

# DRUG & ALCOHOL TESTING POLICY

## 1. PROGRAM STATEMENT

*TRANSIT SYSTEM NAME* is dedicated to providing safe, dependable, and economical transportation services to our transit system passengers. *TRANSIT SYSTEM NAME* employees are our most valuable resource, and our goal is to provide a healthy and satisfying working environment that promotes personal opportunities for growth. In meeting these goals, our policy is to accomplish the following objectives:

- Ensure that our employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner
- Create a workplace environment free from the adverse affects of drug abuse and alcohol misuse
- Prohibit the unlawful manufacture, distribution, dispersal, possession, or use of controlled substances
- Encourage our employees to seek professional assistance whenever personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties

Refer to Attachment 5 for an alcohol fact sheet.

## 2. PURPOSE

The purpose of this policy is to ensure our employees' fitness for duty and to protect *TRANSIT SYSTEM NAME* employees, passengers, and the public from the risks posed by the misuse of alcohol and the use of prohibited drugs. This policy is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry.

The Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) has published 49 CFR Part 655 as amended, which mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result.

The U.S. DOT has also published 49 CFR Part 40, as amended, which sets standards for the collection and testing of urine and breath specimens. In addition, the federal government has published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. All of these requirements are incorporated into this policy for safety-sensitive employees under *TRANSIT SYSTEM NAME* authority.

## 3. DEFINITIONS

### 3.1 Employee

An employee is defined, for this policy only, to be any full-time or part-time regular or temporary worker who performs safety-sensitive functions and who is employed by, or provides contract services for, *TRANSIT SYSTEM NAME*.

Attachment 4 provides a complete list of titles and employee safety-sensitive positions that are covered by this policy.

### **3.2 Applicability**

This policy applies to all safety sensitive employees who are employed by, or who are assigned to work for, *TRANSIT SYSTEM NAME*. Attachment 4 provides a complete list of titles and employee safety-sensitive positions covered by this policy. This policy applies to off-site lunch periods or breaks after which an employee is scheduled to return to work. All safety-sensitive employees will be subject to this policy as a condition of employment.

### **3.3 Safety-Sensitive Functions**

A safety-sensitive function is any duty related to the safe operation of mass transit service. These duties include, but are not limited to, the following activities:

- Operating a revenue service vehicle including times when that vehicle is not in revenue service
- Operating a non-revenue service vehicle that requires the driver to hold a (CDL)
- Controlling, dispatching or moving a revenue service vehicle
- Performing maintenance functions including repairing, overhauling, and rebuilding engines, vehicles and/or equipment
- Maintaining a revenue service vehicle or equipment used in revenue service
- Providing security and carrying a firearm on transit vehicles, at transfer points, and in transit facilities open to the public. (See Attachment 4.)

### **3.4 Legally Prescribed Drugs**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, any employee using any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must report that substance use to a *TRANSIT SYSTEM NAME* supervisor. The employee must also obtain a written release from the attending physician that releases the employee to perform their job duties whenever they are using a performance-altering substance.

A legally prescribed drug is defined as any drug for which an employee has an appropriate prescription or other written approval from a physician to use the drug in the course of medical treatment. The prescription or written approval must include the patient's name, the name of the substance, the quantity to be taken, and the period of authorization.

The misuse or abuse of legal drugs while performing transit business is prohibited.

**NOTE: Legally prescribed drugs, for purposes of this policy, do not include, regardless of the circumstances, any illegal drug, including marijuana; illegally obtained prescription drugs, or any legally prescribed drug used inappropriately.**

## 4. PROHIBITED BEHAVIOR

### 4.1 Manufacture, Trafficking, Possession, and Use of Prohibited Substances

*TRANSIT SYSTEM NAME* employees are prohibited from engaging in the unlawful manufacture, distribution, dispersal, possession, or use of prohibited substances on transit authority premises, in transit vehicles, or in any other location where the employee is in uniform or on transit authority business. Employees who violate this provision will be discharged. Law enforcement will be notified, as appropriate, when criminal activity is suspected. Any employee convicted of a drug statute occurring in the worksite must report the incident to their supervisor no later than five days after the conviction.

