
DRUG AND ALCOHOL TESTING PROCESS (TRS-P004)
DCSS – Transportation

1.0 SCOPE:

- 1.1 The Dougherty County School System requires applicants for safety-sensitive positions and employees in safety-sensitive positions to submit to testing for use of controlled substance(s) and misuse of alcohol that have a CDL license.

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2.0 RESPONSIBILITY:

- 2.1 Director of Transportation Services
2.2 Transportation Coordinator

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation Services
3.2 Transportation Coordinator

4.0 DEFINITIONS:

- 4.1 Safety Sensitive Employee - A safety-sensitive employee is an individual who, according to the school systems job description, must possess a commercial driver's license (CDL) in the performance of his/her duties. Example, Bus Drivers and Coaches.

5.0 PROCEDURE:

- 5.1 Testing for the use of drugs or misuse of alcohol for covered employees is required in the following circumstances:
- 5.1.1 Pre-employment - conducted before an applicant or employee may perform a safety-sensitive function for the first time or when a district employee transfers to a covered safety-sensitive position. All applicants or employees applying for a safety-sensitive position will be expected to comply with this requirement before being placed on payroll as a safety-sensitive employee.
 - 5.1.2 Post-accident/incident - conducted as soon as practical following a vehicular accident where the employee in the safety-sensitive position was operating a vehicle within the scope of employment and the accident resulted in the loss of human life; the employee was issued a citation under state or local law for a moving traffic violation as a result of the accident and when the vehicle operated by the other driver involved in the accident was disabled and could not be driven from the scene of the accident or if the other driver has to be taken by ambulance to a medical facility;
 - 5.1.3 Reasonable suspicion - conducted when a trained supervisor observes specific, contemporaneous, particularly behavior, speech, or body odor that is characteristic of alcohol or substance misuse. Two (2) Transportation department supervisors will make the determination that reasonable suspicion exists to conduct an alcohol or drug test.
 - 5.1.4 Random testing - conducted on a random unannounced basis.
 - 5.1.4.1 The Master List of all employees maintaining a CDL license is sent First Lab, the company managing the tests, quarterly.
 - 5.1.4.2 First Lab generates a list of employees to be tested and faxes this information to the Transportation Coordinator by name and social security number.

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- 5.1.4.3 Fifty percent of the employees on the master list are subject to the random alcohol and drug testing.
 - 5.1.4.4 The Transportation Coordinator notifies the driver to be tested orally.
 - 5.1.4.5 The Transportation Coordinator generates a letter for the driver to take to the testing site. The Transportation Department also maintains a copy of this letter for their files.
 - 5.1.4.6 Unannounced random testing will be conducted just before, during, or just after performing a safety-sensitive function.
 - 5.1.4.7 An employee who submits to random drug and/or alcohol testing will do so at a school system approved laboratory within two (2) hours of the end of the employee's assigned work shift or at any time during the employee's assigned work shift.
- 5.2 Drug and alcohol testing will be conducted by a laboratory certified and monitored by the U.S. Department of Health and Human Services.
- 5.3 Drug testing will be by urine.
- 5.3.1 All urine specimens will be analyzed for the illegal use of drugs.
- 5.4 The expense of testing required will be borne by the school system.
- 5.5 Samples are sent to a medical facility in Raleigh, North Carolina for processing.
- 5.6 Test results are reported back to First Lab.
- 5.7 The Transportation Coordinator is faxed the results. The employee name is not listed. Only an assigned code and social security number.
- 5.8 A safety-sensitive employee who tests positive for alcohol misuse or illegal/illicit drugs, absent a legitimate medical reason for a positive result, will be subject to dismissal and immediately removed from duty, without pay, whether or not there is additional evidence that the employee's job performance has been negatively affected by alcohol misuse or illegal/illicit drug use.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Test Results

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Test Results	Transportation	Indefinitely	Locked Storage	Shred

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
09-May-07	A	Initial Release

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***** End of Procedure *****