered;

- F. If alcohol testing is not administered within eight hours, the district will cease to attempt to administer an alcohol test and will prepare and maintain on file a record specifying why the test was not administered;
- G. A written record shall be made of the observations leading to a reasonable suspicion drug test and signed by the supervisor authorized to make such an observation within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier. Such documentation is not required for reasonable suspicion alcohol testing;
- H. The district will ensure that the employee under reasonable suspicion is transported to the designated collection or testing site.

X. Consequences of Drug and Alcohol Misuse

- A. Employees who violate the alcohol misuse rules and have an alcohol testing result of 0.02 or greater shall be immediately removed from all safety sensitive functions for at least 24 hours and referred to the substance abuse professional for evaluation.
- B. Employees who violate the alcohol misuse rules and have an alcohol testing result of 0.04 or greater shall be immediately removed from all safety sensitive functions and referred to the substance abuse professional for evaluation. Before returning to work, employees must have complied with any treatment recommendations made by the SAP to assist them in their alcohol misuse problems and have a breath test result of less than 0.02 prior to returning to work. Employees will also be subject to follow-up testing at a frequency recommended by the SAP.
- C. Employees with a positive testing result for marijuana, cocaine, opiates, amphetamines and phenocyclidine (PCP) shall be immediately removed from all safety-sensitive functions and referred to the substance abuse professional for evaluation. Before returning to work, employees must have complied with any treatment recommendations made by the SAP to assist them in their drug abuse problems, a negative return-to-duty drug test and must comply with follow-up testing at a frequency recommended by the SAP.
- D. Positive testing for either alcohol or drugs as defined above will subject an employee to possible disciplinary action up to and including dismissal.

XI. Referrals, Evaluation and Treatment

The district shall provide information related to referrals, evaluation and treatment as follows:

- A. The district shall advise covered employees, who violate the drug and alcohol prohibitions, of referral service available for the names, addresses and telephone numbers of SAP's and counseling and treatment programs;
- B. An employee who engages in such prohibited conduct shall be evaluated by a SAP, positive test notice that the second specimen sample be tested. Such retesting costs will be paid for by the employee or applicant; if the test is positive the MRO will advise the employee of the option of retesting. The request for retesting must be made within 72 hours and the cost of retesting paid in advance, by the employee, to the testing laboratory;

- C. The SAP will determine what assistance, if any, the employee needs in resolving problems associated with drug use and alcohol misuse;
- D. This requirement applies only to the current employees and not to job applicants who refuse testing or who test positive for drugs and/or alcohol;
- E. This requirement shall not be interpreted to require the district to provide or pay for any rehabilitation costs above what is available through standard employee medical insurance plans or to hold a job open for an employee with or without salary;
- F. Substance abuse professionals (SAPs) as referred to in these administrative procedures means;
 - 1. Licensed physicians with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders;
 - 2. Licensed or certified psychologists, social workers or employee assistance professionals with like knowledge; and
 - 3. Alcohol and drug abuse counselors certified by the National Association of Alcoholism and Drug Abuse Counselors (NAADAC). This does not include state-certified counselors.

XII. Return-to-Duty Testing

Employees, if they continue employment and return to duty, shall comply with the following:

- A. Whenever an employee has previously tested positive for alcohol misuse, the employee must test with an alcohol concentration of less than '0.02;
- B. Whenever an employee has previously tested positive for drug use, the employee must test with a verified negative test result;
- C. Return-to-duty testing shall be done at the employee's expense.

XIII. Follow-up Testing

- A. Follow-up testing will be conducted whenever a substance abuse professional (SAP) determines that an employee is in need of resolving problems associated with drug use and/or alcohol misuse;
- B. Follow-up alcohol testing will be conducted only when the employee is performing safety-sensitive functions, just before, during or just after the driver has performed safety-sensitive functions;
- C. Follow-up drug and alcohol testing will be unannounced. The number and frequency of such tests shall be determined by the SAP. Minimally, there shall be:
 - 1. At least six tests in the first 12 months following the driver's return to duty;
 - 2. Testing shall not exceed 60 months from the date of the employee's return to duty. The SAP, however, may terminate the follow-up testing at any time after the first six tests if he/she determines the testing is no longer needed;
 - 3. Follow-up testing shall be done at the employee's expense.