### 4.2 Illegal Drugs

**The use of the following controlled substances by a safety-sensitive employee is prohibited at all times:**

- **Marijuana**
- **Cocaine**
- **Opiates**
- **Amphetamines**
- **Phencyclidine (PCP)**

Safety-sensitive employees will be tested for these listed drugs in the following circumstances: pre-employment, post-accident, reasonable suspicion, random, and return to duty.

### 4.3 Alcohol

**The use of beverages or medication containing alcohol, or any other substance that causes alcohol to be present in the body while performing transit business, is prohibited.**

Under this policy, safety-sensitive employees must comply with the following drug and alcohol rules. No safety-sensitive employee will perform any of the following activities:

- Report for duty or remain on duty with an alcohol concentration of 0.04 or greater when required to perform safety-sensitive functions
- Consume any alcohol during any of the following time periods:
  - \* While performing a safety-sensitive function
  - \* Four hours prior to performing safety-sensitive functions
  - \* During on-call hours
  - \* Following an accident for up to eight hours or until undergoing a post-accident alcohol test, whichever occurs first
- Refuse to submit to any required alcohol or controlled substance test

- Report for duty or remain on duty when required to perform safety-sensitive functions when using any controlled substance, except when instructed by a licensed medical practitioner, who has advised the employee that the substance will not adversely affect the employee's ability to safely perform any safety-sensitive function
- Report for duty, remain on duty, or perform any safety-sensitive function when the employee has tested positive for alcohol or a controlled substance or has adulterated or substituted a test specimen for alcohol or a controlled substance
- Perform or continue to perform any safety-sensitive function with an alcohol concentration of 0.02 or greater but less than 0.04 until a subsequent test measures less than 0.02, or the employee has been removed from duty for at least eight hours

## 5. TYPES OF TESTING

The following conditions establish who may be screened and under what circumstances the drug and alcohol screening may occur. All testing will comply with 49 CFR, Part 40 and Part 655, Subpart E as amended.

### 5.1 Testing Applicants for Drugs for Employment or Transfer

All applicants for employment in a safety-sensitive position with *TRANSIT SYSTEM NAME* will undergo urine drug testing immediately following the offer of employment. All current employees who are requesting transfer to a position covered in this policy are also subject to this policy. This policy covers applicants for, or requests for transfer to, full-time or part-time employment and applicants for regular or temporary employment.

Testing involves the following situations:

- Prior to the first time an employee performs any safety-sensitive functions, the employee will undergo pre-employment drug testing. If the employee has a verified negative result, no further immediate action is necessary.
- If an applicant receives a confirmed positive drug screen result, the offer of employment will be withdrawn and the applicant is disqualified from applying for *TRANSIT SYSTEM NAME* employment for *X years or days* from the effective date of the disqualifying action.
- When a covered employee or applicant has previously failed or refused a pre-employment drug test, the employee must provide proof to the Director of *TRANSIT SYSTEM NAME* of having completed a referral, evaluation, and treatment plan as described under 49 CFR, Part 655 as amended.
- Prior to transferring an employee from a non-sensitive function to a safety-sensitive function, the employee must undergo pre-employment drug testing and have a verified negative result.

- If a pre-employment drug test is canceled, the employee or applicant is required to schedule another pre-employment drug test and have a verified negative result.
- When a covered employee has not performed a safety-sensitive function for 90 consecutive calendar days, and the employee has not been in the random selection pool during that time, the employee is subject to the following activities:
  - \* The employee must take a pre-employment drug test which produces verified negative results.
  - \* A pre-employment pre-transfer test will also be performed whenever an employee's status changes from inactive status to active status in a safety-sensitive position. This status change includes, but is not limited to, return from Worker's Compensation leave or a return from leave which exceeds ninety days in length.

