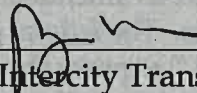


Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; 4/02, 9/08, 2/09, 10/09; Policy HR-3511 dated October 7, 2009, November 4, 2009, December 1, 2010, and **July 14, 2014**,

## POLICY-HR-3511

See Also:

Approved by:  11-4-14  
Intercity Transit Authority

Written by: Christine DiRito



Ann Freeman-Manzanares, General Manager

### Intercity Transit Drug and Alcohol Testing Policy and Program

#### 1.0 POLICY STATEMENT

Intercity Transit strives to provide safe, dependable, and economical transportation services to our transit system passengers. Intercity Transit employees are our most valuable resources. It is our goal to provide a healthy, drug and alcohol free work environment which promotes personal opportunities for growth. To meet these goals Intercity Transit will:

- assure that employees have the ability to perform assigned duties in a safe, productive, and healthy manner;
- create a work environment free from the adverse effects of drug and/or alcohol misuse and abuse;
- prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and
- encourage employees to seek professional assistance when personal problems, including alcohol or drug dependency, adversely affect their job.

#### 2.0 PURPOSE OF POLICY

The purpose of this policy is to ensure worker fitness for duty and to protect our employees, passengers, and the public from the risks associated with the use of alcohol and/or drugs. This policy also intends to comply with applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry and any future regulations or changes that may occur.

The Federal Transit Administration (FTA) of the U.S. Department of Transportation (DOT) published 49 CFR Part 655 as amended, mandating urine drug testing and breath alcohol

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. DOT published 49 CFR Part 40, as amended, sets standards for the collection and testing of urine and breath/saliva specimens. The federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

This policy incorporates those requirements for safety-sensitive employees and others when noted. \*

### 3.0 APPLICABILITY

#### 3.1 EMPLOYEES, CONTRACTORS AND VOLUNTEERS

**This policy applies in general to all safety-sensitive and non-safety sensitive transit system employees (full and part time), volunteers, visitors, vendors, contract employees and contractors** when they are on transit property or **when performing any transit-related safety-sensitive business** or non-safety sensitive business. This policy applies to split assignments, off-site lunch periods and or breaks when an employee is scheduled to return to work. This policy also applies when any employee (safety or non-safety sensitive employee) is in a paid status, scheduled to work and or engages in any paid trainings, workshops, seminars, etc. either on or offsite.

**Safety Sensitive volunteers are a covered employee if required to hold a CDL to operate the vehicle or performs a safety sensitive function and receives remuneration in excess of his/her actual expense incurred while in engaged in the volunteer activity.**

Intercity Transit will not permit such persons to conduct transit business if found in violation of this policy. Adherence to Intercity Transit's Drug and Alcohol Testing Policy and Program including requirements in Part 655 and Part 40 is a requirement of employment and a requirement for performance of transit-related services. Participation in the federally mandated testing program is a condition of performing safety sensitive functions. All employees found in violation of this policy are subject to discipline.

Employees shall promptly report to his/her supervisor or to the Drug and Alcohol Program Manager (DAPM) whenever he/she observes or has knowledge of another employee who may pose a hazard to the safety and welfare of others.

*\*All provisions set forth in bold face print are included consistent with requirements specifically set forth in 49 CFR Part 655, or Part 40, as amended, and the Drug Free Workplace Act (49 CFR Part 2). All other provisions are set forth under the authority of Intercity Transit.*

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## **POLICY-HR-3511**

### **3.2 SAFETY-SENSITIVE FUNCTION DEFINED**

A safety-sensitive function is any duty related to the safe operation of mass transit service as defined in 49 CFR Part 655:

- **operation of a revenue service vehicle (whether or not the vehicle is in revenue service);**
- **operation of a non-revenue service vehicle when required to be operated by a holder of Commercial Driver's License;**
- **controlling dispatch or movement of a revenue service vehicle;**
- **maintenance (includes repairs, overhauls, and rebuilds) of a revenue service or equipment used in revenue service;**
- **security personnel who carry firearms;**
- **and any other employee who must hold a Commercial Driver's License to perform their job.**

**A list of positions designated safety-sensitive is attached (Appendix B).**

In addition, all employees of independent contractors who perform services for Intercity Transit in positions which are safety sensitive (as outlined above) will also be subject to program testing, including requirements set forth in Part 655 and Part 40.