XIV. Drug and Alcohol Testing Procedures

The district, in cooperation with its contracted collection and testing facilities, shall maintain drug and alcohol testing procedures as follows:

A. Drugs

1. The applicant or employee reports to the district designated collection site and provides positive identification;
2. A urine sample for drug testing is provided. A "split sample" (second urine specimen bottle) is collected;
3. Following completion of a chain of custody form, both specimen bottles are forwarded to the Department of Health and Human Services (DHHS) certified laboratory for analysis. Initial testing is performed only on one specimen bottle. The second specimen is stored at the laboratory for later testing as may be necessary;
4. Testing results are reported to the district-selected medical review officer (MRO) by mail or electronic transmission. Results may not be given over the phone;
5. The MRO will verify both negative and positive testing results;
6. The MRO will report the verified negative results to the district;
7. The MRO will report verified positive testing results to the applicant or employee, discuss the type of illegal substance found and determine whether there is any valid medical reason for the positive testing results;
8. A verified valid medical reason for a positive testing result will be reported as a negative testing result to the district;
9. If no legitimate medical reason exists for positive testing, the MRO will report verified positive testing and identity of the substance(s) to the district;
10. The employee or applicant may request within 72 hours of a positive test notice that the second specimen sample be tested. Such retesting costs will be paid for by the employee or applicant;
11. Unlike the original specimen analyzed for specific levels of controlled substances, the second or split sample is analyzed only for the presence of drugs;
12. The MRO will report results of the retesting to the employee or applicant and to the district;
13. The MRO will meet all Omnibus Act requirements including review of the chain-of-custody control form, administrative processing of negative testing results, verification of positive testing results and maintenance of confidentiality requirements as may be applicable;
14. Detailed drug testing procedures may be obtained by contacting the district's drug and alcohol misuse coordinator or designee.

B. Alcohol

1. The applicant or employee reports to the district designated testing site and provides a photo identification;
2. Under the alcohol testing rule, a positive alcohol test result will be considered positive even if over-the-counter or legally, prescribed medication is involved;
3. All testing will be conducted by a properly certified breath alcohol technician using evidential breath testing devices. Testing may be conducted at a Department of Health and Human Services (DHHS) certified laboratory or other location including mobile

facilities equipped for such testing as may meet the requirements of the Omnibus Act, including:

- a. The capability to provide printed results in triplicate and assigning unique and sequential numbers visible to both the breath alcohol technician and the applicant or employee before each test and printed out on the result;
 - b. The capability to provide an "air blank" or test of the ambient air to ensure that it reported zero when no one was breathing into the instrument.
4. The applicant or employee submits to breath testing;
 5. If the result of the testing indicates an alcohol concentration rate of 0.02 or greater, a second confirmation testing is administered at least 15 minutes, but no longer than 20 minutes, after the initial testing;
 6. The breath alcohol technician will report any invalid tests which the initial positive test and the confirmation test do not match, confirmed positive and negative results to the district;
 7. If the result of the testing indicates an alcohol concentration of 0.02 or greater, the alcohol technician will contact the district, a friend or relative to provide transportation of the employee or applicant from the testing site. Under no circumstances will the breath alcohol technician release an employee or applicant with a positive testing result to operate a motor vehicle to transport himself/herself from the testing site;
 8. Applicant or employee refusal to sign forms as required shall be considered as refusal to be tested;
 9. The breath alcohol technician will meet all Omnibus Act requirements including such testing procedures, Breath Alcohol Testing form and confidentiality requirements as may be required;
 10. Detailed alcohol testing procedures may be obtained by contacting the district's drug and alcohol misuse prevention program coordinator or designee.

XV. Record keeping and Record Reporting

The district or its drug and alcohol testing contractor shall maintain the following records:

A. Records related to the collection process:

1. Documents relating to the random collection process;
2. Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol testing;
3. Documents generated in connection with decisions on post-accident testing;
4. Documents verifying the existence of an explanation of the inability of an employee to provide adequate breath or to provide a urine specimen for testing;
5. An annual calendar year report summarizing results of the district's drug and alcohol misuse prevention program will be prepared and maintained when requested by the Federal Highway Administration as part of an inspection, investigation, special study or for statistical purposes;
6. Collection log books, if used;
7. Calibration documentation for evidential testing devices;
8. Documentation of breath alcohol technician training.

