

ZIONSVILLE COMMUNITY SCHOOLS



Transportation ADDENDUM

Important Notice: This Handbook Addendum is subject to change at any time and staff members are instructed to check the ZCS Employee Portal for the most updated version of this handbook. If unable to access electronically, it is the responsibility of the staff member to contact their ZCS Human Resources Department for assistance.

Revised July 2026

Zionsville Community Schools

900 Mulberry Street • Zionsville, Indiana 46077
317.873.2858 • www.zcs.k12.in.us



Dear Colleague:

It is my privilege to welcome you to the Transportation Staff at Zionsville Community Schools. ZCS is dedicated to providing the best environment possible for youth. The ultimate purpose of our work together can be stated in our Mission Statement: *Zionsville Community Schools will cultivate a learning environment where students grow academically, develop meaningful skills, and become active contributors to their communities. Through innovation, inclusion, and a strong sense of belonging, we prepare students to live with confidence and integrity.*

Zionsville Community Schools is also committed to being a great place to work. We recognize that our employees are our greatest asset. Our members cannot thrive unless the staff is thriving. Please do not hesitate to share suggestions and concerns with me. This TRANSPORTATION Addendum is intended to provide you with a supplemental understanding of the Core Classified Handbook. It outlines specific expectations for employees in this department and what you can expect from this organization. The policies expressed in the handbook are designed to create a positive work environment. If after reading this handbook you have any questions, please consult with me.

Once again, welcome to Zionsville Community Schools!

Amy Eaton
Transportation Manager

PURPOSE

The purpose of the Department of Transportation is to serve the students, parents, and staff in their educational pursuits by providing a positive, healthy, safe and comfortable environment. The health, safety, comfort and well-being of Zionsville Community Schools' students is the Department of Transportation's highest priority as we continue to rise to be considered a world-class organization in transportation.

DEPARTMENT POSITIONS

Many positions are required within the transportation department to satisfy its purpose. Below are a list of positions (general description of job duties, not meant to be exhaustive):

Transportation Manager:

Direct, supervise, and evaluate the work of all transportation employees and exercise responsibility for the day-to-day operations of the transportation department.

Transportation Assistant/Head Trainer:

Responsible for overseeing the training of all new professional drivers and development of an ongoing education program; monitor all pre- and post-trip inspections.

Office Assistant:

Facilitate positive communication and resolution of issues with transportation employees, assist in facilitating efficient day-to-day operations.

Mechanic:

Perform preventative maintenance in all corporation owned vehicles and assist in performing necessary road calls on all corporation vehicles.

Professional Driver:

Complete assigned school bus route safely and efficiently.

Bus Aide:

Provide support for students while on bus.

REQUIREMENTS/EXPECTATIONS

PROFESSIONAL DRIVER

All professional drivers work every day that school is in session. In the event of make-up days, the last day of school may change from year to year. Drivers are required to work all make-up days. Drivers are also required to work a full day prior to the start of school for professional development. All drivers are expected to perform their route in the safest manner possible.

WORKING HOURS

The Transportation Manager will assign work hours. Hourly employees are to clock in and out using the time clock each day. Hourly pay is calculated and rounded to the nearest five-minute interval. Employees must work only their assigned and approved hours. All overtime must be pre-approved by direct supervisor. Employees are encouraged to check their time sheets on a weekly basis for accuracy.

DRIVERS LICENSE/CDL REQUIREMENTS

All professional drivers are required by law to have a valid CDL and DOT physical. Drivers will be notified 60 days before their CDL or physical expires by the transportation administration. Drivers will be required to have a physical examination completed and returned to the transportation office 30 days before the expiration date. This will allow ample time for it to be sent and processed by the DOT. It is illegal, by CDL statutes, for an operator to drive if his or her license or physical are invalid or suspended for medical reasons. Drivers will be suspended without pay if their license or physical becomes invalid or suspended for medical reasons; the suspension will continue until these items are valid. If an employee is not able to provide a valid license within 90 days of suspension, employment will be terminated. Professional drivers are required to have a new DOT physical after any surgery.

The professional driver's public driving record will be checked at least yearly, or as ZCS determines necessary.

DOT Physical

All professional drivers who hold a Class B CDL must complete a DOT physical in order to be hired. Professional drivers are to keep their DOT physical up-to-date for the duration of their employment.

Pre-Employment Testing

The professional driver must take a drug and alcohol test to be considered for employment.

Drug and Alcohol Testing Policy for Bus Monitors/CDL Employees

The use, possession, sale, purchase or transfer of any controlled substances on school property, while on school business or while operating school owned or leased vehicles or equipment is strictly prohibited. The consumption of alcohol during working hours, 6 hours prior to reporting to work, or having any measurable amount of alcohol in his/her system during working hours whether on or off school property is strictly prohibited. Any positive drug or alcohol test whether, pre-employment, random, post-accident or reasonable suspicion is grounds for immediate suspension of duties and/or

termination. Excessive use of alcohol on off duty time is strictly prohibited. Any violation of this policy in any form is grounds for termination.

Random Testing

Zionsville Community Schools will adhere to the federal guidelines set forth and randomly drug/alcohol test. The random draw will be done by a ZCS contracted service and will be four times throughout the year. All school employees that hold a CDL license and drive a school bus for any reason will be placed on the random draw list. If an employee is selected at random for either tests the transportation administration will notify the employee. Once the employee is notified, she/he must proceed to the designated collection site as soon as possible. Failure to adhere to this policy will be considered a refusal on the part of the employee and grounds for termination. Any positive drug or alcohol test is grounds for immediate suspension of duties and/or termination.

Post-Accident Testing

Any professional driver is required to submit to a drug/alcohol test as soon as possible after an accident that involves: a fatality; a professional driver who receives a citation for a moving violation arising from the accident; any time a professional driver is involved in any accident Zionsville Community Schools has the right to request an additional drug/alcohol test be done. Any professional driver refusing to take a post-accident drug, and/or alcohol test may be recommended for termination.

Reasonable Suspicion

A reasonable suspicion standard is met by Zionsville Community Schools if based on observations concerning the behavior, speech, body odor or appearance of a professional driver while on duty or waiting to go on duty that is indicative of the use of alcohol and/or a controlled substance. A record will be prepared and maintained by the Human Resources department of all tests and reasons for testing. If a professional driver is taking any medication, even prescribed, that may impact behavior, performance and judgment transportation administration should be notified and a medical leave may be required.

TRAINING/RESPONSIBILITIES

SAFETY

State Law requires that all professional drivers must thoroughly check their buses at the end of each route to ensure that no children are still on the bus. Drivers may not leave their school bus without making such a check. Any children still remaining on the bus must be reported to the transportation administration immediately. Failing to check the bus following each route, shall be grounds for immediate termination. IC 9-21-12-19 School bus; special purpose bus post trip inspection

BUS EVACUATIONS

All professional drivers are required to perform a full bus evacuation twice per school year, once each semester. Please refer to our bus evacuation manual for specifics.

MOVING/TRAFFIC VIOLATIONS

All professional drivers are to be aware of traffic laws and abide by them at all times. In the event that a professional driver is pulled over, in their school bus, by local or state police and ticketed for any moving or traffic violation that driver will face disciplinary actions up to and including termination. It is also the responsibility of the professional driver to pay all costs incurred with that ticket.

MIRROR ADJUSTMENT ZONE

All professional drivers are responsible for learning the mirror adjustment zone and making sure their mirrors are properly adjusted.

