

NORTH KINGSTOWN SCHOOL COMMITTEE NSBA #GBE.3

POLICY MANUAL

**NORTH KINGSTOWN SCHOOL DEPARTMENT
CONTROLLED SUBSTANCE AND ALCOHOL TESTING
POLICY**

FOR

EMPLOYEE-CMV DRIVERS

NORTH KINGSTOWN SCHOOL DEPARTMENT

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PURPOSE STATEMENT

WHEREAS the North Kingstown School Department:

- Is required by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles; and
- Values its employees and recognizes each employee's need for a safe and healthy work environment and is committed to maintaining a safe workplace for its drivers and other users of the roadways that is free from illegal controlled substance use and the misuse of alcohol; and
- Recognizes employees who use illegal controlled substances and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more prone to absenteeism, all of which potentially will result in increased accidents, costs, and risk to the Employer, its employees, and the general public.

Accordingly, the North Kingstown School Department has amended its "Controlled Substance and Alcohol Testing Policy" in compliance with the following laws and regulations.

REGULATORY REFERENCES

U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration Regulations (FMCSA), 49 CFR Parts 382 et al as originally published February 15, 1994, Revised December 5, 2016, and including any subsequent amendments.

U.S. Department of Transportation's published 49 CFR Part 40 as originally published December 1, 1989, Revised August 8, 2016, and including any subsequent amendments.

PREEMPTION of State and Local Laws.

1. Except as provided in paragraph (b) of this section, this part preempts any State or local law, rule, regulation, or order to the extent that:
 - a. Compliance with both the State or local requirement is not possible; or
 - b. Compliance with the State or local requirement is an obstacle to the accomplishment and execution of any requirement in this part.
2. This part shall not be construed to preempt provisions of State criminal law that impose sanctions for reckless conduct leading to actual loss of life, injury, or damage to property, whether the provisions apply specifically to transportation employees, employers, or the general public.

OTHER REQUIREMENTS IMPOSED BY EMPLOYERS

Except as expressly provided in this part, nothing in this part shall be construed to affect the authority of employers, or the rights of drivers, with respect to the use of alcohol, or the use of controlled substances, including authority and rights with respect to testing and rehabilitation.

I. APPLICABILITY

The drivers subject to drug and alcohol testing under this Policy are those drivers required to have a Commercial Driver's License (CDL), and operate a Commercial Motor Vehicle (CMV) which is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

1. Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

(Includes the Licencia Federal de Conductor (Mexico) requirements and the commercial driver license requirements of the Canadian National Safety Code.)

Exceptions: 49 CFR part 382 shall not apply to employers and their drivers: (1) Required to comply with the alcohol and/or controlled substances testing requirements of 49 CFR part 655 (Federal Transit Administration alcohol and controlled substances testing regulations); or (2) Who a State must waive from the requirements of 49 CFR part 383. These individuals include active duty military personnel; members of the reserves; and members of the national guard on active duty, including personnel on full-time national guard duty, personnel on part-time national guard training and national guard military technicians (civilians who are required to wear military uniforms), and active duty U.S. Coast Guard personnel; or (3) Who a State has, at its discretion, exempted from the requirements of 49 CFR part 383.

II. EFFECTIVE & REVISION DATES:

Originally Adopted: July 17, 1995

Revised: October 25, 2006

III. DEFINITIONS

The following terms and abbreviations used in this Program are further defined below:

BAT	Breath Alcohol Technician
CDL	Commercial Driver's License
CFR	Code of Federal Regulations
CMV	Commercial Motor Vehicle
DER	Designated Employer Representative
DHHS	Dept. of Health & Human Services
DOT	Dept. of Transportation
EBT	Evidential Breath Testing Device
FMCSA	Federal Motor Carriers Safety Administration
MRO	Medical Review Officer
SAP	Substance Abuse Professional
STT	Screening Test Technician

For purposes of this Program, the following definitions are adopted.

ACCIDENT means an occurrence involving a commercial motor vehicle operating on a public road in commerce, which results in:

1. The loss of human life;
2. The operator receiving a citation under State, or local law for a moving traffic violation arising from the accident, if the accident involved:
 - a. Bodily injury to any person, who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or more motor vehicles incur disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

ADULTERATED SPECIMEN means a specimen that has been altered, as evidenced by the test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

ALCOHOL means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl or isopropyl alcohol.

ALCOHOL CONCENTRATION (OR CONTENT) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

BREATH ALCOHOL TECHNICIAN (BAT) means a trained and certified individual who instructs and assists employees in the alcohol testing process and operates an evidential breath testing device.

CANCELED TEST means a drug or alcohol that has a problem identified that cannot be or has not been corrected, or which this part otherwise requires to be cancelled. A cancelled test is neither a positive nor negative test.

CHAIN OF CUSTODY means the procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.

CFR means the Code of Federal Regulations.

COLLECTION SITE means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test and/or a breath specimen for an alcohol test.

COMMERCE means:

1. Any trade, traffic or transportation within the jurisdiction of the United States between a place in a State and a place outside of such State, including a place outside of the United States; and
2. Trade, traffic, and transportation in the United States which affects any trade, traffic, and transportation described in paragraph 1 (above).

COMMERCIAL MOTOR VEHICLE means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:

1. Has a gross combination weight rating or gross combination weight of 11,794 kilograms or more (26,001 pounds or more), whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 4,536 kilograms (10,000 pounds), whichever is greater; or

2. Has a gross vehicle weight rating or gross vehicle weight of 11,794 or more kilograms (26,001 or more pounds), whichever is greater; or
3. Is designed to transport 16 or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

CONFIRMATION (OR CONFIRMATORY) DRUG TEST means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.

