

Drug and Alcohol Testing for Bus Drivers (Testing Procedures)

General testing procedures

When reporting to collection site the employee must have in their possession a valid Colorado Driver's license and the district test request form.

If an employee is requested to go to a collection site or is escorted to a collection site, they will be advised as to their rights, procedures and expectations. A copy of district policy and procedures will be given to all employees who may be required to submit to a controlled substance or alcohol test and asked to sign a district form indicating they have received the information and will be required to give a urine sample or breath test.

When advised to take a test, driver must immediately proceed to the test site and cannot finish the task at hand i.e.: paperwork unloading, finish route, et cetera. Any time a test is not performed immediately or within the prescribed time, a well documented reason must be kept by the supervisor.

Employees will be advised of the dangers of drug abuse in the workplace and the district's resolve to maintain a drug-free environment. Employees will be advised of the availability of substance abuse counseling, rehabilitation and employee assistance programs. A trained substance abuse professional will be available for counseling.

As a condition of employment, an employee or prospective employee will be required to sign a statement that the individual will abide by the district controlled substance policy and procedures and notify the district of any criminal drug conviction occurring no later than five days after receiving notice of such conviction. This may lead to termination.

Samples shall be collected and tested with due regard to the privacy of the individual being tested and in a manner reasonably calculated to prevent substitutions or interference with the collection or testing of reliable samples.

Random selection for collection and testing will be performed by the bid-winning vendor. The vendor will select a number from a computer listing (not based on a name) and will notify the district contact person to have the employee report for testing. The vendor may use a computer software program or use the telephone to notify the school contact person. The school contact person will be reviewing the computer screen each morning.

Newly hired employee's numbers will be added to the random selection pool on the first of the month. Terminated employee's number will be removed from the random selection pool the same day as termination via computer hookup with the vendor.

Collection sites will be required to offer service 24 hours a day. Thus, testing for post accident or reasonable suspicion will be possible anytime. If either of these occurs at the end of an employee's shift, they will be required to travel to the collection site and follow all collection procedures completely. Employee will be paid for this time. Employee must remain available for testing until completed or it will be considered a refused test with stated consequences.

For reasonable suspicion and post accident situations, employees, requiring a controlled substance drug or alcohol test will be escorted to the collection site by a designated district supervisor. For random selection, pre-employment/initial duty and return-to-duty drug and alcohol testing requirements, a map and printed instructions to collection site will be provided.

For post accident testing, as soon as practicable following an accident, but no later than 32 hours for controlled substance drugs and for alcohol within two hours but no later than eight hours, (driver cannot drink alcohol for eight hours after an accident) the district will transport for testing a surviving driver and co-driver for alcohol and controlled substances under the following circumstances:

1. When any person involved in an accident (moving or otherwise) has been fatally injured, or
2. The driver received a citation for a moving traffic violation, or
3. When any involved motor vehicle is required to be towed away.

Testing procedures for alcohol

For all five types of testing situations, a breath alcohol test will be used. Federal regulations provide minimum standards for the (EBT) evidential breath testing machine and the required training (including calibration of the machine by a (BAT) breath alcohol technician). For post accident or reasonable suspicion situations where a breath test is not available and time is a critical factor, a blood test will be allowed.

For alcohol testing, an evidential breath-testing device (EBT) which has visual display and printing capabilities will be used for determination of the alcohol level. If the initial test indicates a blood alcohol level above 0.02, a confirmatory test will be given within a 20 minute time period. These two combined are considered the first test. A Quality Assurance Plan (QAP) including record keeping, frequent breath analyzer device calibration, safekeeping of device and records, confidential procedures in private location with BAT present at all times, et cetera has been initiated.

Use of alcohol is not allowed for at least four hours before going on duty.

Employee will not be allowed to possess any alcohol, drug or medicine with alcohol in it with safety tab broken, while on duty.

If an employee tests positive to a breath alcohol test, he or she will be terminated.

All random selections will be spread out over a calendar year (at least quarterly) and be totally unannounced. Employee must proceed directly to the test site and not finish any current tasks. A statistical and scientifically valid method will be used by an outside vendor to administer the selection.

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Fountain-Fort Carson School District #8, Fountain, Colorado