WHEEL CHAIR LIFTS

Employees who drive a handicap bus or take field trips are required to go through **wheelchair training** every school year with a mechanic.

ROUTE ASSIGNMENTS AND PROTOCOL

Routes and areas to be covered shall be established by the transportation administration and are subject to change from time to time. Additional routes may be added to any professional driver or changes may be made in driving responsibilities. Full time employment for a professional driver is a regular assignment of four (4) routes per day, and/or other equitable duties as assigned. Overtime for field trips, and/or other duties will be calculated by hours worked as reflected via the time clock. All professional drivers that have an assigned route should keep that route updated with the routing assistant.

DAILY PROTOCOL

1. Arrive for morning bus routes by 6:30 am or 20 minutes before your scheduled leave time.
2. **All professional drivers and aides are to park in the employee parking lot. DO NOT park out front for any reason.**
3. All professional drivers should check their mailbox for any changes/notes from the transportation office.
4. Radio into the office every morning so that we are aware you are present for your route.
5. Perform your pre-trip inspection, report any immediate mechanical concerns, clean bus as needed. If a back-up bus is needed the mechanics will tell you which bus to take. Do not take back-ups without permission.
6. Try to arrive at your first stop within 2 minutes of the scheduled time.
7. **DO NOT change bus stops without approval from the transportation manager.**
8. DO NOT back up your bus without permission from the transportation office.
9. DO NOT use your cell phone when operating your bus or while students are on your bus.
10. Arrive at school NO EARLIER THAN 5 MINUTES BEFORE DROP OFF (Elementary 7:45 AM, Middle School 8:30 AM, and High School 8:10 AM), adjust start and bus stop times, if necessary, by informing the transportation assistant, transportation manager, the students and the parents.
11. Parking at buildings in the morning is first come first serve. Parking slots at the buildings in afternoon are assigned by bus numbers. Please refer to your parking lot lists.
12. In the morning high school buses drop and go. Middle school and elementary buses will be released by a building representative.
13. **In the afternoon professional drivers should arrive at your building as follows: elementary drivers 2:15 pm, high school drivers 3:10 pm and sub drivers at 2:00 p.m.**
14. All bus routes K-8 **must** have assigned seats.
15. **Perform your Post-Trip Inspection*** after every route once your students exit.
16. No driver is allowed to exit their school bus while students are on board for any reason.

****POST TRIP INSPECTION – State Law is as follows:***

IC 9-21-12-19 School bus; special purpose bus post trip inspection.

Sec. 19. (a) A person who operates a school bus or a special purpose bus shall visually inspect each seat within the interior of the school bus or special purpose bus at the end of a trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus or special purpose bus.

(b) The visual inspection required under subsection (a) must be conducted:

- (1) at the conclusion of each trip during which students or passengers are transported; and*
- (2) before the operator exits the school bus or special purpose bus.*

- (c) A student or passenger is considered to have been left on a school bus or special purpose bus if:
- (1) the operator has reached the end of a trip during which students or passengers are transported and exited the school bus or special purpose bus; and
 - (2) the student or passenger remains inside the school bus or special purpose bus.
- (d) A school bus or special purpose bus owner shall report all instances of a student or passenger being left on the school bus or special purpose bus to the superintendent or the superintendent's designee immediately after the incident occurred.
- (e) The superintendent or the superintendent's designee shall report all instances of a student or passenger being left on the school bus or special purpose bus to the department of education not later than five (5) working days after the incident occurred.

RELEASE PROCEDURES AT BUILDINGS

In the mornings and afternoons, all drivers are to follow the guidelines below:

1. Arrive at your buildings ON TIME. Late buses cause a delay in student release which will cause a delay with other drivers making the middle school routes on time.
2. Pull into the correct slot. In the morning it is first come first serve. In the afternoon you will have an assigned slot at each building.
3. Place your bus in neutral and set your parking brake.
4. TURN YOUR BUS OFF!
5. ***In the afternoon only***, if it is VERY cold (negative temperatures), drivers may leave buses running until students begin exiting the buildings; at that point buses ***MUST*** be shut off!
6. ***DO NOT START*** the bus until the building representative releases you for the day and the sidewalks are clear of students.

STUDENT DISCIPLINE

All professional drivers should build a professional relationship with the students and parents on their routes. Knowing families will go a long way in helping with discipline issues. At the beginning of the school year, professional drivers should encourage students to report any issues directly to them, so that the issues can be addressed in a timely manner.

If a situation occurs on your bus involving one or more students, please:

1. Request your video to be pulled for review.
2. The transportation office will review the video and send it to the counselors in the event there was a problem.
3. Contact parents to inform them of the situation. Parents should be the first line of communication when a situation occurs on your bus.
4. If your video is pulled, please check with the transportation office before your next scheduled route.

STUDENT BUS SAFETY RULES

1. The professional driver will assign seats in the interest of student safety.
2. The student should be seated, facing forward and should not change seats.
3. The student will keep their voice to a normal speaking level.
4. The student will not use inappropriate language.
5. The back two seats may only be used with permission from the professional driver.
6. The professional driver may give permission to lower individual windows to an appropriate level.
(ONLY to the black line)
7. No food or drinks are allowed on the bus unless the professional driver gives permission.

FIELD TRIPS ASSIGNMENTS

Professional drivers who are interested in taking extracurricular trips can notify the Transportation Office Assistant at the beginning of the school year. Professional drivers will have the ability to sign up for *daytime only, evenings only, weekends only* and/or all three. When a field trip is accepted by a professional driver, he or she will receive a trip ticket. If it is later determined that the professional driver cannot take that trip, they are expected to return the trip ticket to the Transportation Office Assistant. DO NOT give the trip ticket to fellow drivers.

FIELD TRIP PROTOCOL

1. All professional drivers are to park in the employee parking lot for all field trips.
2. The professional driver will be given a trip ticket for every field trip or athletic trip that they are assigned.
3. Field Trips will be distributed as evenly as possible. It will be based on total hours driven each day. Overtime will be approved by the Transportation Manager.
4. Teachers/coaches are responsible for supervision on the bus.
5. There should be an adult chaperone/teacher/coach in the back of the bus as well as the front of the bus.
6. Eating is allowed on long trips if absolutely necessary, but the students/chaperones/coaches are responsible for cleaning the bus once they return to the school.
7. The same behavior is required on field trips as on regular bus routes
8. Professional drivers can pull the bus over if he/she feels the students are unsafe.
9. The professional driver must use their regularly assigned bus, unless a mechanic gives permission to use another bus.
10. The professional driver must remain at the field trip location the entire time in the event that an emergency situation arises.

FUELING PROCEDURES

Professional drivers are responsible for fueling their own bus. Sub drivers are responsible for fueling the bus they are assigned if necessary. When the outside temperature is above 32 degrees the fuel tank can be allowed to go down to $\frac{1}{4}$ of a tank before fueling is necessary. When the outside temperature is at/or below 32 degrees the fuel tank should NOT be below $\frac{1}{2}$ of a tank. This is to prevent condensation in the fuel tank.

Once you start the fueling process you are not allowed to leave your bus. It is an OSHA violation to leave your bus at the fuel pump unattended.

TWO-STEP FUELING SYSTEM

Every professional driver has a 4-digit Personal Identification Number (PIN).