### **3.3 DIRECTORS, MANAGERS AND SUPERVISORS**

Intercity Transit strives to ensure fair and equitable application of this drug and alcohol testing policy and program. It is a requirement of supervisory level staff to use and apply all aspects of this policy. Any supervisory level employee who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.

Directors, managers and supervisors are considered safety-sensitive if they perform, or may be called upon to perform any of the above safety-sensitive functions.

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### 4.0 PROHIBITED SUBSTANCES

#### 4.1 ILLEGALLY USED CONTROLLED SUBSTANCES OR DRUGS

A prohibited drug is any illegal drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812) and as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes the use of any illegal drug, the misuse of legally prescribed drugs, or the use of illegally obtained prescription drugs at any time.

The above drugs listed in this policy apply to both safety and non-safety sensitive employees. Regardless of WA ST Initiative 502, marijuana remains a **Schedule I (illegal)** drug under federal law and this policy states “. . . *the use of an illegal drug is prohibited at any time.*” Positive drug tests for safety or non-safety sensitive employees for THC/Marijuana will not be downgraded to a negative test based on an employee’s explanation of “recreational, medical or legal” marijuana use.

#### 4.2 LEGAL DRUGS

This policy does not prohibit the appropriate use of legally prescribed drugs and non-prescription medications. However, it is the responsibility of the employee to inform his/her physician when being prescribed medication(s) that they are covered under the terms of this policy. The employee shall use medically authorized drugs or over the counter medications in a manner which will not impair on-the-job performance. It is also the responsibility of the employees to remove themselves from service if they are not fit for duty because of any adverse effects due to medications.

A legally prescribed drug means that the individual has a prescription or other written approval, in the employee’s name, from a physician for the use of the drug in the course of medical treatment. It must include the patient’s name, the name of the substance, quantity/amount prescribed, and the period of authorization. Intercity Transit prohibits the misuse or abuse of legal drugs while performing transit business.

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### 4.3 ALCOHOL

This policy prohibits the use of beverages containing alcohol or substances, including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body, while performing transit business.

### 5.0 PROHIBITED CONDUCT AND CONSEQUENCES

#### 5.1 MANUFACTURE, TRAFFICKING, POSSESSION, AND USE

**Transit system employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on transit premises, in transit vehicles, in uniform, or while on transit business.** Employees who violate this provision will be discharged and referred to a Substance Abuse Professional (SAP), or substance abuse counselor or EAP. Intercity Transit will not allow employees of contractors who violate this provision to continue to conduct business and will notify their supervisor, as appropriate. When Intercity Transit suspects criminal activity, they shall notify law enforcement, as appropriate.

#### 5.2 DRUG AND ALCOHOL USE

Employees, volunteers, contract employees or contractors must not report for work or continue working if they are not fit for duty because of the presence of prohibited substances or alcohol in their system. Intercity Transit will suspend from duties any safety-sensitive or non-safety-sensitive employee, contract employee, contractor, or volunteer reasonably suspected of being not fit for duty due to drug or alcohol use, pending an investigation of condition. (See Section 6.6 - Reasonable Suspicion). Intercity Transit defines "not fit for duty" as having a measurable presence of prohibited substances or alcohol in the system. **Employees who fail to pass a drug or alcohol test shall be removed from duty** and subject to discipline up to and including discharge (see Sections 5.3 and 5.4).

#### 5.3 TESTING POSITIVE ON A DRUG TEST

**Any safety-sensitive or non-safety sensitive employee that has a confirmed positive drug test, for any type of tests, will be removed from their position and will be**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

discharged. The person will be informed of education and rehabilitation programs available and referred to a SAP for assessment (SAP defined in Section 7.3). Non-safety sensitive employees will be referred to a Substance Abuse Counselor or EAP provider.

Any safety-sensitive or non-safety sensitive pre-employment applicant that fails a pre-employment drug test will not be hired and the person will be informed of education and rehabilitation programs available and referred to a SAP for assessment (SAP defined in Section 7.3). Non-safety sensitive employees will be referred to a Substance Abuse Counselor or EAP provider.