CONFIRMATION (OR CONFIRMATORY) VALIDITY TEST means a second test performed on a urine specimen to further support a validity test result.

COUNSELING, TREATMENT, OR REHABILITATION PROGRAM is determined by a Substance Abuse Professional (SAP) knowledgeable in substance abuse disorders based upon, but not limited to, an evaluation of the nature and extent of an individual's substance abuse, use, or problem, and includes a recommended treatment program, if applicable.

DESIGNATED EMPLOYER REPRESENTATIVE (DER) is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the company. Service agents cannot serve as DERs.

DHHS is the Department of Health and Human Services or any designee of the Secretary, Department of Health and Human Services.

DILUTE SPECIMEN means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

DISABLING DAMAGE means damage which precludes departure of a motor vehicle from the scene of an accident in its usual manner in daylight after simple repairs.

1. *Includes.* Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
2. *Excludes:*
 - a. Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
 - b. Tire disablement without other damage even if no spare tire is available.
 - c. Headlight or taillight damage.
 - d. Damage to turn signals, horn, or windshield wipers, which make them inoperative.

DRIVER means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

EMPLOYER means the North Kingstown School Department who employs one or more employees (including an individual who is self-employed) that is subject to DOT/FMCSA agency regulations requiring compliance with 49 CFR Part 40 and 382. As used in this Policy the term means the entity responsible for overall implementation of DOT drug and alcohol program requirements, including individuals employed by the North Kingstown School Department who take personnel actions resulting from violations of this program and any applicable DOT agency regulations. "Employer" is used interchangeably with "Company" in this policy. Service agents are not employers for the purposes of DOT/FMCSA regulations.

EVIDENTIAL BREATH TESTING DEVICE (EBT) means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the .02 and .04 alcohol concentrations, placed on NHTSA's Conforming Products List (CPL) for "Evidential Breath Measurement Devices" and identified on the CPL as conforming with the model specifications available from NHTSA's Traffic Safety Program.

LABORATORY means any U.S. testing laboratory certified by the Department of Health and Human Services under the National Laboratory Certification Program as meeting the minimum standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs.

MEDICAL REVIEW OFFICER (MRO) means a person who is a licensed physician (doctor of medicine or osteopathy) and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

PERFORMING (A SAFETY SENSITIVE FUNCTION) means a driver is considered to be performing safety sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

POLICY means the initiative related to the Controlled Substance and Alcohol Testing Policy of the North Kingstown School Department for drivers in compliance with U.S. Department of Transportation and Federal Motor Carrier Safety Administration regulations for drug and alcohol testing.

PRIMARY SPECIMEN (IN DRUG TESTING BOTTLE A) is the urine specimen bottle that is opened and tested by a first 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.

REFUSE TO SUBMIT (TO AN ALCOHOL OR CONTROLLED SUBSTANCE TEST) means that a driver:

1. Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA;
2. Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences a pre-employment test is not deemed to have refused to test;
3. Fail to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen;
5. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fail or declines to take a second test the employer or collector has directed the driver to take;
7. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d) of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
8. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
9. Is reported by the MRO as having a verified adulterated or substituted test result.

SAFETY SENSITIVE FUNCTION means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by §§392.7 and 392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393.76 of this subchapter);
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

SCREENING DRUG TEST (OR INITIAL DRUG TEST) means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

SERVICE AGENTS are all parties, other than an employee of the employer, who provides services to employers and/or employees in connection with DOT drug and alcohol testing requirements. This includes, but is not limited to, collectors, BATs and STTs, laboratories, MROs, Substance Abuse Professionals (SAP's), and C/TPAs.

SHY BLADDER means a donor is unable to provide a sufficient quantity of urine for a drug test. When this occurs, the donor is offered up to 40 ounces of fluid over a three (3) hour period to try to obtain an adequate urine specimen for testing in one void. If the donor is still unable to provide a sufficient quantity of urine, the donor must be evaluated by a physician, acceptable to the MRO, to determine if there is a medical explanation for the inability to provide the specimen.

SHY LUNG means an individual is unable to provide a sufficient amount of breath to perform an evidential breath test for alcohol. When this occurs, the donor must be evaluated by a physician, approved by the Employer, to determine if there is a medical explanation for the inability to provide sufficient breath.

SPLIT SPECIMEN (IN DRUG TESTING BOTTLE B) is 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.

STAND-DOWN means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test results.

SUBSTANCE ABUSE PROFESSIONAL (SAP) means a person who evaluates employees who have violated a DOT drug and/or alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare. The SAP must be a licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified social worker, psychologist, employee assistance professional, state-licensed or certified marriage and family therapist, or an alcohol and drug abuse counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse. SAPs must have knowledge of and clinical experience in the diagnosis and treatment of substances abuse-related disorders. The SAP is also required to have a working knowledge of DOT/FMCSA applicable to the employer for whom he/she evaluates employees who have engaged in a DOT drug or alcohol regulation violation.

SUBSTITUTED SPECIMEN means a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

SUPERVISOR means all operational supervisors employed by the North Kingstown School Department to supervise driver employment activities, and who have received 60 minutes of training on the specific and contemporaneous physical, behavioral, and performance indicators of probable drug use, and an additional 60 minutes of similar training of probable alcohol use/misuse. A supervisor does not have to be a supervisor by job description title.

VALIDITY (CONFORMATORY) TESTING mean a second test performed on a different aliquot of the original urine specimen to further support a validity test result.

VERIFIED TEST means a drug test result or validity testing result from a DHHS-certified laboratory that has undergone review and final determination by the MRO.