1. **Insert nozzle into fuel tank to prevent diesel and gas spills.**
 - **Propane drivers make sure the nozzle is seated correctly, or it will not turn on.**
2. **Type in your PIN and hit *enter*.**
3. **When prompted, enter the vehicle number into the card reader.**
4. **Enter your *CORRECT* odometer reading**
5. **Hit *ENTER*.**
6. **Enter the pump number.**

FUEL SPILL PROCEDURES (Diesel and Unleaded)

- **Small fuel spill (less than one gallon):** A small spill can easily be contained by spreading quick dry over the spill. Quick dry is located in a large drum by each fueling island. Please notify the mechanics, or shop assistant.
- **Large fuel spill (one gallon, or larger):** The quick dry products must be used quickly over the spill. This material is also located at the fueling island.
- **Must notify** mechanics, transportation office assistant, and office staff to determine if additional help or outside resources are needed.

DRESS CODE

Mechanics are expected to always wear the required uniform and should be changed daily. Professional dress is required. A neat and well-groomed appearance is expected to promote the professional image of the department.

Unacceptable attire is as follows:

- clothing that is extremely tight, low-cut or otherwise revealing.
- Midriff-baring shirts, tube tops, halter-tops, or similar apparel.
- No apparel advertising or promoting the use of alcoholic beverages, cigarettes, illegal drugs, nor anything referring to inappropriate behavior are allowed.

In the interest of safety for all, careful consideration should be given to footwear. All sandals must have a back to the shoe. **Flip flops are not allowed.**

PROFESSIONAL DEVELOPMENT

The professional driver is required to attend mandatory driver meetings that will be held throughout the school year.

Annual Safety Meeting

Professional drivers are required by law to participate in the Annual Safety Meeting online in order for your yellow card to be current. Yellow card renewal should be completed no later September 1st. If you do not have a current yellow card by January 1st, you will be suspended without pay until you receive it. The professional driver must be actively working towards a renewal during this timeframe.

ATTENDANCE

All transportation employees are expected make every effort to work the full 180 days of the school year.

Docked pay days, days taken without available sick, personal or vacation time, will not be approved and may result in loss of route or termination of employment.

In the event that a transportation employee is absent for more than 3 consecutive days they must have a doctor's note approving their return to work.

Medical Leave

See Core Classified Handbook for a complete outline of Non-FMLA eligible medical leave protocol for classified employees.

In the event that medical leave is granted for a serious health condition associated with an employee that must maintain a Class B CDL, the staff member may be required to complete a new DOT Physical and new drug test in order to be cleared to return to work.

PERFECT ATTENDANCE BONUS

Any CDL driver that has perfect attendance beginning on the first day of school will be eligible for the perfect attendance bonus to be paid on the first available paycheck after the end of each semester. CDL drivers that qualify for the perfect attendance bonus will be paid a \$500 stipend payable at the end of each semester. CDL drivers will have the ability to earn a \$500 stipend at the end of each semester for a total of \$1,000 per year.

Any bus aide that has perfect attendance beginning on the first day of school will be eligible for the perfect attendance bonus to be paid on the first available paycheck after the end of each semester. Bus aides that qualify for the perfect attendance bonus will be paid a \$100 stipend payable at the end of each semester. Bus aides will have the ability to earn a \$100 stipend at the end of each semester for a total of \$200 per year.

Bereavement and jury duty are the only acceptable absences.

If your current loyalty bonus is more than the above stipends you will receive that amount paid at half per semester. (Ex: \$1500 loyalty bonus paid at \$750 per semester) If you have a semester that you do not receive the perfect attendance bonus your stipend will go back to \$500 per semester.

ABSENCE NOTIFICATION

All absences must be entered into Absence Management (formerly Aesop) for tracking. All absences should be entered with as much advance notice as possible. Employees can enter Absence Management via the website by phone or by computer.

Personal days are required to be entered with 72 hours advanced notice. All “day-of” or “same-day” absences must be entered by 5:45AM. If there is an emergency and the absence is not entered by that time, employees are required to call the Transportation Supervisor directly (317-873-1237). In the event that an employee becomes ill prior to his or her afternoon route, the employee is required to call the Transportation Supervisor directly.

Failure to report an absence is considered ***no call, no show***. This will result in disciplinary action up to and including termination.

To use Absence Management (Formerly Aesop):

PHONE

CALL 1-800-942-3767

Enter your 10-digit ID: and press #

Enter your 4-digit PIN: and press #

From the main menu:

1. Press 1 to create an absence
2. Follow the prompts to enter the day, length of time, and % of day of absence
3. Enter the absence reason: sick = 1, personal = 2 bereavement/immed = 3, bereavement/extend
4. Review absence and press 1 to confirm
5. Make sure you receive a confirmation # - this does not need to be written down.

WEBSITE

<https://login.frontlineeducation.com/login?signin=d5bc09a60ca936f0c7360a2d39881d9a&productId=ABSMGMT&clientId=ABSMGMT#/login>

1. Login with ZCS Credentials
 - a. AnExample@zcs.k12.in.us
 - b. Password is one created by the employee at their hire date.
2. Click on the Create Absence Tab
3. Scroll over the dates on the calendar on the left for the dates you will be absence
4. Select an Absence Reason (Sick, Personal, Bereavement, etc)
5. Add any notes to the administrator (these will be seen by the Transportation Manger)
 - a. If bereavement, indicate the relation to the deceased in notes.
6. Click on green Create Absence Button

BUS CLEANING

The professional driver (including permanent subs) is responsible for the cleanliness of the bus assigned to their route. The bus should be swept out weekly, or as needed. If possible, brooms should be stored in your undercarriage compartment. The outside of the bus should be washed every two weeks, or as needed. DO NOT USE the power washer on the inside of the bus. See the mechanics with questions. The wash bay is to be used to wash buses only. Personal vehicles are not allowed.

SICK STUDENTS ON BUS

Use bodily fluid clean up kit and refer to ***Bodily Fluid Clean-Up Procedures.***

ROAD RESTRICTIONS

Staff are expected to abide by the following road restrictions:

- NO left turn onto Turkeyfoot from Mulberry
- NO right turn onto Mulberry from Turkeyfoot
- NO left turn onto SR 334 from Stonegate when leaving Stonegate Elementary

Students are NOT allowed to cross the following roads for any reason:

- SR 32
- US 421
- SR 334

NO IDLE POLICY

Zionsville Community Schools practices a **“No Idle Policy.”** Here are the guidelines for when drivers can idle:

Temperature	Idle Time Permitted
32 °	5 min
20° - 32°	15 min
5° - 20°	30 min
-5°	unlimited

ACCIDENT PROCEDURES

In the event of an accident:

- Immediately turn on your 4-way flashers and radio “base” with a location and brief report.
 - In most cases “Base” (transportation administration) will call 911.
- If necessary and possible, evacuate the students on the bus, and move them to a safe location.
 - Please refer to your evacuation booklet.
- You will need your driver’s license, registration and insurance card ready.
 - Registration and insurance card are located in your first aid kit.
- A representative(s) from transportation will go to the scene of the accident when necessary.

- Pictures need to be taken by a representative from transportation and/or the professional driver when necessary.
- The professional driver will take the names of all the students involved.
- Cooperate with the law enforcement officer to complete all necessary accident paperwork.
- Meet with the transportation assistant to complete an accident form.
- In some cases, the professional driver may be required to submit to a drug test.

