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4 **PERSONNEL**

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7 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

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9 School bus and commercial vehicle drivers shall be subject to a drug and alcohol testing program that
10 fulfills the requirements of the Code of Federal Regulations, Title 49, Part 382.

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12 Other persons who drive vehicles designed to transport sixteen (16) or more passengers, including the
13 driver, are likewise subject to the drug and alcohol testing program.

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15 Testing procedures and facilities used for the tests shall conform with the requirements of the Code of
16 Federal Regulations, Title 49, §§ 40, et seq.

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18 Pre-Employment Tests

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20 Tests shall be conducted before the first time a driver performs any safety-sensitive function for the
21 District. Safety-sensitive functions include all on-duty functions performed from the time a driver begins
22 work or is required to be ready to work, until he/she is relieved from work and all responsibility for
23 performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment;
24 supervising, performing, or assisting in loading and unloading; repairing or obtaining and waiting for help
25 with a disabled vehicle; performing driver requirements related to accidents; and performing any other
26 work for the District or paid work for any entity.

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28 The tests shall be required of an applicant only after he/she has been offered the position.

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30 Exceptions may be made for drivers who have had the alcohol test required by law within the previous six
31 (6) months and participated in the drug testing program required by law within the previous thirty (30)
32 days, provided that the District has been able to make all verifications required by law.

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34 Post-Accident Tests

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36 Alcohol and controlled substance tests shall be conducted as soon after an accident as practicable on any
37 driver:

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39 1. Who was performing safety-sensitive functions with respect to the vehicle, if the accident
40 involved loss of human life; or
41 2. Who receives a citation under state or local law, for a moving traffic violation arising from the
42 accident.

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44 Drivers shall make themselves readily available for testing, absent the need for immediate medical
45 attention.

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47 No such driver shall use alcohol for eight (8) hours after the accident, or until after he/she undergoes a
48 post-accident alcohol test, whichever occurs first.

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50 If an alcohol test is not administered within two (2) hours or if a drug test is not administered within
51 thirty-two (32) hours, the District shall prepare and maintain records explaining why the test was not

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4 conducted. Tests will not be given if not administered within eight (8) hours after the accident for alcohol
5 or within thirty-two (32) hours for drugs.

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7 Tests conducted by authorized federal, state, or local officials will fulfill post-accident testing
8 requirements, provided they conform to applicable legal requirements and are obtained by the District.
9 Breath tests will validate only the alcohol test and cannot be used to fulfill controlled substance testing
10 obligations.

11 12 Random Tests

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14 Tests shall be conducted on a random basis at unannounced times throughout the year. Tests for alcohol
15 shall be conducted just before, during, or just after the performance of safety-sensitive functions. The
16 number of random alcohol tests annually must equal twenty-five percent (25%) of the average number of
17 driver positions. The number of random drug tests annually must equal fifty percent (50%) of the average
18 number of driver positions. Drivers shall be selected by a scientifically valid random process, and each
19 driver shall have an equal chance of being tested each time selections are made.

20 21 Reasonable Suspicion Tests

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23 Tests shall be conducted when a supervisor or District official trained in accordance with law has
24 reasonable suspicion that the driver has violated the District's alcohol or drug prohibitions. This
25 reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning
26 the driver's appearance, behavior, speech, or body odors. The observations may include indications of
27 the chronic and withdrawal effects of controlled substances.

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29 Alcohol tests are authorized for reasonable suspicion only if the required observations are made during,
30 just before, or just after the period of the work day when the driver must comply with alcohol
31 prohibitions. An alcohol test may not be conducted by the person who determines that reasonable
32 suspicion exists to conduct such a test. If an alcohol test is not administered within two (2) hours of a
33 determination of reasonable suspicion, the District shall prepare and maintain a record explaining why
34 this was not done. Attempts to conduct alcohol tests shall terminate after eight (8) hours.

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36 A supervisor or District official who makes observations leading to a controlled substance reasonable
37 suspicion test shall make a written record of his/her observations within twenty-four
38 (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

39 40 Enforcement

41 Any driver who refuses to submit to a post-accident, random, reasonable suspicion, or follow-up test shall
42 not perform or continue to perform safety-sensitive functions.

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44 Drivers who test positive for alcohol or drugs shall be subject to disciplinary action up to and including
45 termination of employment.

