

Drug and Alcohol Testing - Transportation Personnel

The purpose of this administrative regulation is to assure worker fitness for duty and to protect our employees, passengers and the public from the risks posed by the use of alcohol and prohibited drugs. This administrative regulation is also intended to comply with all applicable federal regulations governing workplace anti-drug programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has enacted 49 CFR Part 653 and Part 654 that mandated urine drug testing and breath alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also enacted 49 CFR 40 that sets standards for the collection and testing of urine and breath specimens. This administrative regulation incorporates those requirements for safety-sensitive employees and others when so noted.

I. Applicability

This administrative regulation applies to all safety-sensitive school district employees, paid part-time employees and contractors when they are on district property or when performing any transportation-related business. This administrative regulation applies to off-site lunch periods or breaks when an employee is scheduled to return to work.

Employees who perform safety-sensitive functions will be subject to random testing. A safety-sensitive function is any duty related to the safe operation of the district transportation service including the operation, dispatch and maintenance of a transportation service vehicle (whether or not the vehicle is in transportation service) and any other employee who holds a commercial drivers license (CDL). A list of safety-sensitive positions has been included below for use in district business.

II. Prohibited Substances

“Prohibited substances” addressed by this administrative regulation include the following:

Illegally Used Controlled Substances or Drugs

Any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by regulation at 21 CFR 1300.11 through 1300.15. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs and use of illegally obtained prescription drugs.

Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates the mental functioning, motor skills or judgment may be adversely affected should be reported to supervisory personnel and medical advice should be sought, as appropriate, before performing work-related duties.

A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization. The misuse or abuse of legal drugs while performing transportation business is prohibited.

Alcohol

The use of beverages containing alcohol or substances including any medication such that alcohol is present in the body while performing transportation business is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

III. Prohibited Conduct

Manufacture, Trafficking, Possession and Use

Any employee engaging in the manufacture, distribution, dispensing, possession or use of prohibited substances on district premises, in transportation vehicles, in uniform or while on school district business will be subject to disciplinary action up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

Intoxication/Under the Influence

Any safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employees found to be under the influence of prohibited substances or who fail to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40.

Alcohol Use

No safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her blood alcohol concentration is 0.04 or greater. No employee shall use alcohol while on duty or while performing safety-sensitive functions. No employee shall have used alcohol within eight hours of reporting for

duty. No employee shall use alcohol during the hours that he/she is on call. Violation of these provisions is prohibited and punishable by disciplinary action up to and including termination.

Compliance with Testing Requirements

All safety-sensitive employees will be subject to urine drug testing and breath alcohol testing. Any employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration or substitution shall be removed from duty immediately and their employment terminated. Refusal can include an inability to provide a specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

Treatment Requirements

All employees are encouraged to make use of the available resources for treatment for alcohol and substance abuse problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse. Any employee who refuses or fails to comply with district requirements for treatment, after care or return to duty shall be subject to disciplinary action, up to and including termination.

Notify the School District of Criminal Drug Conviction

Any employee who fails to immediately notify the district of any criminal drug statute conviction as required by law shall be subject to disciplinary action, up to and including termination.

Proper Application of the Administrative Regulation

The district is dedicated to assuring fair and equitable application of this substance abuse administrative regulation. Therefore, supervisors/managers are required to use and apply all aspects of this administrative regulation in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this administrative regulation, or who is found to deliberately misuse the administrative regulation in regard to subordinates, shall be subject to disciplinary action up to and including termination.

IV. Testing for Prohibited Substances

Analytical urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by federal regulations. All safety-sensitive employees shall be subject to testing prior to employment, for reasonable suspicions, and following an accident. In addition, all employees will be tested prior to and after return-to-duty after failing a drug test and/or after completion of rehabilitation treatment. Those employees who perform safety-sensitive functions as defined below shall also be subject to testing on a random, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using

techniques, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS).

