

MANDATORY DRUG AND ALCOHOL TESTING

In compliance with the United States Department of Transportation (49 CFR Part 40), employees of the District performing a safety sensitive job or holding a CDL license will be required to submit to drug and alcohol tests in accordance with the Rules and Regulations promulgated by that department.

The testing will be performed by a qualified company selected by the contractor. The testing company will review all mandatory drug testing including pre-employment, random, post accident, reasonable suspicion and return-to-duty. A laboratory certified by the Department of Health and Human Services will perform testing in compliance with the Department of Transportation regulations on the urine samples and delivered to them.

Random alcohol testing will be conducted at an annual rate of 25% of safety sensitive positions and will be performed on National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing device.

Random drug testing of employees will be done at an annual rate of 50% of the safety sensitive positions. Employee numbers will be drawn from a general pool to which the district belongs with a number of other statewide employers. Arrangements will be made with the testing company so that these employees will go directly for a urine test when their number is drawn. The test site facility will be informed of the names to be expected.

The employee will be required to submit to a reasonable suspicion drug and/or alcohol test if their supervisor suspects drug and/or alcohol use. Behaviors believed to be a result of drug and/or alcohol use must be observed directly by the supervisor.

A medical review officer (MRO) will review any employee test that is positive from the testing company to determine if the test is confirmed positive. The MRO will refer all employees who have a confirmed positive test for drugs to a substance abuse professional (SAP). The breath alcohol technician (BAT) will refer any employee to a SAP whose breath test is 0.04 or above. Department of Transportation (DOT) regulations outline procedures dealing with employees who test 0.02 to 0.39. The employee must fulfill the SAP requirements and follow up testing in order to continue in their safety sensitive position. The employee is responsible for these charges associated with SAP, drug/alcohol treatment and follow up testing.

Any employee, who tests positive, meaning a concentration level of 0.02 or greater, will be subject to a second confirmation test. If the second test is also positive, the employee will be terminated from employment with the District.

GOFFSTOWN TRUCK CENTER, INC.

Subject: MANDATORY DRUG TESTING

In compliance with the mandate of the United States Department of Transportation, employees of this company will be required to submit to random drug screens in accordance with the Rules and Regulations promulgated by that department.

The Medical Review Officer for Goffstown Truck Center/Student Transportation of American is DSI. They will review all mandatory drug testing on new drivers hired after December 21, 1989. This facility has employed a laboratory certified by the National Institute on Drug Abuse to screen the urine samples collected and delivered to them.

Random drug testing for employees hired before December 21, 1989 will be done at a minimum of two employees per month. Employee numbers will be drawn from a general pool. Arrangements will be made with Occupational Health for the employee to go to their office for a urine test when they are informed.

If the company managers develop a reasonable basis to suspect that an employee is in violation of this policy, the employee will be required to submit to a drug screen.

Any employee who tests positive to any drug of an illegal nature will be dismissed immediately. The employee will then be advised of any rehabilitation facility in our area that they can voluntarily contact.

The use, possession, sale or transfer of illegal drugs, on or off the job, will be cause for disciplinary action, up to and including termination.

Refusal to participate in a drug screen, whether selected randomly or for cause, will result in immediate termination.

DSI will keep all files and information on drug testing. This information will be strictly confidential. Goffstown Truck Center will be advised only if an employee fails the drug test.

I have received the drug testing policy for Goffstown Truck Center, Inc./Student Transportation of America.

Employee: _____

Date: _____

**GOFFSTOWN TRUCK CENTER, INC.
STUDENT TRANSPORTATION OF AMERICA**

Subject: MANDATORY ALCOHOL TESTING

In compliance with the mandate of the United States Department of Transportation, employees of this company will be required to submit to random alcohol screens in accordance with the Rules and Regulations promulgated by that department.

Because alcohol is a legal substance, the rules define specific prohibited alcohol related conduct. Performance of safety sensitive functions is prohibited while having a breath alcohol concentration of 0.04 percent or greater, while using alcohol, or within four hours after using alcohol.

Breath testing will be done using Evidential Breath testing Devices approved by the National Highway Transportation Safety Administration. Testing will be conducted by certified Breath Alcohol Technicians at suitable test locations.

Alcohol tests are required for Post-Accident, Reasonable Suspicion, and Random.

For random testing, employee numbers will be drawn from a general pool. Arrangements will be made with Occupational Health for the employee to go to their office for a breath test when they are informed.

If the company managers develop a reasonable basis to suspect that an employee is in violation of this policy, the employee will be required to submit to a breath test.

Any employee who tests positive, (a concentration level of 0.02 or greater), will be subject to a second confirmation test. If the second test is positive, the employee will be terminated from employment.

Refusal to participate in an alcohol screen, whether selected randomly or for cause will result in immediate termination.

DSI will keep all files and information on alcohol testing. This information will be strictly confidential. Goffstown Truck Center will be advised only if an employee fails the alcohol test.

I have received the alcohol testing policy for Goffstown Truck Center, Inc./Student Transportation of America.

Employee: _____

Date: _____

Proposed: 08/07/02

Adopted: 09/12/02

NHSBA Review: 01/23/14