WORKPLACE means a building, property or premise owned or utilized for official business, jobsites, and any type of vehicles owned and/or operated by an employee on behalf of the North Kingstown School Department.

IV. PROHIBITED CONDUCT

In accordance with 49 CFR Part 382, subpart B, "Prohibitions" and the North Kingstown School Department own authority, conduct listed in this Section is prohibited. A driver in violation of the provisions in this Section is subject to disciplinary action up to and including termination for gross and willful misconduct.

- A.** A driver is prohibited from performing, and the Employer is prohibited from using a driver to perform safety sensitive functions upon notification of a verified positive, substituted or adulterated drug test result or an EBT alcohol test result indicating a measured alcohol concentration of 0.02 or greater, regardless of when the drug or alcohol was ingested and regardless of whether or not the driver is under the influence of alcohol or using drugs, as defined in federal, state or local law.

- B.** Refusal to Test (alcohol or controlled substance test). Refusal to test means that the driver:
 - 1.** Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the Employer, consistent with DOT/FMCSA regulations, after being directed to do so by the Employer;
 - 2.** Fails to remain at the testing site until the testing process is complete. If the reason for the test is pre-employment, then a driver who leaves the testing site before the testing process commences a pre-employment test is not deemed to have refused to test;
 - 3.** Fails to provide a urine specimen for any drug test required by Part 40 or FMCSA regulations. If the reason for the test is pre-employment, then a driver who does not provide a urine specimen because he/she has left the testing site before the testing process commences is not deemed to have refused to test;
 - 4.** In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen;
 - 5.** Fails to provide a sufficient amount of urine when directed, and it has been determined through a required medical evaluation that there was no adequate medical explanation for the failure;
 - 6.** Fails or declines to take a second test the employer or collector has directed the driver to take;
 - 7.** Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the Employer under 49 CFR part 40.193. In the

case of a pre-employment drug test, the driver is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

8. Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process); or is reported by the MRO as having a verified adulterated or substituted test result.

C. Controlled Substances

The following conduct is prohibited when a driver is performing safety sensitive functions on the Employer's property, in the workplace, on duty, or off duty when the conduct affects the driver's fitness for duty.

1. No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 21 CFR 1308.11 Schedule I.
2. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.
3. No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function.
4. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. No employer having knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions.
5. When a driver fails to provide an adequate urine sample, the Employer, after consulting with Medical Review Officer (MRO) shall direct the driver to obtain, within five days, an evaluation from a licensed physician, acceptable to the MRO. The referral physician must have expertise in the medical issues raised by the driver's failure to provide a sufficient specimen, to determine if a medical condition precluded the driver from providing a sufficient amount of urine. The referral, if other than the MRO, must provide a written report to the MRO. The MRO will seriously consider and assess the referral physician's recommendation in making a determination of the reason for the inability to provide an adequate specimen.
 - a. If the MRO determines the failure to provide an adequate specimen was due to a medical condition, the test will be reported as cancelled to the Employer. A cancelled test will not constitute a "refusal to test" and no disciplinary action will be taken.
 - b. If the MRO determines the failure to provide an adequate specimen was not due to a medical condition, the MRO will report a "refusal to test" to the Employer.
6. Leaving the scene of an accident without a valid reason, except to submit to a drug test or to receive or to obtain medical treatment, will create a rebuttable presumption of a refusal to test.

7. Consuming any chemical substance within 32 hours after an accident unless a post accident drug test has been performed.

D. Alcohol

The following conduct is prohibited when a driver is performing safety sensitive functions on the Employer's property, in the workplace, on duty, or when the conduct affects the driver's fitness for duty.

1. Use of alcohol, an alcohol concentration of 0.02 or greater, or under the influence of alcohol while performing safety-sensitive functions, operating or having physical control of a vehicle, or within four (4) hours before going on duty operating or having physical control of a vehicle.
2. Leaving the scene of an accident, except to submit to an alcohol test or to receive or obtain medical treatment, or consuming any alcohol within eight (8) hours after an accident unless a post accident alcohol test has been performed.
3. Having ANY measured alcohol concentration or detected presence of alcohol while on duty, operating or in physical control of a vehicle (Ref: 49 CFR Part 392.5).
4. Be on duty or operate a vehicle if, by the driver's general appearance or conduct or by other substantiating evidence, the driver appears to have used alcohol within the preceding four (4) hours regardless of whether an EBT alcohol test has been performed.
5. Report for duty, perform or continue to perform safety sensitive functions including driving a vehicle with an alcohol concentration level of 0.02 or greater. No employer having actual knowledge that a driver has an alcohol concentration of 0.02 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.
 - a. When a driver has a confirmed alcohol concentration level of 0.02 but less than 0.04 the driver will be immediately removed from performing any safety sensitive function until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test. No action, under DOT/FMCSA, may be taken against a driver based solely on test results showing an alcohol concentration level less than 0.04. The Employer is not prohibited from taking action, under its own authority, or as otherwise consistent with law.
 - b. When a driver has a confirmed alcohol concentration level of 0.04 or greater the driver will be immediately removed from performing any safety sensitive function.
6. Any driver whose appearance, conduct, or other substantiating evidence gives reasonable suspicion of alcohol use and a test cannot be administered will be immediately removed from performing any safety sensitive function. Removal from duty for reasonable suspicion when unable to administer a test for alcohol does not require evaluation by a substance abuse professional.
7. When a driver fails to provide an adequate breath sample, the driver will be referred to a licensed physician, approved by the Employer, for a medical evaluation to determine the reason for the inability to provide an adequate sample.
 - a. If the physician determines the failure to provide an adequate specimen was due to a medical condition, it will not constitute a "refusal to test" and no disciplinary action will be taken.