All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines and phencyclidine. An initial drug screen will be conducted on each specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40.

Test for alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

An employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will result in removal from his/her position for 24 hours until an alcohol test is administered and the driver's alcohol concentration measures less than 0.02 or twenty-four hours has elapsed following a determination that there has been a violation of the alcohol prohibition. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this administrative regulation.

Any employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational rehabilitation programs available as required by law and evaluated by a substance abuse professional (SAP). A positive drug and/or alcohol test will also result in disciplinary action up to and including termination.

Pre-Employment Testing

All safety-sensitive position finalist applicants shall undergo urine drug testing prior to employment. Receipt by the district of satisfactory test results is required prior to employment and failure of a drug test will disqualify an applicant for employment for a period of 120 days. Evidence of the absence of drug dependency from a substance abuse professional and negative drug tests will be required prior to further consideration for employment.

Reasonable Suspicion Testing

All safety-sensitive employees may be subject to fitness for duty evaluation, to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the long- or short-term effects of substance abuse. Examples of reasonable suspicion include, but are not limited to the following:

1. Adequate documentation of unsatisfactory work performance or on-the-job behavior;
2. Physical signs and symptoms consistent with prohibited substance use;
3. Evidence of the manufacture, distribution, dispensing, possession or use of controlled substances, drugs, alcohol or other prohibited substances or for an arrest thereof;
4. Occurrence of a serious or potentially serious accident that may have been caused by human error;
5. Fights (to mean physical contact), assault and flagrant disregard or violations of established safety, security or other operating procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

Post-Accident Testing

Employees will be required to undergo urine and breath testing if they are involved in an accident with a district vehicle (regardless of whether or not the vehicle is in transit service) that results in a fatality or the employee receives a citation for a moving traffic violation in connection with an injury or tow-away accident. This includes all employees that are on duty in the vehicles and any other whose performance could have contributed to the accident.

Following an accident, the employee will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include not only the operations personnel but any other covered employees whose performance could have contributed to the accident.

Random Testing

Employees in safety-sensitive positions will be subjected to random, unannounced testing.

1. The district shall randomly select covered employees for alcohol and controlled substances testing during each calendar year in accordance with applicable federal law. The minimum annual percentage rate for random alcohol testing shall be 25% of the average number of covered employees, until further notification is received from the Federal Motor Carrier Safety Administration (FMCSA). The minimum annual percentage rate for controlled substance testing shall be 50% of the average number of covered employees, until further notification is received from the FMCSA.
2. The selection of covered employees for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, every covered

employee shall have an equal chance of being tested each time selections are made.

3. The district shall ensure that the random tests are unannounced and that the dates for administering the random tests are spread reasonably throughout the calendar year. Every covered employee who is notified of selection for random testing shall cease to perform safety-sensitive functions and shall immediately proceed to the test site.
4. A covered employee shall be subject to random testing at the following times: while the covered employee is performing safety-sensitive functions, just before the covered employee is performing safety-sensitive functions or just after the covered employee has ceased performing such functions.
5. Substitute employees, if they are also covered employees, are subject to random testing.
6. In the event a covered employee who is selected for a random test is on vacation or off duty, the district can either select another driver for testing or keep the original selection confidential until the driver returns. Employees in safety-sensitive positions will be subjected to random, unannounced testing.

Return-to-Duty Testing

All safety-sensitive employees who tested positive on a drug or alcohol test must test negative and be evaluated and released to duty by the substance abuse professional before returning to work. Employees will be required to undergo frequent unannounced random urine and breath testing during the period of their reentry contract.

Employee Requested Testing

Any employee who questions the results of a required drug test may request that an additional test be conducted. This test must be conducted at a different testing DHHS-certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are paid by the employee unless the second test invalidates the original test. The method of collecting, storing and testing the split sample will be consistent with procedures set forth in 49 CFR Part 40. The employee's request for a re-test must be made to the MRO within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

V. Employment Assessment

Any employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40 will be evaluated by a SAP. A SAP is a licensed physical psychologist, social worker, employee assistance professional or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol-related disorders.