In the event that you are found to be at fault for the accident it will directly affect any pay increase and will result in disciplinary action up to and including termination.

If a member of the media attempts to interview a professional driver, or any employee of ZCS, they should be directed to the Educational Services Center.

RADIO USE

DO NOT turn your two-way radio off or down. The two-way radio is an extremely important communication tool during driving hours. ***It is imperative that BASE is able to reach all professional drivers during route times!***

Please STAY OFF the radio during emergency conversations if you are not involved in the emergency. Professional drivers are not allowed to use the radio to make announcements of any kind or to make inappropriate or unprofessional comments.

Procedure for using the Radio

When using the radio, hold the microphone key down for a couple of seconds, then say “bus ___ to base.” Please give the buildings and transportation a few seconds to respond as they may be on a phone call or involved in another situation.

LOOSE EQUIPMENT AND CONTAINERS

It is the professional driver’s responsibility to make sure there is no loose equipment, or containers on the bus, especially in the driver compartment area. This includes personal drink containers (coffee, and pop). Often “dash trash” is a general term that describes multiple items that end up on the professional driver’s dash. The professional driver must monitor this area daily.

KIDS AT TRANSPORTATION

All children that are brought to the transportation center are to be supervised by their parent at all times. All children must be school aged in order to ride the bus. No child is to be on the bus lot without adult supervision at any time. No child is to be in the shop area at any time.

CELL PHONES

The use of a cell phone or blue tooth device, or texting while operating a bus or while students are on the bus is not allowed and will result in disciplinary action and possible termination.

EAR BUDS AND/OR EAR PHONES

The use of ear buds or ear phones while operating a bus or while students are on the bus is not allowed and will result in disciplinary action and possible termination.

LAYOVER PARKING

The only locations that professional drivers are allowed to park school buses before or during routes is on school property. This includes layover time between elementary and secondary routes. All school buildings can be accessed by the employee ID card.

BASIC SHOP RULES

Mechanics will always present a professional appearance and attitude.

The way you look and carry yourself creates an impression on the people you work alongside. Present yourself in a way that shows respect for yourself, your job and the company you work for. Use appropriate language and actions during work hours. We have an open shop so present yourself in a manner that can and will be viewed by all.

Shop uniforms will be worn at all times.

Shop uniforms are supplied by the corporation. They are to be worn daily. All mechanics are supplied with 11 tops and 11 bottoms. In the event that you lose an item(s) you will be charged for replacing that item (s).

Shop uniforms are required to be laundered regularly.

Every Wednesday uniforms are collected by a cleaning company and should be turned in for laundering. Mechanics have a dirty job and dirty uniforms do not represent a professional appearance. The laundering is at no cost to the employee.

Keep work area clean and organized.

We have a small facility and multiple mechanics so all mechanics will maintain a clean and organized workplace. When a job is finished the work area will be cleaned and tools or equipment will be put away before beginning the next job.

Protective gear to be worn at all times, as appropriate for the repair.

Protective eye wear or clothing should be worn when appropriate.

Be aware of hazardous chemicals and keep a flushing station nearby for eyes and skin.

There is an MSDS binder in the parts room. There is an eye flushing and shower station by bay door A.

Know where the fire extinguisher is and have a planned exit route.

The fire extinguisher should be kept in working order and in a place with easy access.

Knowledge of emergency shut off for fuel Island.

There is an emergency shut off button on the outside east wall of building on the north side of the walk-through door. In the event of an emergency press the button for immediate shut off.

Knowledge of closing procedures for shop.

Close all bay doors and outside doors and make sure they are locked.

Close and lock all gates including walk through gates on south side of bus parking lot.

Turn off breakers for fuel island, and overhead doors.

There are 5 breakers for fuel island and 3 breakers for overhead doors.

Electrical panel is located inside the compressor room.

Close valve on air compressor and lock room.

Turn off all lights and walk through main office and double check doors and lights.

Keep an emergency response number handy and posted clearly where others can see it.

A list of emergency numbers is posted in shop office.

Repair and maintain all corporation vehicles as stated by state statutes.

Vehicles should be repaired by original manufacturer's specifications. Do not short cut or modify any repair on any corporation vehicle. Do not remove or modify any equipment on any corporation vehicle. All school buses go through a state police inspection at least once per calendar year. If you have questions regarding a repair report to the shop foreman / head mechanic.

Cell phones are not to be used during work hours.

Keep cell phones in your personal vehicle or toolbox.

Shop Foreman / Lead Mechanic

They will oversee daily work of shop employees, by assigning duties and reviewing work completed. This is to ensure that we are meeting state standards for work completed.

Bus cleaning and fueling

Mechanics will not clean or fuel buses for any driver for any reason. The responsibility of bus washing and fueling falls on the professional driver.

BENEFITS

PAY POLICY

All professional drivers, aides and mechanics are paid on an hourly basis. All professional drivers will be paid for the “layover” time between their elementary routes and secondary routes.

Field Trip Pay/Overtime Pay

All extracurricular trips will be paid at \$20 per hour. Employees are responsible to clock in and out for every field trip. You must first clock out as a “route” driver then clock in as a “field trip” driver when time allows. There is a 3-hour minimum for all trips.

Trips scheduled on holidays will be paid at time and a half.

Overtime will be paid after an employee exceeds 40 hours of work as derived from the time clock record. Overtime is to be at a minimum always and must be approved by the Transportation Manager in advance. Paid time off does not count as hours worked and is not used for purposes of calculating overtime.

MEDICAL/DENTAL/VISION INSURANCE

Full-time employees and professional drivers will be eligible for Medical, Dental and Vision benefits starting the first of the month, following a 30-day calendar period. Contact the Human Resources Coordinator or Benefits Associate at 317-873-2858 for more detail.

Other Insurance

Full time employees and professional drivers are also eligible for other insurance, including the following:

Corporation Paid Life Insurance:

ZCS shall provide \$50,000 in term life insurance coverage through Madison National Life for each eligible employee after the designated waiting period has been satisfied. This is *guaranteed issue* at hire

Long Term Disability:

ZCS shall provide long-term disability coverage for each eligible employee through Madison National Life starting the first of the month, following a 30-day calendar period. This benefit is subject to an application process. If disability is determined after 90 calendar days off work due to illness or injury, this benefit will pay up to 66 2/3% of your monthly compensation.

Voluntary Term Life Insurance and other Supplemental Policies:

The eligible employee also has the option of purchasing up to an additional \$200,000 in supplemental term life insurance coverage as well as purchase \$5,000 for spouse and \$2,500 for each dependent child.

PAID TIME OFF (SICK, PERSONAL, VACATION)

Paid time off (PTO) will be allocated July 1st. Any employee hired mid-year will receive a pro-rated amount of PTO based upon hire date. Vacation time must be utilized between July 1st and June 30th and will not roll over. The number of available allotted days is listed on employees' pay advice.

	Full Year Employees	Full-time Driver
Sick	10	3
Personal	4	2

Sick Leave

Sick Leave days may be used after the first of the month following 30 days of employment with ZCS. Employees may use their annual allotted sick leave days to be absent from work for personal or immediate family illness or the birth of a child (spouse).

Immediate family shall be defined as: Spouse, child, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchild, and any other member of the family unit living in the same household.

Unused sick leave will roll over to the next year and may accumulate indefinitely.

