

Transportation Drug and Alcohol Testing

Policy Statement

In recognition of the harmful effects that the use of illegal drugs and the misuse of alcohol can have on employees engaged in the transportation industry, Bruneau-Grand View Joint School District No. 365 has a responsibility to its drivers, and the public at large to see that its commercial vehicle operators are both drug and alcohol free while on duty. This responsibility comes in light of recent studies showing that employees who are under the influence of drugs or alcohol while on duty are more likely to cause accidents and injuries, both to themselves and co-workers, as well as the public at large.

Therefore, Bruneau-Grand View Joint School District No. 365 is implementing this drug and alcohol free workplace policy that includes within its provisions those regulations contained within the Department of Transportation (DOT) Controlled Substances and Alcohol Use and Testing, as contained in 49 CFR Part 382.

- **Implementation schedule:** This policy will become effective December 14, 1995 and will apply to all prospective and current employees of this school district who operate commercial vehicles (hereafter referred to as drivers).
- **Questions regarding this policy:** The school district hereby designates the director of pupil transportation the person responsible for answering drivers' questions relating to the provisions of this policy.
- **Drivers' use of alcohol:** The school district is committed to ensuring that all drivers do not operate a commercial vehicle under the influence of alcohol. Therefore, drivers of this school district are not to consume alcohol within eight (8) hours of reporting to work. Drivers are not to report to work or remain at work while having an alcohol concentration of .02 or above. Drivers are prohibited from using or possessing alcohol while they are on duty. If any bus driver receives a driving under the influence (DUI) citation while driving a bus or their personal vehicle the superintendent will immediately suspend them from driving a bus pending an investigation. The Board of Trustees will review the circumstances and outcome of the citation and may suspend or terminate immediately any driver found guilty of a DUI citation.
- **Drivers' use of illegal drugs:** This school district has an absolute prohibition against an employee's use of illegal drugs, or the misuse of prescription medication. This prohibition extends to use both on and off the job.

Drug and Alcohol Testing of Prospective and Current Drivers

- **Pre-employment Testing:** All prospective drivers will take and pass a drug and alcohol test prior to driving a commercial vehicle for this school district. Furthermore, all prospective drivers must disclose to the school district all previous employers for whom they have worked as a driver within the past two (2) years. The school district will then request from those employers all information regarding any incidents where the prospective employee has tested positive for illegal drugs or alcohol, or refused to test. In the event that the school district receives information from a past employer that the prospective employee has tested positive for drugs or alcohol within the last two (2) years, that prospective employee will not be offered employment, or their conditional employment will be terminated with the school district. Drivers will be required to sign a consent form authorizing the school district to conduct a check with each employer the driver has been employed with during the past two (2) years to determine if the driver has tested positive for illegal drugs or alcohol.
- **Reasonable cause:** The school district may require a driver to be tested for illegal drugs or alcohol when there is reasonable suspicion to believe a driver is under the influence of illegal drugs or alcohol while at work.
- **Random testing:** All drivers will be subject to random drug and alcohol testing. Random testing selections shall be made by a scientifically valid method that will result in each driver having an equal chance of being tested each time selections are made. Random testing for alcohol will take place just prior to, during, or just after a driver's duty time.
- **Post-accident:**
A driver operating a commercial vehicle for the school district that is involved in a reportable accident as defined by the DOT, and who receives a citation in connection with that accident, will be tested for both illegal drugs and alcohol as soon as practical. Alcohol testing must be administered within two (2) hours of the accident and drug testing must be administered within 32 hours of the accident.

Any driver required to be tested under this section must remain readily available for such testing and such a driver may not consume alcohol within eight (8) hours of the accident. A driver who is involved in an accident requiring a drug and alcohol test must notify the school district of the accident as quickly as possible and comply with those instructions given them relative to their taking a drug and alcohol test.

Specimen Collections Procedures and Test Result Notification

- **Adulteration or submission of a concealed specimen:**

If, during the collections procedure, the collection monitor detects an effort by a driver to adulterate or substitute a specimen, a second specimen will be requested. If a second specimen is provided, that specimen will be tested. If the request for a second specimen is refused, the collection monitor will inform the school district contact of the driver's refusal to submit a true specimen. Such conduct by the driver will be considered as a refusal to provide a true specimen for testing.

In the event that a prospective or current employee submits a specimen that the laboratory later identifies as a diluted specimen, the school district will advise the employee of that result and request that that employee submit a second specimen. Such donors will be advised by the school district not to drink any fluids prior to the test.