The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

Assessment by a SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with the district. The district disciplinary administrative regulation should be consulted to determine the penalty for performance-based infractions and violations of administrative regulation provisions.

If an employee is allowed to return to duty, he/she must properly follow the rehabilitation program prescribed by the SAP, the employee must pass return-to-duty drug and alcohol tests and be subject to unannounced follow-up tests for a period of one to five years. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

VI. Reentry Contracts

Employees who reenter the workforce must agree to a reentry contract. That contract may include (but is not limited to):

1. A release to work statement from an approved substance abuse professional;
2. A negative test for drugs and/or alcohol;
3. An agreement to unannounced frequent follow-up testing;
4. A statement of expected work-related behaviors;
5. An agreement to follow specified after care requirements with the understanding that violation of the reentry contract is grounds for termination.

VII. System Contact

Any questions regarding this administrative regulation or any other aspect of the drug-free and alcohol-free transportation program should be referred to the following district representative:

Name: Diann Gillaspie

Title: Superintendent

Address: Coquille School District, 790 WE. 17th St., Coquille, OR 97423

Telephone Number: (541) 396-2181

VIII. Records Retention

This section explains which controlled substance and alcohol test records must be completed and maintained, where they must be maintained and for how long. All records shall be maintained in

accordance with applicable federal law in a secure location with controlled access.

It is imperative that strict confidentiality of all drug and alcohol testing records be maintained. These records should not be kept with other personnel records for an employee because they may be accessible to people not involved in the anti-drug plan. The release of an individual's drug or alcohol test results, or any information about an employee's rehabilitation program, is permitted only with the specific, written consent of the employee.

Required period of retention.

<u>Document to be Maintained</u>	<u>Period Required to be Maintained</u>
Five Years:	
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Refusals to submit to required alcohol or controlled substance tests	5 Years
Required calibration of evidential breath testing devices (EBT's)	5 Years
SAP's evaluations and referrals	5 Years
Two Years:	
Records related to the collection process (except calibration)	2 Years
One Year:	
Negative and cancelled controlled substance test results. Alcohol test results indicating a breath alcohol concentration less than 0.02.	1 Year

Types of records required to be maintained

1. Records related to the collection process:
 - a. Collection logbooks (if used);
 - b. Documents related to the random selection process;
 - c. Calibration documentation for EBT's;
 - d. Documentation of breath alcohol technician (BAT) or screening test technician training;
 - e. Documentation of reasoning for reasonable suspicion testing;
 - f. Documentation of reasoning for post-accident testing;
 - g. Documents verifying a medical explanation for the inability to provide adequate breath

- or urine for testing;
 - h. Consolidated annual calendar year summaries as requested.
2. Records related to the driver's test results:
 - a. District's copy of the alcohol test form, including results;
 - b. District's copy of the drug test chain of custody and control form;
 - c. Documents sent by the MRO to the district;
 - d. Documentation of any driver's refusal to submit to a required alcohol or controlled substance test;
 - e. Documents provided by a driver to dispute results of test.
 3. Documentation of any other violation of controlled substance use or alcohol misuse rules.
 4. Records related to evaluations and training:
 - a. Records pertaining to SAP's determination of driver's need for assistance;
 - b. Records concerning a driver's compliance with SAP's recommendations.
 5. Records related to education and training:
 - a. Materials on drug and alcohol awareness, including a copy of the district's administrative regulation on drug use and alcohol misuse;
 - b. Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials;
 - c. Documentation of supervisor training;
 - d. Certification that training conducted under this rule complies with all requirements of the rule.
 6. Records related to alcohol and drug testing:
 - a. Agreements with collection site facilities, laboratories, MROs and consortia;
 - b. Names and positions of officials and their role in the district's alcohol and controlled substance testing program;
 - c. Semiannual laboratory statistical summaries of urinalysis as required by OTETA 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;
 - d. The district's drug testing administrative regulation and procedures.