Personal Business Leave (PBL)

PBL days may be used after the first of the month following 30 days of employment with Zionsville Community Schools. Employees may use their annual allotted personal leave days to be absent from work to conduct personal business. These days are to be pre-arranged and approved by the immediate supervisor. Accumulated days (beyond the maximum allowed) automatically rollover to accumulated sick leave. The number of available allotted days is listed on employees' pay advice.

Sick and personal days may not be used for the final two weeks following an employee's notice of separation / resignation from Zionsville Community Schools. Sick leave may be used with an accompanying doctor's note.

Vacation (full-year employees only)

<u>1 Year</u>	<u>2-4 Years</u>	<u>5-7 Years</u>	<u>8+ Years</u>
5	10	15	20

Vacation is awarded annually (July 1 – June 30) schedule. Days are allocated on July 1st and may not be carried over to the next school year.

At time of employment, vacation days will be allocated by the earned schedule. Employees may use vacation time after the first of the month following 30 days of employment with the approval from their supervisors. Vacation days may not be used for the final two weeks following an employee's notice of separation / resignation from Zionsville Community Schools.

Upon separation of employment unused vacation days will be paid out in accordance with the following schedule:

Final employment date between:

July 1 and July 30	0% of unused annual days paid out
August 1 and September 30	25% of unused annual days paid out
October 1 and December 31	50% of unused annual days paid out
January 1 and March 31	75% of unused annual days paid out
April 1 and June 30	100% of unused annual days paid out

SEVERANCE

For employees hired prior to July 1, 2024 only. Employees who are eligible for medical benefits are also eligible for severance benefits. Severance benefits are provided upon separation of employment. To qualify for this severance benefit, the following requirements must have been met:

1. Ten (10) years of service in the School Corporation (or its components prior to consolidation) in a benefits eligible position; and
2. Must have reached the age of fifty-five (55) by July 1 of the year of severance, or must have completed twenty (20) years in the School Corporation or its components prior to consolidation, regardless of age.

The severance benefit consists of a single payment which is the total of:

1. \$25 for each full year of service in the School Corporation (or its components prior to consolidation); plus
2. \$15 per day for each day of unused accumulated sick and personal business leave. Because of the varied schedules, the number of years of service and number of unused sick and personal days will be prorated.

In the event an employee who has completed twenty (20) years in the School Corporation (or its components prior to consolidation) and who is under fifty-five (55) years of age, becomes totally disabled (as certified by a doctor approved by the School Corporation), that employee shall qualify to receive the severance benefit.

Should an employee, who has met the requirements above, die prior to receiving full benefits, the remaining benefits shall be paid to the employee's designated beneficiary or to the employee's estate.

Zionsville Community Schools

Substance Abuse Policy For Employees with Commercial Driver's License for Compliance with 49 CFR Part 382.601 and 49 CFR Part 40

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STATEMENT OF PURPOSE AND POLICY

Employees are an extremely valuable resource for Zionsville Community Schools. Their health and safety is a serious concern of Zionsville Community Schools. Drug or alcohol use may pose a serious threat to employee health and safety; It is, therefore, the policy of Zionsville Community Schools (hereafter referred to as School) to prevent substance use or abuse from having an adverse effect on our employee(s). The school maintains that the work environment is safer and more productive without the presence of alcohol, illegal or inappropriate drugs in the body or on School property. Furthermore, employees have a right to work in an alcohol and drug-free environment and to work with employees free from the effects of alcohol and drugs.

Employees who abuse alcohol or use drugs are a danger to themselves, their coworkers and the school's assets.

The adverse impact of substance abuse by employees has been recognized by the federal government. The Federal Motor Carrier Safety Administration ("FMCSA") has issued regulations which require the School to implement a controlled substance testing program. The School will comply and require that a driver submit to alcohol and controlled substance tests administered in accordance with these regulations and are committed to maintaining a drug-free workplace. All employees are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with the School.

Specifically, it is the policy of the School that the use, sale, purchase, transfer, possession or presence in one's system of any controlled substance (except medically prescribed drugs) by any employee while on School premises, engaged in School business, while operating School equipment, or while under the authority of the School is strictly prohibited. FMCSA states that mandatory testing must apply to every person who operates a commercial motor vehicle in interstate or intrastate commerce and is subject to the CDL licensing requirement.

The execution and enforcement of this policy will follow set procedures to screen body fluids (urinalysis), conduct breath testing, and or search all covered employees including applicants for alcohol and drug use. These procedures are designed not only to detect violations of this policy, but to ensure fairness to each employee. Every effort will be made to maintain the dignity of employees or applicants involved. Disciplinary action will, however, be taken as necessary.

Neither this policy nor any of its terms are intended to create a contract of employment or to contain the terms of any contract of employment. The School retains the sole right to change, amend or modify any term or provision of this policy without notice. This policy is effective August 2023, and will supersede all prior policies and statements relating to alcohol or drugs.

Administrative Guidelines to Zionsville Community Schools Substance Abuse Testing Procedures

I. Purpose

The purpose of this administrative guide is to set forth the procedures for the implementation of controlled substance and alcohol use and testing of employee applicants and current employees pursuant to the School's Substance Abuse Policy. These procedures are intended as a guide only, and are in no way intended to alter any existing relationship between the School and any employee.

The School Corporation's drug and alcohol program administrator designated to monitor, facilitate, and answer questions pertaining to these procedures is **Amy Eaton**.

II. Provisions

A. Applicability

This policy applies to all school employees that utilize a Commercial Drivers License (CDL) in the course of their employment. A valid CDL is required to operate the type of equipment listed below:

1. A vehicle having a Gross Vehicle Weight Rating (GVWR) as assigned by the manufacturer of 26,001 pounds or more; or
2. A combination vehicle having a Gross Combination Weight Rating of 26,001 pounds or more.
3. A vehicle that is designed to transport 16 or more passengers, including the driver; or
4. A vehicle requiring a placard to transport hazardous materials.

B. Prohibited Conduct

The following shall be considered "prohibited conduct" for purposes of this policy.

1. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcoholic concentration of .04 or greater. An employee is considered to be performing a safety-sensitive function if he/she is actually performing, ready to perform, or immediately available to perform any of the following on-duty functions:
 - a. All time spent at a facility waiting to be dispatched.
 - b. All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 - c. All driving time or time spent at the driving controls of a commercial vehicle in operation.
 - d. All time, other than driving time, in or upon any commercial motor vehicle.
 - e. All time spent loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, including completion of any related paperwork; and remaining in readiness to operate the vehicle; or
 - f. All time spent repairing, assisting, or attending to a disabled motor vehicle.
2. No employee shall be on duty or operate a commercial vehicle while the employee possesses alcohol.
3. No employee shall use alcohol while performing safety-sensitive functions.
4. No employee shall perform safety-sensitive functions within six (6) hours after using alcohol.
5. No employee required to take a post-accident test shall use alcohol for

eight (8) hours following the accident or until he or she undergoes a post-accident test, whichever occurs first.

6. No employee shall refuse to submit to a post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or drug test.

C. Prescription Medication and/or Other Medication Use

1. An employee is prohibited from reporting for duty or remaining on duty when the employee uses any controlled substance, except when the use is pursuant to the written instruction of a physician who has advised the Employee that the substance will not adversely affect their ability to safely perform their duties. The employee must provide the School with proof of such medical advice. The School can decide if the employee can remain at work or on the School premises and what work restrictions, if any, are deemed necessary.
2. Any employee who is using a prescribed drug or other medication, which is known or advertised as possibly affecting or impairing judgment, coordination or other senses, (including dizziness or drowsiness), or which may adversely affect the employee's ability to perform work in a safe and productive manner, must notify the School prior to starting work or entering any School premises. The School will decide if the employee can remain at work or on the School premises and what work restrictions, if any, are deemed necessary.
3. Ingestion of products that contain hemp will not be an acceptable explanation for testing positive for marijuana.

