

1 Joint School District No. 2, Meridian

2
3 AUXILIARY SERVICES

4
5 Series 700

6
7 Policy Title Employee Drug Testing Code No. 702.52

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10 In recognition of the harmful effects that that the use of illegal drugs and the misuse of
11 alcohol can have on employees engaged in the student transportation industry, Meridian
12 Joint School District No. 2 takes very seriously, the responsibility to ensure that all
13 district vehicle operators are both drug and alcohol free while on duty.

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15 This policy will apply to all prospective and current employees who are required by job
16 description to possess a Commercial Driver's License (CDL). The Transportation
17 Supervisor will be the designated contact person responsible for oversight of the
18 compliance provisions of this policy.

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20 The district is committed to ensuring that all drivers do not operate a district vehicle while
21 under any influence of alcohol or illegal drugs. Drivers are not to consume alcohol within
22 eight hours of reporting to work and will not report to work or remain at work while having
23 an alcohol concentration of .02 or greater. Employees are prohibited from using or
24 possessing alcohol while they are on duty. Employees are also prohibited from the use
25 of illegal drugs, or the illegal use or misuse of prescription medication by employees.
26 This prohibition extends to use both on and off duty.

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28 Any prospective employee, who tests positive for illegal drugs or alcohol, will not be
29 hired by the district. Any current employee who tests positive for alcohol or illegal drugs
30 will immediately be released from operating a vehicle for the district. Such employees
31 will be dealt with administratively in accordance with the district's policy relating to
32 employee use of alcohol or other drugs (Policy No. 403.70). For purposes of this policy,
33 an employee test will be considered positive when that employee's blood alcohol
34 concentration (BAC) exceeds .02.

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36 Drug and Alcohol Testing Procedures:

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38 1. Pre-Employment Testing

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40 All prospective employees will take, and pass a drug and alcohol test prior to
41 becoming employed with the district. Furthermore, all prospective drivers must
42 disclose any and all incidents where they have tested positive for illegal drugs or
43 alcohol, or refused to test with an employer up to two years prior to applying with
44 this district. Drivers must sign a consent form authorizing the district to conduct a
45 check with each prior employer of the prospective driver during the past two
46 years to determine whether the driver has tested positive for illegal drugs or
47 alcohol. Prospective drivers identified as having tested positive for illegal drugs
48 or alcohol in the past two years will not be offered employment with the district.

52 2. Reasonable Cause Testing

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54 The district may require a driver to be tested for illegal drugs or alcohol when
55 there is reasonable suspicion to believe that a driver is under the influence of
56 illegal drugs or alcohol while at work.

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58 3. Random Testing

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60 All drivers and employees who are required by job description to possess a
61 commercial driver's license (CDL) will be subject to random drug and alcohol
62 testing. Random testing selections will be conducted by a third party tester and
63 shall be made by a valid method that will result in every employee having an
64 equal chance to be selected. Random testing for alcohol may take place just
65 prior to, during, or just after a driver's duty time.

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67 4. Post Accident

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69 A driver operating a vehicle for the district that is involved in an accident may be
70 tested for both illegal drugs and alcohol as soon as practical following the
71 accident. Alcohol testing must be administered within eight hours and drug
72 testing within thirty-two hours of the accident to be considered valid under DOT
73 regulations.

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75 Any driver required to be tested under this section must remain readily available
76 for such testing and may not consume alcohol within eight hours of the accident.
77 A driver who is involved in an accident must comply with all instructions given to
78 him/her relative to taking a drug and alcohol test.

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80 5. Return to Duty

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82 Any driver that tests positive for illegal drugs or alcohol and complies with Policy
83 Code No 403.70 (Employee Alcohol and Other Drugs) will also be required to
84 take, and pass, a drug and/or alcohol test at their own expense. Thereafter, such
85 driver shall be subject to unannounced random testing at least six more times
86 within the following twelve months at their own expense in compliance with DOT
87 regulations.