- b. If the physician determines the failure to provide an adequate specimen was not due to a medical condition, it will constitute a “refusal to test.

V. REQUIRED TESTING

This Program provides for testing of applicants for employment and employee drivers for the use of controlled substances, including alcohol, for the following purposes:

- 1. Pre-employment (Drug Test Only)
- 2. Random
- 3. Return to Duty and Follow Up, if applicable
- 4. Reasonable Suspicion
- 5. Post Accident

Employees will be compensated for time expended to provide test samples only if testing is directed by the Employer. Applicants are not compensated for time expended to provide test samples.

A. PRE-EMPLOYMENT

- 1. As a condition of employment, all driver applicants are required to comply with the provisions of the North Kingstown School Department Controlled Substances and Alcohol Testing Policy and the requirements of 49 CFR part 40, and 49 CFR part 382.
- 2. All driver applicants are subject to pre-employment drug testing unless otherwise exempted by regulation. Testing must be completed, and the Employer must receive a verified negative test result for the driver prior to the first time a driver performs a safety-sensitive function. The Employer is not required to administer a pre-employment controlled substances test if the driver meets the exceptions of 49 CFR part 382.301(b) as follows:
 - a. Has participated in a controlled substance testing program that meets the requirements of 49 CFR part 382 within the previous thirty (30) days; and
 - b. Was tested for controlled substances within the past six (6) months (from the date of application with the Employer), or participated in the random controlled substances testing program for the previous 12 months (from the date of application with the Employer); and
 - c. The Employer ensures that no prior employer of the driver has records of a violation of the MCSA regulations or the controlled substances use rule of another DOT agency within the previous six (6) months.
- 3. If the Employer exercises the exception to perform a pre-employment controlled substances test, the Employer must contact the controlled substances testing program(s) in which the driver participated and shall obtain and retain the following information:
 - a. Name(s) and address(es) of the program(s).
 - b. Verification that the driver participates or participated in the program(s) and the program conforms to Part 40.
 - c. Verification that the driver is qualified under FMCSA regulations, including that the driver has not refused to be tested for controlled substances.
 - d. The date the driver was last tested for controlled substances and the results of any tests taken within the previous six (6) months and any other violations of FMCSA regulations.

4. If the Employer uses, but does not employ a driver more than once a year to operate a CMV, the information enumerated above in #2 must be obtained at least once every six (6) months.

5. Upon an offer of employment and as a condition of employment: **(1)** An applicant will be asked to disclose, under affidavit, whether he/she has had a positive drug or alcohol test result, or refusals to test on any pre-employment test administered by an employer to which the applicant applied for, but did not obtain safety-sensitive transportation work covered by DOT during the past three (3) years. If the applicant admits that he/she had a positive or a refusal to test on a pre-employment test, the applicant must satisfy the requirements of V. A. 5.d (1)-(6) below to be considered for employment. **(2)** The applicant will also be required to sign a release authorizing the North Kingstown School Department to obtain information on the applicant's alcohol tests with a concentration result of 0.04 or greater, verified positive controlled substances test results, refusals to be tested, and other violations of DOT/FMCSA drug and alcohol testing regulations from DOT employers for whom the individual worked during the three (3) years prior to the date of application or transfer.
 - a. If feasible, the information required in V.A.5 above must be obtained from previous employers prior to the first time the applicant performs safety sensitive functions for the North Kingstown School Department.
 - b. If not feasible, the information must be obtained and reviewed as soon as possible, but no later than 30 calendar days after the first time the applicant performs safety sensitive functions unless the Employer obtained or made and documented a good faith effort to obtain this information.
 - c. The Employer must retain this information (including documentation of a good faith effort to obtain) for three years from the date of the driver applicant's first performance of safety sensitive duties.
 - d. Upon receipt of the information described in V.A5., above, if the information states or if the driver applicant admits that he/she has had a verified positive drug or alcohol test, or refusal to be tested, the Employer is prohibited from using the driver applicant to perform safety-sensitive functions until and unless the applicant documents successful completion of the return-to-duty process by submitting evidence of:
 - (1) Evaluation by a substance abuse professional;
 - (2) Completion of any treatment, counseling, rehabilitation, etc., recommended by the substance abuse professional;
 - (3) Reevaluation by a substance abuse professional to determine the applicant has successfully and properly complied with the treatment, counseling, rehabilitation, etc.
 - (4) Passed a return to duty test with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substances test with a verified negative result;
 - (5) Completion of at least six follow up tests with negative results within 12 months after a return to duty; and
 - (6) The applicant has been medically certified as qualified to drive. If the driver applicant refuses to provide written consent to authorize release of the drug and/or alcohol testing history, he/she will not be permitted to perform safety sensitive functions as a driver.

- e. If the North Kingstown School Department is the employer from whom information is requested, after reviewing a driver applicant's specific, written consent, the information must immediately be released to the employer making the inquiry. All information provided must be in writing, and a written, confidential record of the information, including the date, the party to whom it was released, and a summary of the information provided documented and maintained on file.

B. REASONABLE SUSPICION

This Policy provides for the testing of drivers for controlled substances, including alcohol, when a North Kingstown School Department supervisor, who is trained in accordance with 49 CFR part 382.603, has reasonable suspicion the driver is unfit to perform his/her duties or has used or is using controlled substances and/or alcohol prohibited under this Program.