D. Refusal to Test

Refusal to submit to the types of drug and alcohol tests employed by the School will be grounds for refusal to hire employee/applicant(s) and to discipline existing CDL employee(s). A refusal to test would include any of the following situations:

1. Failing to appear for any test within a reasonable time after being directed to do so.
2. Failing to remain at the testing site until the testing process is completed.
3. Failure to provide a breath sample, saliva sample or urine sample as directed.
4. Failure to permit, if the situation requires, observation or monitoring of providing a urine specimen.
5. Failure to provide a urine, breath or saliva specimen within required time frames may be considered a refusal. If an employee cannot provide a sufficient quantity of urine or breath, he/she will be directed to be evaluated by a physician of employer's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either breath or urine), it will be considered a refusal to test. In that circumstance the employee has violated one of the prohibitions of the regulations.
6. Failure or decline to take an additional drug test the employer or collector has directed you to take.
7. Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of a "shy bladder" or "insufficient breath" situation.

8. Failure to cooperate with any part of the testing process .and/or

conduct that would obstruct the proper administration of a test. (e.g., refusing to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process)

9. For an observed collection, failure to follow the observer's instruction to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
10. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
11. Admission to the collector or MRO by the employee that they adulterated or substituted their specimen.
12. A report from the MRO of a verified adulterated or substituted test result.
13. Refusing to sign step two (2) of the alcohol testing form.

E. Types of Tests

Pursuant to regulations promulgated by the Department of Transportation (DOT), the School has implemented the following circumstances for drug and alcohol testing: pre-employment (drug testing only), post-accident, random, reasonable suspicion, return-to-duty, and follow-up testing.

1. Pre-employment Testing

As a condition of employment, the employee applicant shall provide the School with a written authorization for all previous employers within the past three (3) years to release drug and alcohol testing records as the DOT and FMCSA regulations require. Within thirty (30) days of performing a safety-sensitive function, DOT regulations require that the School obtain, to the extent available, certain drug and alcohol testing records from the employee's previous employers for the previous three (3) years. Unless a qualifying pre-employment exemption can be documented, all applicants who are required to have or obtain a CDL must submit to a urine drug test.

2. Random Testing

The School conducts random drug and alcohol testing. The School will submit all employees' names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year. The School will drug test, at a minimum, fifty (50) percent of the average number of employee positions in each calendar year or at a rate established by the DOT for the given year. The School will select, at a minimum, ten (10) percent of the average number of employee positions in each calendar year for random alcohol testing, or at the rate established by the DOT for the given year. Random selection, by its very nature, may result in employees being selected in successive selections more than once a calendar year.

If an employee is selected at random, for either drug or alcohol testing, a School official will notify the employee. Once notified, the employee must proceed to the designated collection site immediately. If the employee does not go to the collection site as soon as possible after notification, such

conduct may be considered a refusal to test.

3. Post-Accident Testing

Following any accident, the employee must contact the School as soon as possible. The employee must submit to a Federal DOT drug and alcohol test any time he or she is involved in an accident where 1) a fatality is involved; or 2) the employee receives a citation for a moving violation arising from the accident that involved:

- o injury requiring medical treatment away from the scene, or
- o one or more vehicles having to be towed from the scene.

The employee shall follow the instructions from the School or its representative to complete required testing.

For other accidents not covered by the DOT definition above, the School may require a non-regulated drug and alcohol test when:

- o The employee's actions may have contributed or cannot be completely discounted as a contributing factor to an accident.
- o In this case, an accident shall mean an incident which results in damage over \$1000.00 or personal injury.
- o An incident results in a lost time injury.

Any time a post-accident drug or alcohol test is required, it must be performed as soon as practical. If no alcohol test can be made within eight (8) hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for the purpose of post-accident drug testing within thirty-two hours, attempts to make such collection shall cease. An employee is prohibited from consuming alcohol between the time of the accident and the test.

In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, employees must comply with law enforcement personnel requests. The School may request testing documentation from such agencies and may ask the employee to sign a release allowing the School to obtain such test results.

In the event an employee is so seriously injured that the employee cannot provide a sample of urine, breath or saliva at the time of the accident, the employee must provide necessary authorization for the School to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the employee's system at the time of the accident.

4. Reasonable Suspicion Testing

Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall be deemed to exist when an employee manifests physical, behavioral, speech or performance symptoms or reactions commonly attributed to the use of controlled substances or alcohol. Such employee conduct must be witnessed by a supervisor who is trained in compliance with Part 382.603 of the Federal Motor Carrier Safety Regulations.

A supervisor observing such conditions will take the following action immediately:

1. Confront the employee involved and keep under direct observation until the situation is resolved.
2. Secure the DER's concurrence to observations. After discussing the circumstances with the DER, arrangements will be made to observe or talk with the employee. If he/she believes, after observing or talking to the employee, that the conduct or performance problem could be due to substance abuse, the employee will be immediately required to submit to a breath test or urinalysis. If the employee refuses to submit to testing for any reason, the employee will be informed that continued refusal would result in a refusal to test violation and disqualification from performing any safety-sensitive function.
3. Employees will be asked to release any evidence relating to the observation for further testing. Failure to comply may subject the employee to subsequent discipline or suspension from driving duties. All confiscated evidence will be receipted for with signatures of both the receiving supervisor, as well as the provider.
4. The DER shall, within 24 hours or before the results of the controlled substance test are released, document in writing the particular facts related to the behavior or performance problems that led to the reasonable suspicion test and maintain this documentation in appropriate DOT files.
5. The DER shall remove or cause the removal of the employee from the school owned vehicle and ensure that the employee is transported to an appropriate collection site and thereafter to the employee's residence or, where appropriate, to a place of lodging. Under no circumstances will that employee be allowed to continue to drive a School vehicle until a confirmed negative test result is received.

F. Controlled Substance Testing Protocol

1. Urine Collection Procedures

- The testing procedure starts with the collection of a urine specimen.
- Collection procedures will follow the specific guidelines set forth by the U.S. Department of Transportation as outlined *in* the published collection procedures guidelines.
- Employees will be directed to empty their pockets and display the contents to the collector.
- Employees will be allowed privacy during the collection process except as noted in number- 5 below.
- Observed collections are required by DOT if:
 - The previous specimen provided by the employee was determined to be invalid and MRO ordered another test.
 - The previous specimen provided by the employee was determined to be negative-dilute with a creatinine value >2 mg/dl but <5 mg/dl.
 - The collector observes evidence of an employee's attempt to tamper with the specimen.
 - The temperature of the specimen is out of range.
 - The specimen appears to have been tampered with.
 - The test is a return-to-duty or follow-up test.
- As part of the collection process, the specimen provided will be split into two portions: a primary specimen and a secondary (split) specimen.
- If the employee is unable to provide 45 ml of urine, the DOT "shy bladder" rule will apply. The employee will have up to 3 hours to provide the required 45 ml and may consume up to 40 ounces of fluids during this time period. The employee will be required to be monitored during the waiting period.
- After collection, the specimen will be submitted to a SAMHSA certified laboratory for testing.