## **5.2 Reasonable Suspicion Testing**

If *TRANSIT SYSTEM NAME* has reasonable suspicion that an employee has violated FTA regulations in regards to alcohol or controlled substances, *TRANSIT SYSTEM NAME* will require an employee to submit to alcohol and/or controlled substance testing. Reasonable suspicion involves a judgment on the part of the employer. FTA regulations require a safety-sensitive employee to submit to a test under the following conditions:

- A trained supervisor determines that reasonable suspicion exists based on specific, contemporaneous, articulable observations concerning appearance, behavior, speech, or body odors of the covered employee.
- A trained supervisor has reasonable suspicion that the employee has used a prohibited drug, or misused alcohol.
- Physical on-the-job observation of drug and/or alcohol use by the employee occurs.

Reasonable suspicion for alcohol will be made immediately prior to, during, or immediately after the employee has ceased performing a safety-sensitive function.

Tests for alcohol can be administered within two hours following the reasonable suspicion determination.

## **5.3 Random Testing**

*TRANSIT SYSTEM NAME* will randomly select a sufficient number of covered employees for testing each calendar year. The number of employees selected will equal an annual rate not less than the minimum annual percentage rate for random alcohol and controlled substances testing determined by federal regulations. Each employee selected for random testing must have an equal chance of being tested each time selections are made.

Random testing will meet the following criteria:

- At least 50% of the average number of safety-sensitive positions in the testing pool are tested on a random basis annually under the drug and alcohol testing requirements for drugs.
- At least 10% of the average number of employees in safety-sensitive positions in the testing pool are tested on a random basis annually under the drug and alcohol testing requirements for alcohol.
- Random selection is made through a computerized random number generator program matched with employees' identifying numbers. This program is provided by a contracted, third party administrator for the drug program.
- A covered employee will be notified of selection for random drug or random alcohol testing, and *TRANSIT SYSTEM NAME* will ensure that the employee proceeds to the test site immediately. If the employee is performing a safety-sensitive function, the employer will ensure that the employee stops performing the safety-sensitive function and proceeds to the testing site immediately.
- A covered employee will only be randomly tested for alcohol just prior to, during, or just after performing a safety-sensitive function.

#### 5.4 Post-Accident Testing

As soon as possible following an accident, a drug and alcohol test will be administered to the employee(s) performing a safety-sensitive function and whose performance either contributed to the accident or cannot be completely discounted as a contributing factor.

The following circumstances require employee testing:

- An accident involves the loss of a human life.
- A safety-sensitive employee receives a citation under state or local law for a moving traffic violation that results from the accident and either one of the following conditions exists:
  - \* The accident involves bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident.
  - \* The accident results in one or more motor vehicles incurring disabling damage that requires the vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- Post-accident testing is subject to the following criteria:
  - \* A controlled substance test on a safety-sensitive employee must be administered within 32 hours following the accident. If the test is not administered within the required time, the employer will stop efforts to administer the test. *TRANSIT SYSTEM NAME* will then file and maintain a report stating the reasons the test was not administered promptly.

- \* A safety-sensitive employee who is subject to post-accident testing is required to remain readily available for such testing. Failure to do so may be considered by the employer as refusal to submit to testing.

## **5.5 Return to Duty Testing**

If a safety-sensitive employee has violated this policy in regard to alcohol or controlled substances, the Director of *TRANSIT SYSTEM NAME* has the sole discretion as to whether or not to return the employee to a safety-sensitive function. However, if the Director of *TRANSIT SYSTEM NAME* determines that the employee has successfully completed a prescribed education and/or treatment program and decides to return the employee to a safety-sensitive function, the employee is required to submit to an alcohol and/or controlled substance test. The employee must have a negative controlled substance test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming safety-sensitive functions. This testing shall be done in accordance with 49 CFR Part 40 as amended.

## **5.6 Follow-up Testing**

If *TRANSIT SYSTEM NAME* returns an employee to safety-sensitive functions, the employee will be subject to follow-up testing. Such testing will comply with the plan established by a Substance Abuse Professional (SAP), but will not contain less than *X* unannounced follow-up tests in the first 12 months of safety-sensitive duty following the employee's return to safety-sensitive functions. A refusal to take the test or a confirmed positive test will result in termination of employment. Such testing will be done in accordance with 49 CFR Part 40, subpart O, as amended.