- **Drug and alcohol specimen collection procedures:**

All testing for illegal drugs and alcohol will be authorized by the district and conducted by the Central Drug System. Drivers will be chosen on a random basis and will report to the district office on the same day the test is ordered. All specimens will be collected and transported by properly trained employees of the Central Drug System.

All testing for illegal drugs will be done by the testing of a driver's urine specimen. All testing will utilize the split specimen collection procedure. Under that procedure, each driver will have his/her urine specimen sealed in two separate containers and both sent to a SAMHSA certified laboratory for testing. If a driver's first specimen tests positive, that driver may request, within three (3) days of the positive notification, that the other specimen be tested at another SAMHSA laboratory. This second test will be done at the driver's expense unless the second test comes back negative. During that time the second specimen is being tested, that driver will be suspended without pay. Any driver who has a test come back negative will be given back pay for the time of the suspension. All specimen collections will be conducted by personnel that have been instructed and trained in collection procedures set by the DOT.

All testing for alcohol will be done by the use of a DOT approved breath testing device, operated by a trained and qualified breath alcohol technician (BAT). Blood testing for alcohol will only be allowed when a breath testing device is not readily available.

- **Notification of test results:**

This school district has arranged for all test results, both drug and alcohol, to be forwarded to the school district through Northwest Drug Testing Service as the representative of the school district and the medical review officer (MRO). Prior to the school district being

informed that a prospective or current driver has tested positive for illegal drugs, the driver will be offered an opportunity to personally discuss the positive drug test with the MRO or his representative. The MRO will follow up on such information as is appropriate. Any driver who is taking a prescription drug that may have been the cause of a positive test result will be asked to provide the name of the medication and the identity of the prescribing physician for verification. If this is verified, the driver's test result will be reported as negative. If, after consideration of the matter, the MRO finds no reason to doubt the validity of the positive test, that result will be conveyed to the school district contact, as well as the identity of the drug.

If the driver cannot be located, the MRO, or his representative, may request that the school district arrange for the driver to contact the MRO as soon as possible to discuss the results of the positive test. The MRO will communicate a positive result to the school district without discussing the result with the driver if the driver expressly declines the opportunity to discuss the results of the test, or the driver is instructed by the school district to contact the MRO but fails to do so within 24 hours.

- **Refusal:**

A driver operating a commercial vehicle for this school district may not refuse to take a drug or alcohol test when requested to do so, consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive for illegal drugs or alcohol.

A driver will be considered as refusing to test if he/she expressly refuses to take a test when so requested, or otherwise fails to provide an adequate breath or urine sample without a valid medical explanation. Additionally, a driver will be considered as refusing to test if he/she engages in conduct that clearly obstructs the testing process.

- **Effect of testing positive for drugs or alcohol:** Any prospective employee who tests positive for illegal drugs or alcohol will not be hired. Any current employee that tests positive for alcohol or illegal drugs will immediately be terminated from employment with the school district. For purposes of this policy, an employee tests positive for alcohol when that employee's blood alcohol concentration (BAC) is .02 or above.

Bruneau-Grand View Joint School District No. 365
DOT Drug Testing Program
Controlled Substance Testing Consent Form

As a part of my application for employment as a driver of a commercial motor vehicle for Bruneau-Grand View Joint School District No. 365, I consent to a drug and/or alcohol test as required by federal regulations.

I understand that if I test positive for illegal drugs or alcohol, I will not be offered employment.

I understand that the collection, testing and reporting of my specimen will be done in accordance with DOT regulations relating to the testing of controlled substances. If I am taking any prescription medication at the time of my drug test, I will be afforded an opportunity to discuss that with an MRO if my test comes back positive for illegal drugs.

I consent to the release of my drug and alcohol test results received by Northwest Drug Testing Service Inc., as the representative of the school district, and the Medical Review Officer, to management officials at Bruneau-Grand View Joint School District No. 365 and understand that those test results will be held in confidence by them.

I further consent to Bruneau-Grand View Joint School District No. 365 contacting those employers for whom I have worked as a commercial vehicle operator for the past two (2) years for the purpose of Bruneau-Grand View Joint School District No. 365 verifying from my past employers whether I have tested positive for illegal drugs or alcohol, or have refused to test when requested to do so. In the event that the school district receives information from a past employer that I have tested positive for drugs or alcohol within the last two (2) years. I will not be offered employment, or my conditional employment will be terminated with the school district. I consent to the release of that information by those employers for whom I have worked during the past two (2) years as a commercial vehicle driver.

Applicant's Name (Print)

Applicant's Home Phone Number

Applicant's Signature

Date