2. Laboratory Procedures

Drug testing will be performed through urinalysis. Urinalysis will test, at a minimum, for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates (including codeine, morphine & heroin), amphetamines (including methamphetamines, MOMA, MDEA, & MDA) and phencyclidine (PCP). The school reserves the right to test covered employees for additional substances of abuse under their own authority including but not limited to substances listed on Schedule I through V of section 202 (21 U.S.C. 812) of the Controlled Substance Act (examples include synthetic marijuana (K2/Spice) or designer stimulants (bath salts)).

The SAMHSA certified laboratory will perform initial screenings on all primary specimens. In the event that the primary specimen tests positive, a confirmation test of that specimen will automatically be performed. If the

confirmatory test is positive, it will be reported to the Medical Review Officer (MRO) as a positive.

3. Validity Testing

The laboratory must also perform validity testing on each specimen received. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted. The following will be measured: creatinine level, specific gravity, and pH. In addition, all specimens will be tested for known adulterants. An initial validity test is performed first, followed by a confirmation test if required.

All laboratory results will be reported by the laboratory to a MRO designated by the School or its agents.

4. MRO Procedures

1. All test results will undergo a review process by the MRO.
2. Negative test results will be reported directly to the School by the MRO.
3. Positive, adulterated or substituted results will be handled in the following manner by the MRO:
 - a. Before reporting a positive, adulterated or substituted test result to the School, the MRO will attempt to contact the employee to discuss the test result.
 - b. The employee is required to discuss the result with the MRO. The employee will be allowed to explain and present medical documentation to explain any permissible use of a drug.
 - c. For adulterated or substituted results, the employee must demonstrate that he or she did produce or could have produced urine, through physiological means, meeting the creatinine and specific gravity criteria of a substituted or adulterated specimen.
 - d. If the MRO is unable to contact the employee directly, the MRO will contact the DER designated in advance by the School, who shall, in turn, contact the employee and direct the employee to contact the MRO. Upon being so directed, the employee shall contact the MRO immediately or, if the MRO is unavailable, at the start of the MRO's next business day.
 - e. If, after failing to contact the MRO within 72 hours after being instructed to do so by the DER, or if the employee cannot be contacted at all within ten (10) days, or if the employee expressly declines the opportunity to discuss the test, the MRO may verify the test as positive or a refusal.
 - f. In the MRO's sole discretion, a determination will be made as to whether a result is verified as positive, negative or considered a refusal.
 - g. After any verified positive or refusal to test determination, the employee may petition the MRO to reopen the case for reconsideration.

5. Diluted Specimen

If a test is reported as negative and diluted, it will be the policy of the School to require an immediate request for another test. The employee will be given the minimum possible advance notice to report for another test. The result of this second test will become the test of record. If the second test is also negative and diluted the test will be accepted as a valid test and no additional testing will be required. If the employee is directed to take another test and declines to do so, this will be considered a refusal to test and have the consequences of a refusal to test.

6. Medical Information Disclosure

Pursuant to DOT regulations, if, in the MRO's opinion; any information provided may mean a medical disqualification or represent a safety hazard, such as the use of certain prescription drugs, the MRO must disclose this to the employer. Individual test results for employee applicants and employees will be release to the School and will be kept strictly confidential unless consent for the release of the test result has been obtained. Any individual who_ has submitted to drug testing in compliance with this procedure is entitled to receive the results of such testing upon written request.

7. Safeguards for the integrity of the drug testing process

1. The collector must obtain photo identification from the employee or identification by supervisor prior to administering the test.
2. The employee will be asked to wash their hands.
3. The employee signs the chain of custody form signifying the correctness of data for test reporting.
4. Electronic communication of test results from the laboratory into the MRO reporting system with no external human intervention.
5. The specimen container and specimen bottles are individually wrapped and unwrapped in employee's presence.
6. After the specimen is provided in a reasonable time, the collector inspects it for sufficient volume, temperature and signs of tampering. If a specimen is not provided, the employee will be referred to a MRO to determine whether there is a valid medical reason. If there is, the employee must still attempt to provide a specimen each time the employee is required to test under this program.
7. After the specimen is given to the collector, the remaining collection procedures are conducted in employee's view.
8. The specimen bottles and shipping containers are sealed with tamper evident seals.
9. The employee will be asked to initial the seals covering the specimen bottles identifying they were sealed in their presence.
10. The specimen number on the bottle seals match the specimen number on the chain of custody form.
11. The laboratory will check the specimen bottles upon receipt to ensure the seal has not been broken. If the seal has been broken the laboratory will report the test as cancelled.
12. Blind sample submission through the laboratory for quality control.

13. A collector who has completed the qualification training as mandated in CFR Part40 as amended will perform the collection.

G. Split Specimen Testing Protocol

An employee may request that the "split" portion of his/her specimen be tested at a different SAMHSA laboratory_ if he/she was notified by the MRO that his/her test result was positive, adulterated or substituted. The request must be made to the MRO within 72 hours of being notified of a verified positive, adulterated or substituted result. The MRO will arrange for all procedures to be done in accordance with split specimen testing procedures.

The cost of a split specimen test will be the responsibility of the employee. The School will withhold the amount of the cost of testing the split from the employee's pay unless other arrangements are acceptable to both the employee and the School. If the employee makes a timely request (within 72 hours) to the MRO for the split portion to be tested, the MRO shall immediately make arrangements with the laboratory to initiate the process.

H. Alcohol Testing Protocol

Alcohol tests will be conducted by a trained Breath Alcohol Technician (BAT) or Screening Test Technician (STT). Screening tests may be done using an evidential breath testing device (EST) or non-evidential screening device approved by the National Highway Traffic Safety Administration. Confirmatory tests will be done by a trained BAT using an evidential breath testing device. The employee shall report to the alcohol testing site as notified by the School.

The employee shall follow all the instructions given by the alcohol technician.

If the result of a screening test is a breath alcohol concentration (SAC) of less than 0.02, no further testing is authorized. Any initial test indicating a BAC of .02 or greater will be confirmed on an EBT operated by a BAT. The confirmation test will be performed no sooner than fifteen (15) minutes and no later than thirty (30) minutes following the completion of the initial test. In the event the confirmation test indicates a BAC of .020 to .039, the employee shall be removed from duty for twenty-four (24) hours or until his/her next scheduled on-duty time, whichever is longer. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which may result in disciplinary action up to and including termination. All alcohol tests shall be performed just prior to, during, or just after performing a safety sensitive function.

Alcohol Testing Safeguards For Employee's Protection

- 1._ The BAT must obtain employee's photo identification prior to administering the test.
2. An individually wrapped mouthpiece will be opened and inserted into the EST for the employee's test.
3. The National Highway Traffic Safety Administration approves the EBT that is used.
4. Calibration checks are frequently performed to ensure the EBT is working efficiently.
5. If the screening test indicates a 0.02 or greater, a confirmation test will be administered.

6. An air blank will be administered prior to the confirmation test with a 0.000 reading.
7. An individually wrapped mouthpiece will be inserted for the confirmation test.
8. The BAT has completed the required training course in the correct operation of the EBT.