B. Records related to a driver's test results including:

1. The district's copy of the alcohol testing form, including the test results;

2. The district's copy of the controlled substance test chain-of-custody and control form;
 3. Documents sent by the MRO to the district;
 4. Documents related to the refusal of any employee to submit to drug and/or alcohol testing;
 5. Documents presented by a driver to dispute the results of a drug and/or alcohol test administered in connection with the requirements of the Omnibus Act.
- C. Records related to evaluation as follows:
1. Records pertaining to a determination by a SAP concerning a driver's need for assistance;
 2. Records concerning a driver's compliance with recommendations of the substance abuse professional.
- D. Records related to education and training as follows:
1. Materials on drug use awareness and alcohol misuse including a copy of the district's policy and administrative procedures on drug use and alcohol misuse and related information;
 2. Driver's signed receipt of educational materials;
 3. Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug and/or alcohol testing based on reasonable suspicion;
 4. Certification that any training conducted in compliance with the Omnibus Act meets all pertinent requirements for such training.
- E. Records related to drug testing as follows:
1. Agreements with collection site facilities, laboratories, MROs and consortia as applicable;
 2. Names and positions of officials and their role in the district's drug and alcohol testing program;
 3. Monthly laboratory statistical summaries of urinalysis as required by the Omnibus Act and as reported by the laboratory. The district will document laboratory failures to provide statistical summaries and any district follow-up efforts to obtain such reports.
- F. Records will be retained by the district or its drug and alcohol testing contractors as follows:
1. Five years:
 - a. Records of employee alcohol testing results with results indicating an alcohol concentration of 0.02 or greater;
 - b. Records of verified positive drug testing results;
 - c. Documentation of refusals to take required drug and/or alcohol tests;
 - d. Employee substance abuse evaluation referrals;
 - e. A copy of each annual calendar year report summary.

2. Two years:
 - a. Records related to the drug and alcohol collection process (except calibration of evidential breath testing devices) and training.
 3. One year:
 - a. Records of negative and canceled drug testing results.
- G. Records will be maintained in a secure location with controlled access to ensure confidentiality requirements are met as follows:
1. Drug and alcohol misuse prevention program records will be maintained in the district's personnel department. Records relating to individual employee drug and/or alcohol testing, evaluation and treatment will be maintained separately from the employee's personnel file;
 2. Employees are entitled upon written request to obtain copies;
 3. The district may disclose information in connection with employee benefit proceedings, Department of Transportation agency action against an employee of National Transportation Safety Board safety investigations;
 4. The district shall disclose such information to subsequent employers upon written request from the employee.

PROCESS STEPS FOR RANDOM DRUG AND ALCOHOL TESTING

1. Harvard Health Care Clinic provides transportation supervisor (T.S.) with a list of names of employees selected at random for testing.
2. Transportation supervisor notifies bus driver(s) randomly selected and directs them to Harvard Health Care Clinic. T.S. notifies designated maintenance department foreman (D.M.F.) regarding any maintenance employee(s) selected for random testing. Designated maintenance foreman, in conjunction with other maintenance foreman, notifies maintenance employee(s) randomly selected and directs them to Harvard Health Care Clinic.
3. T.S. and D.M.F. contact Harvard Health Care Clinic with names of employee(s) in route for testing, expected time of arrival and which test they are selected for (drug and alcohol or drug only).
4. Harvard Health Care Clinic contacts personnel with test results.
5. In case of positive test results, the superintendent or designee is notified.
6. The superintendent contacts employee's supervisor and:
 - a. Employee is removed from safety-sensitive function immediately;
 - b. The district may not allow the employee to return to the safety-sensitive job until the employee confirms compliance with recommendations of a substance abuse professional.
 - 1) The employee calls and requests an appointment with the substance abuse counselor.
 - 2) The employee signs a release of information for the health care provider so that the substance abuse professional can communicate with the superintendent when the employee has complied with recommendations for treatment. Confirmation will be in writing.
 - 3) The employee may return to work after confirmation of completion of the substance abuse professional's recommended treatment program or at the recommendation of the substance abuse professional. The employee must also successfully complete a negative alcohol or drug test prior to returning to work. This will be scheduled through the personnel department.
 - c. The employee will be subject to follow-up testing after returning to work at a frequency recommended by the substance abuse professional;
 - d. Employees may request in writing to use available sick leave while undergoing treatment;
 - e. If the employee does not meet the requirements for returning to work within 45 days and no medical certification is evident, the employee will be terminated.

DOT RANDOM DRUG TEST
Flow Chart of Communication

Information at each step is confidential