### 5.4 TESTING POSITIVE ON AN ALCOHOL TEST

No safety-sensitive or non-safety-sensitive employee shall report for duty or remain on duty when their ability to perform assigned safety-sensitive or non-safety sensitive functions is adversely affected by alcohol or when alcohol is present in their body. No safety-sensitive or non-safety-sensitive employee shall use alcohol while on duty, in uniform, while performing safety-sensitive functions, or just before or just after performing a safety-sensitive function. No safety-sensitive or non-safety sensitive employee shall use alcohol within four hours of reporting for duty, or during the hours that they are on call. Employees in violation of these provisions will be subject to disciplinary action up to discharge.

Any safety-sensitive or non-safety sensitive pre-employment applicant that fails a pre-employment alcohol test will not be hired and the person will be informed of education and rehabilitation programs available and referred to a SAP for assessment (SAP defined in Section 7.3). Non-safety sensitive employees will be referred to a Substance Abuse Counselor or EAP provider.

A drug or alcohol test is considered positive and or a policy violation if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

5.4.1 Any safety sensitive employee who tests positive for alcohol under the following types of testing (random, post-accident, reasonable suspicion, return to duty, follow-up) at 0.02 to 0.04 levels or higher is not allowed to perform or continue performing safety sensitive duties, will be removed from the safety sensitive position, discharged and referred to a Substance Abuse Professional.

5.4.2 Any safety sensitive employee who has a policy violation for alcohol under the following types of testing (random, post-accident, reasonable suspicion, return

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

**to duty, follow-up) at 0.02 -0.039 levels is not allowed to perform or continue to perform safety sensitive duties, will be removed from the safety sensitive position, discharged and referred to a Substance Abuse Counselor or EAP provider.**

- 5.4.3 Non-safety-sensitive employees who have a ~~positive test~~ **policy violation** for alcohol, under any type of testing (post-accident, reasonable suspicion), at 0.02 to 0.04 levels or higher, will be removed from the non-safety-sensitive position, discharged and referred to a ~~SAP~~ **Substance Abuse Counselor or EAP provider.**

### 5.5 FAILURE TO COMPLY WITH TESTING REQUIREMENTS

**All safety-sensitive and non-safety-sensitive employees will be subject to urine drug testing and breath/saliva alcohol testing. Any safety-sensitive or non-safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty.**

**A refusal to test constitutes a violation of this policy and federal regulations. Such refusals will be treated as insubordination and recorded as a positive test, with the employee subject to discharge as called for in this policy.**

**Any safety-sensitive or non-safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection by medical personnel. Verification of these actions will result in the employee's removal from duty and discharge.**

**As listed in 49 CFR Parts 655 the following is also considered a refusal to test if the employee:**

- **Fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer (except in a pre-employment test).**
- **Fails to remain at the testing site until the testing process is complete.**
- **Fails to provide a urine or breath/saliva specimen for any required drug test. In the case of a directly observed or monitored collection in a drug test; fails to follow the observer's instructions to raise your clothing above your waist, lower clothing and underpants and to turn around to permit the observer to determine if you have any type of prosthetic or other devices that could interfere with the collection process.**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- Admits to the collector or MRO that you adulterated or substituted the specimen.
- Fails or refuses to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Declines to allow a directly observed and or monitored collection when required or permitted to occur.
- Fails or declines to take a second test the employer or collector has directed the employee to take.
- Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) as part of the "shy bladder" or "shy lung" procedures.
- Fails to cooperate with any part of the testing process (e.g. refuse to empty pockets and fails to wash hands when so directed by the collector, behave in a confrontational way that disrupts the collection process).
- If the MRO reports that there are verified adulterated or substituted test results.
- Failure or refusal to sign Step 2 of the alcohol testing form.
- Leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing.

### 5.6 FAILURE TO NOTIFY INTERCITY TRANSIT OF CRIMINAL CONVICTION OR DRIVING WHILE INTOXICATED CONVICTION

All employees are required to notify Intercity Transit (Human Resources) of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to report such conviction or any moving violation causing the loss of driver's license by state or local law enforcement involving drugs or alcohol shall result in disciplinary action, up to and including discharge.

### 5.7 FAILURE TO COMPLY WITH TREATMENT REQUIREMENTS

Employees who refuse or fail to comply with Intercity Transit's requirements for treatment, after care, or return to duty when applicable are subject to disciplinary action, up to and including discharge. Intercity Transit encourages employees to make use of the available resources for treatment for alcohol misuse and drug use problems *before* the problem affect their employment status.