Location of Records

All required records shall be maintained in a secure location with limited access. Records shall be made available for inspection at the district's principal place of business within two business days after a request has been made by an authorized representative of the FMCSA.

For example: Specific records may be maintained on computer or at a regional or terminal office, provided the records can be made available upon request from FMCSA within two working days.

IX. Alcohol and Controlled Substances Testing Procedures

The district shall implement and enforce the procedures for transportation workplace testing as set forth in 49 CFR Part 40. These procedures include, but are not limited to the following information. In all cases, the requirements of 49 CFR Part 40 shall be followed.

Controlled Substances Testing Procedures

Applicable Drugs

1. Employees subject to controlled substances testing shall be tested for the following substances:
 - a. Marijuana;
 - b. Cocaine;
 - c. Opiates;
 - d. Amphetamines;
 - e. Phencyclidine (PCP).
2. Although the specimen will not be analyzed specifically for adulterants, the lab may conduct adulteration checks (PH, specific gravity or creatinine). The test may be cancelled if adulterants are detected. The lab is permitted to check for adulterants as per Federal Department of Transportation (DOT) guidelines.

Specimen Collection Procedures

1. The collection shall take place in a secure location to prevent unauthorized access during the collection process.
2. The specimen shall be kept in sight of the employee and the collection site person until it is sealed and ready for shipment.
3. Employees shall have individual privacy when providing a specimen except when:
 - a. The employee presents a specimen that is outside the accepted temperature range and he/she refuses to have an oral body temperature measurement, or the body temperature measurement varies more than 10 C or 1.8° F from the specimen temperature;
 - b. The collector observes the employee attempting to adulterate or substitute the specimen;
 - c. The employee's last provided specimen was determined to be diluted;
 - d. The employee has previously had a verified positive test.

In a. and b. above, the employee must provide a specimen under direct observation. In c. and d. above, the district may require a direct observation collection.
4. The following specific procedures will be followed during the collection process:
 - a. The employee must submit identification to the collector. The collection shall not proceed until a positive identification is made;
 - b. The employee will not be required to undress, or to change into an examination gown.

- c. Only outer garments should be removed, i.e., jackets;
 - c. The donor shall be required to wash his/her hands prior to urination, and shall not have access to any water sources until the specimen has been collected;
 - d. A bluing agent shall be added to the toilet bowl and the donor may flush the toilet only after releasing the specimen to the collector;
 - e. The specimen must be at least 45 ml to be acceptable;
 - f. The collector must measure the specimen temperature within four minutes of urination to determine sample acceptability.
5. If the donor cannot provide a sufficient volume of urine, he/she shall remain at the collection site and be provided not more than 24 ounces of fluids to drink. The donor shall have a period of up to two hours to produce an acceptable sample. If the donor is unable to produce a sample without a valid medical reason, the district may consider the circumstance to be a refusal to test.
6. The specimen shall be divided into two parts. The collector shall pour 30 ml of urine from the specimen bottle into a second specimen bottle, to be used as the primary specimen. The remainder of the urine, at least 15 ml, shall be poured into another container to be used as the split sample.
7. Both samples shall be shipped in a single shipping container with the appropriate chain of custody forms.
8. The collector and donor must be present together to complete the following process:
- a. Seal and label the specimen bottle;
 - b. Donor initials the bottle label or seal;
 - c. The chain of custody forms must be signed and dated.
9. If an employee refuses to cooperate with the collection process the collector shall notify the district representative and note the non-cooperation on the custody and control form.

Split Sample

- 1. If the test result of the primary specimen is positive, the employee may request that the MRO direct that the split specimen be analyzed.
- 2. The split sample analysis will be conducted by a DHHS-certified laboratory who will analyze the sample for presence of the drug(s) for which a positive result was obtained in the primary sample.
- 3. If the result of the test of the split sample fails to reconfirm the presence of the drug(s) or drug metabolite(s) found in the primary specimen, the MRO shall cancel the test and report the cancellation to the district.