1. Reasonable suspicion arises from an employer having reasonable suspicion to believe that the driver has violated the prohibitions concerning alcohol or controlled substances. The employer's determination that reasonable suspicion exists to require the driver to undergo an alcohol or controlled substance test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and signed by the supervisor or Company official who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.
2. Drivers may be directed by the North Kingstown School Department to undergo reasonable suspicion testing while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.
3. Determinations to test will be made immediately before, during or immediately after a driver is performing a safety sensitive function.
4. The supervisor who makes a determination to test a driver for reasonable suspicion of drugs or alcohol shall not perform the specimen collection for the drug test or perform the EBT test for alcohol.
5. Reasonable suspicion alcohol tests will be performed within eight (8) hours of the determination that such testing is required.
6. A driver will be removed from performing safety sensitive functions until a test can be performed confirming an alcohol concentration less than 0.02; for a minimum of 24 hours if an alcohol test is not performed.
7. Procedure - A driver directed to submit to a reasonable suspicion controlled substances and/or alcohol test will be transported to a collection/testing site by the Employer's designated representative for the collection of urine and/or a breath specimen.

C. RANDOM

1. All covered employees are subject to random testing for drugs and alcohol. The selection of drivers for random alcohol and controlled substances testing is made by a scientifically valid method, using a computer based random number generator that is matched with the drivers' social security numbers, and is fully documented. Selections are spread reasonably throughout the calendar year, and each driver selected for testing must be tested during the selection period.

2. Drivers selected for random testing will be notified and shall immediately report to the collection/testing site upon notification to be tested. If the driver is performing a safety sensitive function, other than driving a commercial motor vehicle, at the time of notification, the Employer will ensure the driver ceases to perform the safety sensitive function and proceed to the testing site as soon as possible. Failure to immediately proceed to the collection/testing site may be deemed a refusal to test.
3. Random alcohol tests will be performed while the driver is performing or just before performing safety sensitive functions or just after the driver has ceased performing safety sensitive functions.
4. Random controlled substances testing will be conducted at any time the driver is working for the Employer
5. When a driver is off work due to long term layoffs, illnesses, injuries or vacation more than 30 days, the pre-employment controlled substances provisions apply prior to the driver performing safety sensitive functions.

D. POST ACCIDENT

1. Drivers are subject to post accident testing for drugs and alcohol as defined in Section III. "Definitions" of this Program. Drivers will be provided with necessary post accident information, procedures, and instructions so that testing can be performed.
2. Post accident drug and alcohol tests will be performed as soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce.

Drivers must remain readily available for testing, in the absence of receiving or obtaining medical treatment, and are prohibited from using any drugs or alcohol until testing has been completed. The administration of legal drugs determined to be medically necessary for treatment of injuries of the driver when prescribed by a licensed medical practitioner will not be delayed pending a drug test.

3. Post accident controlled substance tests must be performed as soon as possible but within 32 hours after an accident. If the test is not administered within 32 hours following the accident, the supervisor shall cease any attempt to administer the test, under DOT authority, and document why it was not possible to perform it and maintain on file. Records must be submitted to the FMCSA upon request.
4. Post accident EBT alcohol tests must be performed as soon as possible but within eight (8) hours after the accident.
 - a. If an EBT test is not administered within two (2) hours following the accident, the supervisor is required to document why it was not performed and maintain on file. Records must be submitted to the FMCSA upon request.
 - b. If an EBT test is not administered within eight (8) hours following the accident, the supervisor shall cease any attempt to administer the test and document why it was not performed, and if it would have been possible to perform a blood alcohol test.
5. Any "missed" tests, e.g., tests could not be performed, shall be reported to FMCSA, upon request.
6. A breath or blood test for the use of alcohol and/or a urine test for the use of controlled substances conducted by Federal, State, or local officials having independent authority

for the test, shall be considered to satisfy the post accident testing requirements, provided such tests conform to the applicable Federal, State, or local testing requirements and that the results of the tests are obtained by the Employer.

The following table notes when post-accident drug and alcohol tests are required to be performed in accordance with DOT/FMCSA regulations.

TYPE OF ACCIDENT INVOLVED	CITATION ISSUED TO THE CMV DRIVER	TEST MUST BE PERFORMED BY EMPLOYER
Human Fatality	YES	YES
	NO	YES
Bodily Injury With Immediate Medical Treatment Away From The Scene	YES	YES
	NO	NO
Disabling Damage To Any Motor Vehicle Requiring Tow Away	YES	YES
	NO	NO

The driver must receive a citation within 32 hours of the occurrence under State or local law for a moving traffic violation arising from the accident.

E. RETURN TO DUTY

When a driver is in violation of the controlled substances or alcohol prohibitions in this Policy, before a driver returns to duty requiring the performance of safety, he/she must:

1. Be evaluated by a Substance Abuse Professional (SAP);
2. Complete the recommended treatment, counseling plan, etc.
3. Be re-evaluated by the SAP to determine successful completion of treatment; and
4. Submit to a return to duty test for drugs and/or alcohol
 - a. The result for a controlled substances test result must be negative and/or;
 - b. The alcohol test result must confirm an alcohol concentration level less than 0.02.

F. FOLLOW UP

1. Upon a verified negative return to duty test(s), the driver is required to submit to at least six (6) follow up tests during the first 12 months following return to duty.
2. Follow up testing may be required for up to 60 months unless the Substance Abuse Professional makes a determination testing is no longer warranted.
3. Follow up tests are unannounced and may include testing for drugs and/or alcohol.
4. Follow-up alcohol testing will be conducted only when the driver is performing or just before performing safety sensitive functions, or just after the driver has ceased performing safety sensitive functions.