I. Educational Materials

The School shall provide educational materials that explain the requirements of Part 382.601 of the Federal Motor Carrier Safety Regulations, consequences of violating the regulations, and the School's policies and procedures with respect to meeting these requirements. The materials supplied to the employees may include information on additional School policies with respect to the use or possession of alcohol or controlled substances. Materials will also be provided concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life.

Employees are required to attend an educational meeting(s) to discuss the School's policies and procedures and to review all materials covered by this procedure. Each employee is required to sign a statement (certificate of receipt) certifying that he or she has received a copy of these materials described in Part 382.601 of the Federal Motor Carrier Regulations. The School shall provide these materials to each employee prior to the start of alcohol and controlled substance testing and to each employee subsequently hired or transferred into a position requiring driving a commercial vehicle.

II. Disciplinary Procedures

Any employee who has a positive test for alcohol (.04 BAG or greater) or controlled substances or has refused to test is considered in violation of this policy. This employee is not qualified to drive a commercial motor vehicle and will be immediately removed from safety-sensitive duty. The consequences of testing positive or refusing to test are outlined below.

Any employee with a testing violation will be terminated. Re-instatement upon further review.

III. Voluntary Disclosure

The School encourages personnel to seek help if they feel they have a problem with drug or alcohol misuse before it becomes a matter of discipline with the School. If an employee who voluntarily discloses to the School that he/she believes that he/she has a drug or alcohol problem, the School will assist them in seeking professional help to address their problem. This voluntary step of self-identification is the responsibility of the individual, and with the exception of certain conditions, will alleviate the requirement for disciplinary action if brought to the School's attention prior to any testing conducted by the School. Upon

disclosure of a problem to School personnel, the employee will be removed from all safety-sensitive duties without pay until completion of all steps outlined in Section IV of this policy. The employee will be responsible for all costs associated with this process. If the employee makes no commitment to overcoming the problem and achieving a satisfactory level of performance, attendance, or behavior, then termination of employment will result.

IV. Confidentiality and Release of Information

Under no circumstances, unless required or authorized by law, will alcohol or drug testing information or results for any employee or applicant be released without written request from the applicable employee.

The School may release information as follows:

1. Copies of the results of alcohol or drug testing to an identified person provided the employee has written consent.
2. Copies of information requested by the Secretary of Transportation, any DOT agency, or any State or local official with regulatory control over the School or any of its employees.
3. The results of post-accident testing when requested by the National Transportation Safety Board as part of an accident investigation.
4. Legal proceedings to include:
 - o Lawsuits (e.g., wrongful discharge action).
 - o Grievances (e.g., an arbitration concerning disciplinary action taken by the employer).
 - o Administrative proceedings (e.g., an unemployment compensation hearing) brought on by, or on behalf of, an employee and resulting from a positive DOT drug test or alcohol test or a refusal to test (including, but not limited to, adulterated or substituted test results).
 - o Criminal or civil actions - to the decision maker in the proceeding (e.g., the court in the lawsuit)

Employees are entitled, upon written request, to obtain copies of any records pertaining to their use of alcohol or controlled substances, including any records pertaining to his or her alcohol or controlled substance tests.

V. Responsibility

- A. Employee -All School Corporation employees that hold a valid CDL are responsible for abiding by this procedure as a condition of their employment.
- B. Management Officials and Supervisors
All supervisors and School Corporation officials are responsible for being alert to employee conduct that raises a reasonable suspicion that an employee is using or is under the influence of alcohol or controlled substances while on duty or otherwise performing School Corporation business.

This policy is not intended, nor should it be construed as a contract between the School Corporation and the employee. This policy may change at any time at the sole discretion of the school and/or to comply with changes in Federal DOT regulations.

Section 1.02

Appendix A

Abbreviations

BAT	Breath Alcohol Technician
CDR	Commercial Driver's License
CMV	Commercial Motor Vehicle
DER	Designated Employee Representative
DHHS	Department of Health and Human Services
DOT	Department of Transportation
EBT	Evidential Breath Testing Device
MRO	Medical Review Officer
SAMHSA	Substance Abuse and Mental Health Services Administration
SAP	Substance Abuse Professional

Definitions:

a) Adulterated Specimen

A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

b) Alcohol

Intoxicating agents in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl and isopropyl alcohol.

Alcohol Concentration (or content)

Alcohol in a volume of breath (shown as grams of alcohol/210 liters of breath) as indicated by an evidential breath test.

c) Alcohol Use

Consumption of any beverage, mixture, or preparation, including medications, containing alcohol.

d) Breath Alcohol Technician (BAT)

An individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath measurement (EBT) device.

e) Confirmation Test

In alcohol testing: a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of the alcohol concentration measured by the device.

In controlled substances testing: a second test to identify the presence of a specific drug or metabolite. In order to ensure reliability and accuracy, this test is separate from and uses a different technique and chemical principle from that of the screening test.

f) Controlled Substances

In this regulation, the term 'drugs' and 'controlled substances' are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to: marijuana, cocaine, opiates (including codeine, morphine, and heroin), phencyclidine (PCP), amphetamines (including methamphetamines and ecstasy).

g) Designated Employer Representative {DER}

An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.

h) Dilute Specimen

A specimen with creatinine and specific gravity values that are lower than expected for human urine.

i) EST {or evidential breath testing device}

A device approved by the National Highway Traffic Safety Association (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List" (CPL) of Evidential Breath Measurement Devices.

j) Employee

Any person who operates a commercial vehicle (CMV), including: full time, regularly employed employees, casual, intermittent or occasional employees, leased employees, independent, owner-operated contractors who are either directly employed by or under lease to an employer or who operates a commercial motor vehicle at the direction of or with the consent of an employer.

k) Evidential Breath Testing {EBT} Device .

A device used for alcohol breath testing that has been approved by the National Highway Traffic Safety Administration.

l) Initial Drug Test

The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

m) Medical Review Officer (MRO)

A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving and reviewing laboratory results generated by an employer's drug testing program. The MRO must have knowledge of substance abuse disorders and appropriate medical training to interpret and evaluate an individual's confirmed positive test, medical history and other relevant biomedical information.

n) Primary specimen

The urine specimen bottle is opened and tested first by the laboratory to determine

whether the employee has a drug or drug metabolite in his or her system, and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section.

o) Screening (initial test).

In alcohol testing: a procedure to determine if an employee has a prohibited concentration of alcohol in his or her system.

In controlled substance testing: a screen to eliminate 'negative' urine specimens from further consideration:

Split Specimen means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested - following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

p) Substituted Specimen

A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.

q) Substance Abuse Professional (SAP)

A person who evaluates employees who have violated DOT drug and alcohol regulation or company substance abuse testing policy and makes recommendations concerning education, treatment, follow up testing, and aftercare. A person qualified to be a SAP must have one of the following credentials: a licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, marriage and family therapist, or an addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse (ICRC) or by the National Board of Certified Counselors (NBCC).

Appendix B

Drug Testing Panel

Cutoff Concentrations required by 49 CFR Part 40.67**

Drug Class	Initial Screening Cutoff Limit	Conformation Cut Off
<u>Limit</u>		
Amphetamines	500	
Amphetamines		250
Methamphetamine		250
Ecstasy (MOMA)		250
Cocaine Metabolites	150	100
PCP Phencyclidine	25	25
Opiate Metabolites	2000	
6-Acetylmorphine	10	10
Morphine		2000
Codeine		2000
Marijuana Metabolites	50	15

**** Cutoff concentrations are subject to change under DOT authority.**