# **6. TESTING PROCEDURES**

## **6.1 Illegal Drugs**

Analytical urine drug testing and alcohol breath testing may be conducted when circumstances warrant or as required by federal regulations. All safety-sensitive employees are subject to testing prior to employment, for reasonable suspicion, following an accident, before returning to duty, and follow-up testing, as defined in sections 5.1, 5.2, 5.4, 5.5, and 5.6 of this policy. Employees who perform safety-sensitive functions as defined in Attachment 4 to this policy will also be tested under section 5.3 on a random, unannounced basis.

Testing will be conducted to assure a high degree of accuracy and reliability and will use techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40 as amended. The procedures will be performed in a private, confidential manner, and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test results.

Testing will be conducted for the following drugs:

- Marijuana
- Cocaine

- Opiates
- Amphetamines
- Phencyclidine (PCP)

Urine specimens will be collected using the split specimen collection method described in 49 CFR, Part 40 as amended. Each specimen will be accompanied by a *DOT Chain of Custody and Control Form* and identified using a unique identification number that attributes the specimen to the correct individual. An initial drug screen will be conducted on each urine specimen.

For specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometer (GC/MS) test will be performed. If an employee's urine specimen is invalid or is considered to be a cancelled test result, a second observed collection will take place immediately without advance notice or additional consequence. The test will be considered positive if the results exceed the minimum thresholds established in 49 CFR Part 40 as amended. In instances where there is reason to believe an employee is abusing a substance other than the five drugs listed above, the TRANSIT SYSTEM NAME reserves the right to test for additional drugs under its own authority using standard laboratory testing protocols.

The test results from the laboratory will be reported to a Medical Review Officer (MRO). A MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. Refer to Attachment 2 for the MRO.

The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed test result. The MRO will notify the employee of the positive laboratory test result and provide the employee an opportunity to explain the confirmed test result. The MRO will subsequently review the employee's medical history/medical records to determine whether there is a legitimate medical explanation for a positive laboratory result. If no legitimate medical explanation is found, the MRO will report the test as positive.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, the split will be retained for testing if so requested by the employee through the MRO.

## **6.2 Alcohol**

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be observed and performed between fifteen minutes and no more than 30 minutes from the completion of the original test, using the NHTSA-approved evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). The EBT will identify each test by a unique sequential identification number. This number, time of test, and unit identifier will be provided on each EBT printout. The EBT printout along with an approved alcohol testing will be used to document the test and the

subsequent results and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 as amended. The procedures will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test results.

A safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her safety-sensitive position for eight hours unless a retest results in a concentration measure of less than 0.02. The inability to perform safety-sensitive duties due to an alcohol test result of greater than 0.02 but less than 0.04 will be considered an unexcused absence from work. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test, a violation of this policy, and a violation of the requirements set forth in 49 CFR Part 655 for safety-sensitive employees.

All safety-sensitive employees who have a confirmed positive drug or alcohol test will be removed from their positions, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test will result in termination.

Refer to Attachment 3 for a list of suggested SAPs.

The transit system affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process and will abide by the requirements set forth in 49 CFR Part 40 as amended.

## **7. RECORD SECURITY AND RETENTION**

All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Information will only be released in the following circumstances:

- To a third party if a release from the employee is received in writing
- To the decision-maker in a lawsuit, grievance, or other proceeding initiated by, or on behalf, of the employee tested and arising from the results of a drug and alcohol test covered by this policy to include but not limited to, worker's compensation, unemployment compensation, or other proceedings relating to a benefit sought by the employee
- To a subsequent employer upon receipt of a written request from the employee
- To the National Transportation Safety Board during an accident investigation
- To the Department of Transportation, to the Oklahoma Department of Transportation, or to any DOT agency having oversight of the transit program with regulatory authority over the employer or any of its employees
- To the employee, upon written request

*TRANSIT SYSTEM NAME* will maintain records of its anti-drug and alcohol misuse program in a secure location with controlled access.