VI. SUBSTANCES TO BE TESTED

- A.** Under this Program applicants and drivers will be routinely tested for the substances listed below:
1. Marijuana metabolites;

2. Cocaine metabolites;
3. Amphetamines;
4. Opioids (codeine, heroin, morphine, oxycodone, oxymorphone, hydrocodone, hydromorphone)
5. Phencyclidine (PCP);
6. And, Alcohol

The threshold levels (screening and confirmation) for the substances specifically listed above have been established by DHHS/SAMHSA Regulations, 49 CFR Part 40, and this Program adopts, by reference, these threshold levels for testing purposes as published and including any subsequent amendments

The name of the North Kingstown School Department designated employee to contact to answer any questions, third party administrator, testing laboratory, and Medical Review Officer are listed in Appendix B.

VII. INDIVIDUAL RIGHTS

- A. The individual being tested will receive a copy of the Chain of Custody and Control Form upon completion of the specimen collection process for a urine drug test.
- B. A copy of the Alcohol Test Form, which includes the test result, will be given to the individual tested for alcohol when performed using an EBT.

VIII. GENERAL PROVISIONS

- A. If a driver is using a legally obtained prescription or over the counter drug which has actual mind or performance altering effects, he/she must show the medication and/or prescription to the DER at the beginning of the work period. Depending upon the nature of the drug and the driver's job duties, the DER may refuse to allow the driver to perform safety sensitive functions unless he/she refrains from taking the medicine/drug:
 1. Until such time as the effects will not be experienced during the driver's on duty time; or
 2. Upon presenting a note from the prescribing licensed medical practitioner stating there are no adverse side effects from taking the prescription which would impair the driver's ability to safely perform safety sensitive functions.
- B. Urine specimen collections performed under direct observation shall or may be required when:
 1. A donor alters or attempts to alter, substitute, or contaminate a urine specimen.
 2. A donor attempts to obstruct the testing process.
 3. The temperature of the urine specimen is outside of the established temperature range 90-100 degrees F.
 4. A previous drug test report indicated an adulterated or substituted specimen.
 5. The test is a follow-up or return to duty test.
- C. Drivers shall notify the Designated Employer Representative (DER) of any conviction of a violation, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation) but including a criminal drug or alcohol statute conviction. Drivers are also required to notify the DER if his/her driver's license is suspended, revoked, or canceled by a State or jurisdiction; who loses the right to operate a CMV for any period; or, who is disqualified from operating a CMV. The notification must be made before the end of the business

day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification.

- D.** Legally prescribed medications must be written **ONLY** for the driver. Any driver taking a medication prescribed for another person (including a spouse) will be considered to be taking an illegal substance. Medications and any food substance containing alcohol are prohibited for drivers on duty and while performing safety sensitive functions. Ingestion of hemp foods or products is not a legal medical explanation as a defense to a positive drug test under DOT.
- E.** The Employer reserves the right to implement a policy, in accordance with 49 CFR Parts 40.155(c) and 40.197, that requires an employee to immediately take another drug test upon the receipt of a “negative dilute” test result from the MRO. When an employee is directed to take another test (but not under direct observation), the result of the second test becomes the test of record. The employer is not permitted to make the employee take a third test because the second test was also “negative dilute.” If an employee does not take a second test, it becomes a refusal to test and the employee will be subject to the same disciplinary action as provided herein on a refusal to test.

IX. CONSEQUENCES OF PROGRAM VIOLATION(S)

- A.** Except as otherwise provided in this Policy, no driver shall perform safety sensitive functions, including driving a CMV, if the driver has engaged in conduct prohibited by this Policy or an alcohol or controlled substances rule of another U.S. Department of Transportation agency. For purposes of this section, “CMV” means a commercial motor vehicle in commerce as defined herein and a CMV in interstate commerce as defined in 49 CFR part 390.
- B.** No driver who has engaged in conduct prohibited by this Policy shall perform safety sensitive functions, including driving a CMV, unless the driver has successfully completed the referral, evaluation, and treatment listed in this Policy.
- C.** No driver tested under the alcohol testing requirements of the DOT/FMCSA listed in this Policy who is found to have an alcohol concentration of 0.02 but less than 0.04 shall perform or continue to perform safety sensitive functions for the North Kingstown School Department including driving a CMV, until the start of the driver’s next regularly scheduled duty period, but not less than twenty-four (24) hours following the administration of the test.
- D.** Drivers who have engaged in conduct prohibited by this Policy will be advised by the North Kingstown School Department of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. See Appendix C.
- E.** Drivers who have engaged in conduct prohibited by this Policy will be evaluated by a SAP who will determine what assistance the employee needs in resolving problems associated with alcohol misuse and controlled substances use.
- F.** In the event a driver is returned to duty requiring the performance of safety sensitive functions after engaging in conduct prohibited by this Policy, and after successfully completing the return-to-duty requirements, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02, and/or a controlled substances test with a verified negative result, and be subject to the follow-up testing requirements.
- G.** The requirements of this Policy with respect to referral, evaluation and rehabilitation do not apply to applicants who refuse to submit to a pre-employment controlled substances test or who have a pre-employment controlled substances test with a verified positive, substituted, or adulterated test result.

- H.** An employee cannot voluntarily self-identify that he/she needs assistance to avoid testing or disciplinary action related to a violation of this Policy.