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47 A driver who violates District prohibitions related to drugs and alcohol shall receive from the District the
48 names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment
49 programs available to evaluate and resolve drug and alcohol-related problems. The employee shall be
50 evaluated by a substance abuse professional who shall determine what help, if any, the driver needs in
51 resolving such a problem. Any substance abuse professional who determines that a driver needs

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4 assistance shall not refer the driver to a private practice, person, or organization in which he/she has a
5 financial interest, except under circumstances allowed by law.
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7 An employee identified as needing help in resolving a drug or alcohol problem shall be evaluated by a
8 substance abuse professional to determine that he/she has properly followed the prescribed rehabilitation
9 program and shall be subject to unannounced follow-up tests after returning to duty.
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11 Return-to-Duty Tests

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13 A drug or alcohol test shall be conducted when a driver who has violated the District's drug or alcohol
14 prohibition returns to performing safety-sensitive duties.
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16 Employees whose conduct involved drugs cannot return to duty in a safety-sensitive function until the
17 return-to-duty drug test produces a verified negative result.
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19 Employees whose conduct involved alcohol cannot return to duty in a safety-sensitive function until the
20 return-to-duty alcohol test produces a verified result that meets federal and District standards.
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22 Follow-Up Tests

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24 A driver who violates the District's drug or alcohol prohibition and is subsequently identified by a
25 substance abuse professional as needing assistance in resolving a drug or alcohol problem shall be subject
26 to unannounced follow-up testing as directed by the substance abuse professional in accordance with law.
27 Follow-up alcohol testing shall be conducted just before, during, or just after the time when the driver is
28 performing safety-sensitive functions.
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30 Records

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32 Employee drug and alcohol test results and records shall be maintained under strict confidentiality and
33 released only in accordance with law. Upon written request, a driver shall receive copies of any records
34 pertaining to his/her use of drugs or alcohol, including any records pertaining to his/her drug or alcohol
35 tests. Records shall be made available to a subsequent employer or other identified persons only as
36 expressly requested in writing by the driver.
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38 Notifications

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40 Each driver shall receive educational materials that explain the requirements of the Code of Federal
41 Regulations, Title 49, Part 382, together with a copy of the District's policy and regulations for meeting
42 these requirements. Representatives of employee organizations shall be notified of the availability of this
43 information. The information shall identify:
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- 45 1. The person designated by the District to answer driver questions about the materials;
- 46 2. The categories of drivers who are subject to the Code of Federal Regulations, Title 49, Part 382;
- 47 3. Sufficient information about the safety-sensitive functions performed by drivers to make clear
48 what period of the work day the driver is required to comply with Part 382;
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- 3 4. Specific information concerning driver conduct that is prohibited by Part 382;
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- 5 5. The circumstances under which a driver will be tested for drugs and/or alcohol under Part 382;
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- 7 6. The procedures that will be used to test for the presence of drugs and alcohol, protect the driver
- 8 and the integrity of the testing processes, safeguard the validity of test results, and ensure that test
- 9 results are attributed to the correct driver;
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- 11 7. The requirement that a driver submit to drug and alcohol tests administered in accordance with
- 12 Part 382;
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- 14 8. An explanation of what constitutes a refusal to submit to a drug or alcohol test and the attendant
- 15 consequences;
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- 17 9. The consequences for drivers found to have violated the drug and alcohol prohibitions of Part
- 18 382, including the requirement that the driver be removed immediately from safety- sensitive
- 19 functions and the procedures for referral, evaluation, and treatment;
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- 21 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less
- 22 than 0.04;
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- 24 11. Information concerning the effects of drugs and alcohol on an individual's health, work, and
- 25 personal life; signs and symptoms of a drug or alcohol problem (the driver's or a
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- 27 coworker's); and available methods of intervening when a drug or alcohol problem is suspected,
- 28 including confrontation, referral to an employee assistance program, and/or referral to
- 29 management; and
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- 31 12. The requirement that the following personal information collected and maintained under this part
- 32 shall be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse:
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- 34 A. A verified positive, adulterated, or substituted drug test result;
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- 36 B. An alcohol confirmation test with a concentration of 0.04 or higher;
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- 38 C. A refusal to submit to any test required by law;
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- 40 D. An employer's report of actual knowledge, as defined in law;
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- 42 E. On duty alcohol use;
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- 44 F. Pre-duty alcohol use;
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- 46 G. Alcohol use following an accident;
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- 48 H. Controlled substance use;
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- 50 I. A substance abuse professional report of the successful completion of the return-to-
- 51 duty process;