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89 Specimen Collection and Test Result Notification Procedures

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91 1. Refusal to Test

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93 An employee may not refuse to take a drug or alcohol test when requested to do
94 so, consistent with the terms of this policy. Such a refusal will be considered
95 equivalent to testing positive for illegal drugs or alcohol. A driver will be
96 considered as refusing to test if he/she expressly refuses to take a test when so
97 requested, or otherwise fails to provide an adequate breath or urine sample
98 without a valid medical explanation. Additionally, a driver will be considered as
99 refusing to test if he/she engages in conduct that clearly obstructs the testing
100 process.

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2. Drug/Alcohol Specimen Collection

All testing for illegal drugs will be done by the testing of an employee's urine specimen. All such testing will utilize the split specimen collection procedures. Under that procedure, the employee will have his/her specimen sealed in two separate containers and both will be sent to a National Institute of Drug Abuse (NIDA) certified laboratory for testing. If the first specimen tests positive, the employee may request within three days of the positive notification that the other specimen be tested at another NIDA laboratory. This second test will be done at the employee's expense unless the second test comes back negative. All urine specimen collections will be conducted by a third party drug/alcohol screening company using personnel that have been trained in collection procedures as established by the Department of Transportation (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.

3. Adulteration or Submission of Concealed/False Specimen

If, during the collection procedures, the collection monitor detects an effort by the employee 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 district contact person of the employee's refusal to submit a true specimen. Such conduct by the employee will be considered as a refusal to provide a true specimen for testing.

4. Notification of Testing Results

All test results from the testing laboratory will be forwarded to the district contact person through the third party drug/alcohol testing provider, as the representative of the Medical Review Officer (MRO). Drug or alcohol test results will only be reported to the district contact person(s) who has been designated to receive them.

Prior to informing the district contact person of a prospective or current employee's positive results, the employee will be offered an opportunity to personally discuss the positive results with the MRO or designee. The MRO will follow up on such information as is deemed appropriate. An employee 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 employee's test result will be reported as negative. If, after consideration of the situation, the MRO determines the results of the positive test are valid, that result will be conveyed to the district contact person along with the identity of the drug causing the positive result.

If the employee cannot be located, the MRO or designee may request that the district contact person arrange for the employee to contact the MRO as soon as

153 possible to discuss the results of the positive test. The MRO will communicate a
154 positive result to the district contact person without discussing the result with the
155 employee if the employee expressly declines the opportunity to discuss the
156 results of the test or the driver is instructed to contact the MRO, but fails to do so
157 within twenty four hours.
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Date of Revision:

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5/10/05

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Legal Reference: Code of Idaho
Department of Transportation
(DOT) Controlled Substances
and Alcohol Use and Testing;
49 Code of Federal Regulations
(CFR), Part 382

**JOINT SCHOOL DISTRICT NO. 2, Meridian School District
DRUG/ALCOHOL TESTING OF EMPLOYEES REQUIRED
TO POSSESS A COMMERCIAL DRIVER'S LICENSE**

**CONTROLLED SUBSTANCE TESTING CONSENT FORM
(PROSPECTIVE EMPLOYEES)**

As a part of my application for employment as a driver of a motor vehicle for Joint School District No. 2, I consent to a drug/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 Department of Transportation (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 a Medical Review Officer (MRO) if my test comes back positive for illegal drugs.

I consent to the release of my test results received by the district's drug/alcohol testing provider, as the representative of the Medical Review Officer, to management officials at Joint School District No. 2 and understand that those test results will be held in confidence by them.

I further give consent to Joint School District No. 2 to contact those employers for whom I have worked as a vehicle operator for the past two (2) years for the purpose of Joint School District No. 2 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. I consent to the release of that information by those employers for whom I have worked during the past two (2) years as a vehicle operator. I further understand that if it is determined that I have tested positive for illegal drugs or alcohol with another employer during the past two years, I will not be offered employment by the district.

Applicant's Name (Please print)

Applicant's Home Phone #

Applicant's Signature

Date