X. AVAILABLE ASSISTANCE

- A.** A list of names, addresses, and telephone numbers of counseling, treatment and rehabilitation providers is available in Appendix C. The Employer does not imply any endorsement of these services in furnishing such a list.
- B.** An employee may contact the Employer's Designated Representative listed in Appendix B to identify additional resources for treatment.
- C.** Periodically the Employer will disseminate drug abuse and alcohol misuse information to drivers.
- D.** A driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use must:
 - 1.** Be evaluated by a Substance Abuse Professional (SAP);
 - 2.** Complete the recommended treatment, counseling plan, etc.
 - 3.** Be re-evaluated by the SAP to determine successful completion of treatment; and
 - 4.** Submit to a return to duty test for drugs and/or alcohol
 - a.** The result for a controlled substances test result must be negative and/or;
 - b.** The alcohol test result must confirm an alcohol concentration level less than 0.02.
 - 5.** After passing a return to duty test, the driver is required to submit to at least six (6) follow up tests during the first 12 months following return to duty.
 - 6.** Follow up testing may be required for up to 60 months unless the substance abuse professional makes a determination testing is no longer warranted.
 - 7.** Follow up tests are unannounced and may include testing for drugs and/or alcohol.
 - 8.** Follow-up alcohol testing will be conducted only when the driver is performing or just before safety sensitive functions, or just after the driver has ceased performing safety sensitive functions.

XI. NOTIFICATION OF PROGRAM

- A.** Applicants for driver positions may be notified of this Policy by letter, by posting the Policy or a notice there of prominently in the applicant processing area or by including such notice on the application for employment.
- B.** All incumbent employee drivers were notified of the Policy prior to implementation and will receive notice of any amendments to this Policy. Copies of the Policy are available for inspection during regular business hours in the Employer's business office.
- C.** Questions regarding this Program may be directed to the Employer's Designated Representative listed in Appendix B.

XII. CONSENT TO TESTING

Applicants and employee drivers are required to complete and sign a form that includes, but is not limited to, the information listed below. The form will be executed and maintained as part of the pre-placement/employment procedures. As such, the requirements for confidentiality are the same as any other record.

- A.** Acknowledges that notice of this Policy, 49 CFR part 382, U.S. Department of Transportation/Federal Motor Carrier Safety Administration regulations and testing procedures required in 49 CFR part 40 has been provided.
- B.** Acknowledges consent by the applicant or employee to be tested for chemical substances, as defined herein, and comply with the provisions of the Policy.
- C.** Authorizes the Employer's Medical Review Officer and a breath alcohol technician, when an EBT test is performed or STT when a saliva/breath screening alcohol test is performed, to release results to the DER.
- D.** Acknowledges that no applicant or employee can be forced to submit to a chemical substance screening test, but that failure to submit constitutes a refusal to test and shall create a rebuttable presumption that a chemical substance was present.

XIII. DISCLAIMER - SEPARABILITY AND SAVINGS

- A.** Federal regulations shall not be construed to preempt provisions of state criminal laws that impose sanctions for reckless conduct leading to actual loss of life, injury, or damage to property, whether the provisions apply specifically to transportation employees, employers, or the general public.
- B.** This Policy does not imply any contractual employment relationship and the Employer explicitly reserves the right to "employment at will."
- C.** If any portion of this Policy or any amendments hereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any portions should be restrained by such tribunal pending a final determination as to its validity, the remainder of this program and amendments, or the application of such portion to persons or circumstances other than those to which it has been held invalid or as to which compliance with or enforcement of has been restrained shall not be affected.
- D.** This Policy is not intended to and shall not constitute any waiver of any rights possessed by the Employer from any source whatsoever. Nothing in this Policy shall be construed as limiting the Employer's right to take disciplinary action up to and including termination for willful misconduct due to involvement with drugs or alcohol not specifically addressed herein.
- E.** This Policy may be amended as required by federal, state, or local laws and regulations affecting drug and alcohol testing programs in the workplace.

APPENDIX A

DHHS/SAMHSA Certified Drug Testing Laboratories

Drugs Tested/Cutoff Concentrations/Validity Testing/Retention of Specimens

A laboratory must only test a specimen for the following five drugs or classes of drugs in a DOT drug test. The laboratory is prohibited from testing “DOT specimens” for any other drugs.

TYPE OF DRUG/ METABOLITE	INITIAL TEST	CONFIRMATION TEST
<u>Marijuana metabolites</u> Delta-9-teretrahydrocannabinol-9-carboxylic acid (THCA)	50 ng/mL	15 ng/mL
<u>Cocaine metabolites</u> (Benzoylecgonine)	150 ng/mL	100 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL
<u>Amphetamines</u> Amphetamine Methamphetamine MDMA MDA	500 ng/mL	250 ng/mL
<u>Opiate metabolites</u> Codeine Heroin Morphine Oxycodone Oxymorphone Hydrocodone Hydromorphone	2000 ng/mL	2000 ng/mL
	10 ng/mL	10 ng/mL

- 1.** On an initial test: (1) If the result is below the cutoff concentration level it is reported as negative. (2) If the result is at or above the cutoff level, a confirmation test must be performed.
- 2.** On a confirmation test: (1) If the result is below the cutoff level it is reported as negative. (2) If the result is at or above the cutoff level, it is reported as a confirmed positive result.
- 3.** Quantitative values for morphine or codeine must be reported at 15,000 ng/ml or above.