4. After the MRO notifies the employee of a positive result for the presence of a drug(s) in the primary sample, the employee has up to 72 hours to request analysis of the split sample.
5. All costs associated with the analysis of the split sample shall be the responsibility of the employee.

Inability to Provide an Adequate Urine Sample

If the individual is unable to provide such a quantity of urine, the collection site person shall instruct the individual to drink not more than 24 ounces of fluids and, after a period of up to two hours, again attempt to provide a complete sample using a fresh collection container. The original insufficient specimen shall be discarded. If the employee is still unable to provide an adequate specimen, the insufficient specimen shall be discarded, testing discontinued and the district notified. The MRO shall refer the individual for a medical evaluation to develop pertinent information concerning whether the individual's inability to provide a specimen is genuine or constitutes a refusal to test. (In pre-employment testing, if the district does not wish to hire the individual, the MRO is not required to make such a referral.) Upon completion of the examination, the MRO shall report his/her conclusions to the district in writing.

Alcohol Testing Procedures

1. The test shall take place in a secure location that affords visual and aural privacy to prevent unauthorized persons from seeing or hearing test results.
2. When an employee enters the testing location, the BAT will require him/her to provide positive identification. The test shall not proceed until positive identification of the employee is made.
3. An individually-sealed mouthpiece shall be opened in view of the employee and then attached to the testing unit.
4. The employee shall be required to blow forcefully into the mouthpiece for at least six seconds or until an adequate amount of breath has been obtained.
5. The employee shall be shown the result both in the testing unit and the recording form. The employee shall verify both results are the same. If a result printed by the testing unit does not match the displayed result, the BAT shall declare the test invalid.
6. If the result of the screening test is less than 0.02 breath alcohol concentration no other testing will be conducted.
7. If the result of the screening test reflects an alcohol concentration of 0.02 or greater, a confirmation test shall be performed.
8. Prior to conducting the confirmation test the employee may not eat, drink or place anything in

his/her mouth. If possible, the employee should not belch during the waiting period. The confirmation test shall be conducted no less than 15 minutes and no more than 30 minutes from the screening test.

9. The 15 minutes waiting period is provided for the employee's benefit. This time period allows for the dissipation of any mouth alcohol, thereby helping to prevent an artificially high reading.
10. In the event the screening and the confirmation test results do not match, the confirmation results will be considered the final results.
11. If the employee refuses to sign the breath alcohol testing form or fails to provide an adequate amount of breath without a valid medical reason, the district may determine the circumstance to be a refusal to test.

Inability to Provide Adequate Breath

1. If the employee fails to provide an adequate amount of breath he/she shall provide the district with an evaluation from a licensed physician who is acceptable to the district concerning the employee's medical ability to provide adequate breath.
2. If the physician determines there is a valid medical reason precluding the employee from providing adequate breath then the employee's failure shall not be deemed a refusal to test.
3. If the physician is unable to determine a valid medical reason, the employee's failure to provide adequate breath shall be considered a refusal to test.

X. Employee Assistance Program

The district supports ongoing education for all employees in an effort to heighten their awareness of the effects and consequences of drug abuse on personal health and safety and on the work environment. In addition, information on the manifestation and behavioral cues that may indicate drug abuse has been provided below. An emphasis on this and several other topics including how to determine if an employee needs reasonable cause testing will be provided specific supervisors.

The district will establish an Employee Assistance Program and will assure that it includes at least a form of display and distribution of information material; display and distribution of a community service hot-line telephone number for employee assistance and display and distribution of the district's administrative regulation regarding drug use in the workplace.