Records will be retained according to the following minimum criteria:

- For one year:

- \* Verified negative drug test results
- \* Alcohol test results less than 0.02
- For two years:
  - \* Records related to the collection process for alcohol and drug testing to include but not limited to: collection logbook, if used, and documents relating to the random selection process
  - \* Documents generated in connection with decisions to administer reasonable suspicion drug or alcohol tests and documents generated in connection with decisions on post-accident drug and alcohol testing
  - \* MRO documents verifying existence of a medical explanation of the inability of a covered employee to provide an adequate urine or breath sample
  - \* Drug and alcohol training records
  - \* Calibration documentation of evidentiary EBTs
- For three years:  
Information obtained from previous employers concerning alcohol and drug test results
- For five years:
  - \* Records of covered employee verified positive alcohol test with readings of 0.02 or greater
  - \* Records of covered employee drug test with verified positive results
  - \* SAP evaluations and referrals of employees for alcohol misuse
  - \* Employee compliance with recommendations of the SAP for drug use and/or alcohol misuse, including results of return-to-duty and follow-up testing
  - \* SAP evaluation and referrals of employees for drug use
  - \* Annual MIS reports
  - \* Documentation of refusals to take required drug or alcohol tests

Retention time frames and the types of retained documents will be in conformance with 49 CFR, Part 655.71.

## **8. CONSEQUENCES OF VIOLATIONS OF THIS POLICY**

Employees who violate this policy or who commit any of the prohibited conduct related to drugs or alcohol in paragraph 5 are subject to the following consequences:

- Immediate removal from all safety-sensitive functions
- Immediate placement on unpaid disciplinary suspension for the period when an employee is not eligible to perform safety-sensitive functions

Disciplinary action will not be imposed based solely on a laboratory report of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, until the Medical Review Officer (MRO) has verified the test results.

- Termination if an employee tests negative as the result of an adulterated specimen, and the MRO verifies that the specimen was adulterated
- Termination if the violation is based upon a positive test result, and if the positive test result is confirmed by a second test and the results are verified by the MRO
- Termination if the violation is based on an action other than a positive test result  
For example, refusing to submit to a test is considered a test failure.

An employee discharged on the basis of a refusal to undergo drug or alcohol testing or a confirmed positive test result may be considered to have been discharged for misconduct for purposes of unemployment compensation benefits and may be disqualified from unemployment benefits.

- Removal from all safety-sensitive functions for an employee performing any safety-sensitive function with an alcohol concentration of 0.02 or greater but less than 0.04 until a subsequent test measures less than 0.02, or the employee has been removed from duty for at least eight hours

*TRANSIT SYSTEM NAME* will provide a mandatory referral to all employees who violate this policy or who commit any of the prohibited conduct related to drugs or alcohol in paragraph 5.

When an employee is terminated, *TRANSIT SYSTEM NAME* will refer the employee to a Substance Abuse Professional.

*TRANSIT SYSTEM NAME* will not be responsible for any cost incurred for treatment by the Substance Abuse Professional.

## **9. TRAINING**

*TRANSIT SYSTEM NAME* will provide the following training:

- Supervisors and others who are authorized by the agency to make reasonable suspicion determination will receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.
- Covered employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

## 10. INFORMATION DISCLOSURE

To be considered for employment, all applicants will be asked to give consent to *TRANSIT SYSTEM NAME* to conduct a background check of their previous DOT covered employers over the past two years. Refusal to do so will result in removal from qualification for employment. The information requested will include the following data:

- Alcohol test results of 0.04 or higher alcohol concentration
- Verified positive drug tests
- Refusals to be tested (including verified adulterated or substituted drug test results)
- Other violations of DOT agency drug and alcohol testing regulations
- Documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests) for any employee who violated a DOT drug and alcohol regulation

## 11. CONFIDENTIALITY

Confidentiality will be applied to every aspect of the anti-drug program according to the following criteria.