Alcohol testing performed by a Certified Breath Alcohol Technician (BAT) using an Evidential Breath Testing (EBT) Device, which appears on the CPL of the National Highway Traffic Safety Administration and approved by DOT. Prohibited alcohol concentration levels are:

Screening

0.02> requires confirmation

Confirmation

0.02<0.04 requires 24 hour removal

0.04> requires removal and referral to SAP

APPENDIX A(1)

THE NORTH KINGSTOWN SCHOOL DEPARTMENT

DIRECT OBSERVATION PROCEDURES

1. DOT's 49 CFR Part 40 directly observed collections are authorized and required only when:
 - The employee attempts to tamper with his or her specimen at the collection site.
 - The specimen temperature is outside the acceptable range;
 - The specimen shows signs of tampering – unusual color/odor/characteristic; or
 - The collector finds an item in the employee's pockets or wallet which appears to be brought into the site to contaminate a specimen; or the collector notes conduct suggesting tampering.
 - The Medical Review Officer (MRO) orders the direct observation because:
 - The employee has no legitimate medical reason for certain atypical laboratory results; or
 - The employee's positive or refusal (adulterated/substituted) test result had to be cancelled because the split specimen test could not be performed (for example, the split was not cancelled).
 - The test is a Follow-Up test or a Return-to-Duty test.
2. The observer must be the same gender as the employee.
3. If the collector is not the observer, the collector must instruct the observer about the procedures for checking the employee for prosthetic or other devices designed to carry "clean" urine and urine substitutes AND for watching the employee urinate into the collection container.
 - The observer requests the employee to raise his or her shirt, blouse or dress/skirt, as appropriate, above the waist, just above the navel; and lower clothing and underpants to mid-thigh and show the observer, by turning around, that the employee does not have such a device.
 - If The Employee Has A Device: The observer immediately notifies the collector; the collector stops the collection; and the collector thoroughly documents the circumstances surrounding the event in the remarks section of CCF. The collector notifies DER. This is a refusal to test.
 - If The Employee Does Not Have A Device: The employee is permitted to return clothing to its proper position for the observed collection. The observer must watch the urine go from the employee's body into the collection container. The observer must watch as the employee takes the specimen to the collector. The collector completes the collection process.

Failure of the employee to permit any part of the direct observation procedures is a refusal to test.

APPENDIX B

Contacts/Providers

PERSON IDENTIFIED TO ANSWER QUESTIONS

As part of the North Kingstown School Department Policy to ensure fair and equal treatment of drivers, the North Kingstown School Department understands that there may be questions and concerns involving the Controlled Substances and Alcohol Testing Policy.

To assist drivers in understanding the requirements placed on drivers and the North Kingstown School Department, the Supervisor of Transportation and the Supervisor of Human Resources have been designated to answer any questions that may arise concerning the Controlled Substances and Alcohol Testing Policy, and may be contacted at:

Phone: _____ **Fax:** _____ **Email:** _____

Address: _____

THIRD PARTY ADMINISTRATOR

Occupational Drug Testing, LLC
340 Harvey Road
Manchester, NH 03103
Attn: James Bernier, Program Administrator
Phone: (603) 623-1100, Ext. 1031
Fax: (603) 218-6874

DRUG TESTING LABORATORY

Medtox Laboratories
402 W County Road D
St. Paul, MN 55112
Phone: (651) 636-7466

MEDICAL REVIEW OFFICER

Dr. Patrick Leong, JD, DO, MROCC
340 Harvey Road
Manchester, NH 03103
Phone: (603) 623-1100
Fax: (603) 218-2227

49 CFR part 40 and 49 CFR part 382 must be available upon request to covered employees and representatives of employee organizations. 49 CFR part 40 is accessible on line at <http://www.dot.gov/ost/dapc>, by fax on demand at 1-800-225-3784 requesting document 151, by phone at 1-866-512-1800, or by writing to U.S. Department of Transportation, Office of Drug and Alcohol Policy and Compliance, 400 Seventh Street SW, Room 10403, Washington, D.C. 20590.

APPENDIX C

Sources of Assistance and Help

SAMHSA Facility Locator <http://findtreatment.samhsa.gov>. This searchable directory of drug and alcohol treatment programs shows the locations around the country that treat alcoholism, alcohol abuse and drug abuse problems. The Locator includes more than 11,000 addiction treatment programs, including resource centers, outpatient treatment programs, and hospital inpatient programs for drug addiction and alcoholism. Listings include treatment programs for marijuana, cocaine, and heroin as drug and alcohol treatment programs for adolescents, and adults.

National Clearinghouse for Drug and Alcohol Information

Monday-Friday
1-800-729-6686

National Council on Alcoholism

7 days a week, 24 hours a day
1-800-622-2255

Find Substance Abuse Professionals

[The SAPlist.com® database](#) is very user-friendly, with easy-to-use search functions. It provides extensive information about a particular SAP, including all office locations, credentials, training and exam information.

APPENDIX D

THE NORTH KINGSTOWN SCHOOL DEPARTMENT

CONTROLLED SUBSTANCES AND ALCOHOL TESTING POLICY AND PROCEDURES

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I HEREBY ACKNOWLEDGE that I have received, read and understand my Employer's *Controlled Substances and Alcohol Testing Model Policy* and procedures and understand that I must abide by the terms as a condition of employment. I understand that during my employment I may be required to submit to a controlled substances and/or alcohol test based on U.S. Department of Transportation (DOT) and Federal Motor Carrier Safety Administration (FMCSA) regulations.

I also understand that refusal to submit to a controlled substances or alcohol test is a violation of DOT regulations and my Employer's policy, and may result in disciplinary action, including suspension (with or without pay) or termination of employment for gross and willful misconduct. I further understand the consequences related to controlled substances use or alcohol misuse conduct as prohibited by my Employer's policy.

I acknowledge that the provisions of my *Employer's Controlled Substances and Alcohol Testing Model Policy* and procedures are part of the terms and conditions of my employment, and that I agree to abide by them.

THE UNDERSIGNED STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGEMENT AND UNDERSTAND THE CONTENTS THEREOF:

Date: _____

Date: _____

Signature of Employee/Applicant

Witness Signature

Printed Name

Witness Printed Name

Social Security Number

Original Acknowledgment of Receipt and Understanding will be kept on file with the North Kingstown School Department. A copy of the Acknowledgement of Receipt and Understanding will be provided to the employee/applicant.