The following phone numbers may be used to obtain more information on drug and alcohol addiction:

1. Alcoholics Anonymous: 269-4120
2. Narcotics Anonymous: 267-0273

If you need help with an alcohol abuse problem, contact your district's Employee Assistance Program, your medical benefits coordinator or the district's personnel director.

XI. Effects of Drugs and Alcohol

Marijuana

Marijuana is the common term used to describe the cannabis plant. Marijuana (also called pot, grass or dope) is usually smoked. Marijuana is both a narcotic and a hallucinogen. It produces increased heart rates, blood pressure, blood shot eyes, dilated pupils and dry mouth. Marijuana impairs the short term memory and the sense of time. It can reduce motor skills, coordination, reaction time and concentration.

Cocaine

Is a stimulant and can be taken through the nose in powder form, injected as a liquid or free-based. Cocaine is also found in a crystal form known as crack cocaine. Crack cocaine is an addictive narcotic which can also produce hallucinogenic effects with long-term use. It causes increased heart rates, blood pressure, respiration, dilation of the pupils, and result in anxiety, restlessness, irritability and sleeplessness.

Opiates

Opiates include narcotics such as opium, heroin, morphine and codeine. They appear as solids, pastes, powders, liquids and can be smoked, ingested or injected. Opiates are depressants and relaxants. Opiate users can become lethargic, becoming drowsy or going to sleep. Opiates are highly addictive and dangerous drugs. Some physical signs can be runny eyes and noses, nausea and fainting.

Phencyclidine

Often called PCP or "angel dust" is a hallucinogenic. It is synthetically made and comes as a powder, tablet or capsule that can be ingested or smoked. The effects of the use of PCP include increased heart rates, blood pressure, dizziness, numbness and disorientation, slows reflex and body movements and can impair vision and speech.

Amphetamines

Also known as methamphetamines are stimulants which can be ingested as tablets or capsules. They

are also found in powder form that can be sniffed or injected as a mixed liquid. Some signs are elevated heart rates, blood pressure, respiratory rates, dilated pupils, sweating (with pungent odor), sleeplessness, mood swings, talkativeness and anxiety.

Metabolites from drug use can be found in urine for varying lengths of time after being used. Generally speaking, except for marijuana, which collects in fatty tissues, the above drugs stay in the body up to approximately one week.

Alcohol

Alcohol is a central nervous system depressant. Taken in large quantities it causes not only the euphoria associated with “being drunk” but also adversely affects your judgment, your ability to think, and your motor functions. Drink enough alcohol fast enough and it can kill you.

Long term overuse of alcohol can cause liver damage, heart problems, sexual dysfunction and other serious medical problems. In some cases, alcohol use can lead to physical and psychological dependence on alcohol. Alcoholism is a serious chronic disease. Left untreated it will inevitably get worse.

ANTI-DRUG PROGRAM TRAINING CERTIFICATION

Employee's Printed Name: _____

Social Security Number: _____

Company ID Number (if applicable): _____

TYPE OF EDUCATION PROVIDED

Name or Description

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

EMPLOYEE AGREEMENT

I, the undersigned, certify that I have read and understand the district’s administrative regulation on drug abuse.

I agree to submit to all required drug testing under the federal anti-drug program. I further agree to comply with all district, local, state and federal regulations regarding drugs in the workplace.

Failure to comply with the district’s anti-drug program and administrative regulation, having a positive test result on any required test or refusal to take a required test may result in termination of my employment or my application for employment.

<hr/>	
Employee’s Signature	Date
<hr/>	
Print Name	
<hr/>	
Witness Signature	Date

XII. Safety-Sensitive Functions

Safety-sensitive positions identified in accordance with federal law are as follows:

1. Administrator (if performs dispatch function);
2. Operations manager;
3. Transportation dispatcher (if performs dispatch or driver function);
4. Full-time bus drivers;
5. Part-time bus drivers;
6. Substitute drivers;
7. Leadman/Mechanic;
8. Mechanic;
9. Bus washer/fueler.