

Bartlett City Board of Education		5030
Descriptor Term: DRUG AND ALCOHOL TESTING FOR EMPLOYEES	Descriptor Code: Personnel	Issue Date: 4/24/2014
	Rescinds:	Revised:

1 Reasonable Suspicion Drug Testing

2 Trained supervisors have the responsibility to observe and document the cause for reasonable
3 suspicion and when appropriate, refer the matter to the Superintendent/designee. It is not the
4 supervisor's responsibility to attempt diagnosis. All information, facts and circumstances leading
5 to and supporting this suspicion, should be included in a written report detailing the basis for the
6 suspicion. After the report is filed, the employee should be notified.

7 Any employee may be required to submit to substance screening if the following conditions exist:
8 (list is not inclusive)

- 9 1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse
- 10 of alcohol and/or prescription drugs.
- 11 2. Apparent physical state of impairment of motor functions.
- 12 3. Marked changes in personal behavior not attributed to other factors.
- 13 4. Employee involvement in or contribution to an accident where the use of alcohol or drugs
- 14 is reasonably suspected or employee involvement in a pattern of repetitive accidents
- 15 whether or not they involve actual or potential injury.
- 16 5. Violation of criminal statutes involving the use of illegal drugs, alcohol or prescription drugs
- 17 and/or violations of drug statutes.

18 Testing for CDL Employees

19 All drivers and applicants for driver positions who are required to hold a Commercial Driver's
20 License (CDL) to perform their job function must adhere to the requirements of this policy and all
21 procedures relating to this policy.¹

22 The use, possession, sale, purchase or transfer of any controlled substances except medically
23 prescribed drugs on school property, while on school business or while operating school vehicles
24 and equipment is prohibited. Drinking alcoholic beverages during working hours, four (4) hours
25 before reporting to work or having any measurable amount of alcohol in their system during
26 working hours is prohibited, whether on or off school property. Working hours include all breaks.
27 Off-duty use of drugs and alcohol is prohibited to the extent that it affects driver's attendance or
28 performance and their ability to pass required DOT alcohol and controlled substance tests. Any
29 violation of this policy is grounds for termination as an employee of the Board and possible legal
30 prosecution. The use of any prescription drug that could affect the central nervous system or one
31 that would impair reaction time shall be reported to the Superintendent/director of transportation.
32 Notice shall be given of non-prescription (over-the-counter) drugs being taken on a regular basis.
33 The notice shall include the duration of ingestion and the possible side effects.

¹ Alcohol and Controlled Substances Testing (Omnibus Transportation Employee Testing Act of 1991).

Procedures

The execution and enforcement of this policy will follow set procedures to screen bodily fluids, conduct breath testing, and/or search all employee/applicants for alcohol and drug use, and those employees suspected of violating this policy who are involved in a reportable accident or who are periodically or randomly selected. The procedures are designed not only to detect violations of this policy, but also to ensure fairness to each employee. Disciplinary action will be taken as necessary.

Implementation

The Superintendent/director of transportation is authorized to implement this policy and procedures for the drug testing program, including a periodic review of the program to address any problems, changes and/or revisions of it, maintenance of all records required by the federal regulations, and determination upon Board approval of how the program will be accomplished, whether in-house, contracted or by consortium.

Dissemination

The Superintendent/director of transportation shall be responsible for communicating this policy and the procedures to all employees affected by this policy and shall be accountable for its consistent enforcement.² The Superintendent/director of transportation is designated to answer questions about this policy, procedures and all other matters involved in alcohol and controlled substance testing of CDL drivers and the reasonable suspicion testing of all other employees.

² 49 C.F.R. §382.601