- After the MRO contacts the employee to discuss a positive confirmatory test result and a final decision is released regarding the positive result, the listed contact person of *TRANSIT SYSTEM NAME* shall serve as the sole point of contact.
- All drug and alcohol testing information will receive the highest level of respect in relation to confidentiality. Information regarding an individual's test results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to the administrator or the representative of a state agency upon request as part of an accident investigation. Statistical data related to testing and rehabilitation that is not name-specific and training records must be made available to the agency having administrative authority and to FTA upon request.
- All records relating to drug and alcohol testing will be kept in a separate, locked file from other employee records.

## 12. CONTACT PERSON

The contact person will be designated by the director of *TRANSIT SYSTEM NAME* to answer employees' questions concerning the drug and alcohol policy or testing procedures.

Refer to Attachment 1 for the system contact person.

### **13. MEDICAL REVIEW OFFICER**

A Medical Review Officer must meet the requirements of 49 CFR Subpart G, “Medical Review Officers and the Verification Process” to be qualified.

Refer to Attachment 2 for the MRO.

### **14. SUBSTANCE ABUSE PROFESSIONAL**

A Substance Abuse Professional must meet the requirements of 49 CFR Subpart O, “Substance Abuse Professionals and the Return-to-Duty Process to be qualified.

Refer to Attachment 3 for a list of suggested SAP’s.

### **15. POLICY INTENT**

*TRANSIT SYSTEM’S NAME* intention is to fully comply with the regulations of the U. S. Department of Transportation and Federal Transportation Authority (49 CFR, Part 29, Part 40 and Part 655). Omissions or contradictions that occur between this policy and the federal regulations, the federal regulations shall apply.

If the regulations of the U.S. DOT or the FTA change, this policy will be amended to reflect those changes and to remain consistent with regulations and U.S. DOT requirements. When such changes occur, *TRANSIT SYSTEM NAME* will notify all affected employees.

**ATTACHMENT 1**  
**SYSTEM CONTACT PERSON**

Contact the following transit system representative for any questions regarding this policy or any other aspect of the drug free and alcohol-free transit program:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ATTACHMENT 2**  
**MEDICAL REVIEW OFFICER**

The following individual is the Medical Review Officer (MRO) for *TRANSIT SYSTEM NAME*.

Name: Dr. \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

**ATTACHMENT 3**  
**SUBSTANCE ABUSE PROFESSIONALS**

The following individuals are qualified as Substance Abuse Professionals (SAP):

Name: \_\_\_\_\_

Title: Substance Abuse Professional

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Substance Abuse Professional

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Substance Abuse Professional

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

## ATTACHMENT 4

### SAFETY-SENSITIVE FUNCTIONS

A safety-sensitive function is any specified duty performed by *TRANSIT SYSTEM NAME* employees related to the safe operation of mass transit service. These duties include the following activities:

- Operating a revenue service vehicle including times when that vehicle is not in revenue service
- Operating a non-revenue service vehicle that requires the driver to hold a CDL
- Controlling, dispatching or directing the movement of a revenue service vehicle
- Performing maintenance functions including repairing, overhauling, and rebuilding engines, vehicles and/or equipment
- Providing security and carrying a firearm on transit vehicles, at transfer points, and in transit facilities open to the public.

The following specific job titles identify those employees who perform safety-sensitive job functions at *TRANSIT SYSTEM NAME*:

<u>Job Title</u>	<u>Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## ATTACHMENT 5

### ALCOHOL FACT SHEET

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is potentially a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

#### Signs and Symptoms

The following conditions are signs and symptoms of alcohol use:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

**Note: Except for the odor, these are general signs and symptoms of any depressant substance.**

#### Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency  
Up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”.
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, and breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects

Up to 54 percent of all birth defects are alcohol related.

## **Social Issues**

The following statements concern the social issues regarding alcohol use:

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is seven times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

## **The Annual Toll**

The following statements show the consequences of alcohol use:

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol caused liver disease.
- 10,000 will die due to alcohol induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol related conditions or accidents.

## **Workplace Issues**

The following statements concern the effects in the workplace of alcohol use:

- The average person (150 pounds) requires one hour to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is six times more likely to have an accident than a sober person.