

## Administrative Regulation

### PERSONNEL: CLASSIFIED

#### Alcohol and Controlled Substance Testing Program Regulations

The purpose of Alcohol and Controlled Substance Testing Program Regulations is to establish procedures for the administration of the Department of Transportation Alcohol and Controlled Substance Testing Program pursuant to Code of Federal Regulations Title 49 (40CFR) Part 382.

The district's Alcohol and Controlled Substance Testing Program Regulations outline the requirements that guide the district's implementation. The district's Alcohol and Controlled Substance Testing Program Regulations are comprehensive and provide specific procedures and information on the following:

A. Program Purpose and Administrative Regulations

B. Definitions

Definition of words and phrases used in the federal guidelines.

C. Tests Required

1. Pre-employment testing
2. Post accident testing
3. Random testing
4. Reasonable-suspicion testing
5. Return-to-duty testing
6. Follow-up testing

D. Testing

Federal regulations require urine testing for (5) specific classes of drugs and for alcohol. The five drug classes are:

1. Marijuana
2. Cocaine
3. Opiates
4. Amphetamines
5. Phencyclidine (PCP)

E. Testing Procedures

All alcohol and controlled substance testing conducted must comply with the procedures set forth in the Federal Regulations. Procedures for each test to be conducted are outlined in the regulations.

F. Handling of Test Results, Record Retention, and Confidentiality

Procedures for handling test results and the maintenance of records ensure strict confidentiality as required by law. Record retention requirements are specified in accordance with the law.

G. Training

Training for supervisors and district officials responsible for determining use and misuse of alcohol and controlled substance will be provided annually.

H. Notification

The district shall provide educational materials explaining the requirement of the Code of Federal Regulations, Title 49, Part 382, together with a copy of the district Policy and Program Regulations to each covered employee.

I. Penalties

Employer and employee are subject to civil and criminal penalties if either violates Code of Federal Regulations, Title 49, Part 382.

Alcohol and Controlled Substance Testing Program Regulations will be kept in the Personnel Department and copies given to all affected employees and applicants as required by law.

Legal References: Federal Omnibus Transportation  
Employee Testing Act 1991  
Title 49, Code of Federal Regulations, Part 382

Board Policy 4090: General: Drug and Alcohol Free Workplace

Board Policy 4219: Classified Discipline

Approved: December 12, 1995