Treatment for substance abuse or alcohol misuse for safety sensitive or non-safety



Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

sensitive employees may be a requirement under certain circumstances. The cost of any treatment or rehabilitation services is the responsibility of the employee or their insurance provider. Employees may use accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program. An employee may also use leave without pay, subject to the approval of the Human Resources Department.

### 6.0 TESTING PROCEDURES

Intercity Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If a represented employee requests Union representation prior to testing for reasonable suspicion, the supervisor or designee will notify the employee's Union representative of the Agency's intent to conduct the test. The testing will not be delayed if Union representation is not available.

Intercity Transit's alcohol and drug testing procedures incorporate all requirements outlined in the federal regulations. This ensures employee confidentiality and the integrity of the testing process, as well as safeguarding the validity of the test results. This also ensures that the test results are attributed to the correct employee. Intercity Transit is also responsible to ensure that blind testing samples are submitted to the testing laboratory for quality assurance and quality control measures. Procedures are in place to ensure that **three quality control specimens are submitted to the laboratory for every 100 tests specimens sent for testing. A blind sample test is a urine specimen submitted to the laboratory for quality control testing purposes with a fictitious identifier and may be spiked with known quantities of specific drugs.**

### 6.1 MEDICAL REVIEW OFFICER

Intercity Transit or its designee will contract with a Medical Review Officer (MRO) to provide services established in 49 CFR Part 40. **The MRO shall be a licensed physician with knowledge of substance abuse disorders. The role of the MRO is to review chain of custody forms, and review and interpret confirmed positive tests examining alternative explanations for any positive tests.**

**All verified negative-dilute test results will be treated as a verified negative result.**

**Prior to verifying a positive test, the MRO will contact the affected employee to discuss the test results. Following verification of a positive test result, the MRO shall contact the DAPM and the employee with that determination. The MRO shall contact the DAPM when an observed collection is required.**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

Observed collections and or immediate re-tests are required when:

- The laboratory reports to the MRO that a specimen is invalid and the MRO reports to the DAPM there was not an adequate medical explanation for the result.
- The MRO reports that the original positive, adulterated, or substituted result had to be cancelled because the test of the split specimen could not be performed.
- The laboratory reports to the MRO that the specimen was a negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL and less than or equal to 5 mg/dL
- A collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.
- The temperature on the original specimen was out of range.
- The original specimen appeared to have been tampered with.
- The employee is subject to return-to-duty and or follow-up tests.

### 6.2 METHODOLOGY

**Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which 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.** Intercity Transit may conduct analytical urine drug testing and breath/saliva testing for alcohol when circumstances warrant or when Federal regulations require. **All safety-sensitive and non-safety-sensitive employees shall be subject to testing for reasonable suspicion and following an accident, as defined in Sections 6.6 and 6.7 of this policy. All safety sensitive employees shall be subject to pre-employment and random testing, as defined in Sections 6.5 and 6.8 of this policy.**

### 6.3 TESTING FOR DRUGS

**Employees subject to drug testing under the Federal Transit Administration and under Intercity Transit's Authority (non -DOT) will use the split sample method of collection (Section 6.9). The chain of custody drug testing and control form will be used and**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

properly executed by the authorized collection site personnel. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP).

An initial drug screen will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended.

The screening and confirmation cutoff limits are expressed in nanograms per milliliter (ng/mL):

Initial test analyte	Initial test cutoff concentration	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites	50 ng/mL	THCA	15 ng/mL.
Cocaine metabolites	150 ng/mL	Benzoylcegonine	100 ng/mL.
Opiate metabolites			
Codeine/Morphine	2000 ng/mL	Codeine	2000 ng/mL.
		Morphine	2000 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamines			
AMP/MAMP	500 ng/mL	Amphetamine	250 ng/mL.
		Methamphetamine	250 ng/mL.
MDMA			
	500 ng/mL	MDMA	250 ng/mL.
		MDA	250 ng/mL.
		MDEA	250 ng/mL

In instances where there is reasonable suspicion that an employee is abusing a substance other than the five drugs listed above, Intercity Transit reserves the right to test (non-DOT) for additional drugs under Intercity Transit's own authority using standard laboratory testing protocols.

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### 6.4 TESTING FOR ALCOHOL

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device (Alcohol Screening Device (ASD)) which is also approved by NHSTA. Both the EBT and the ASD used will be listed on the conforming products list (CPL). 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 must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHSTA-approved EBT operated by a trained BAT.

A safety-sensitive or non-safety-sensitive employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from their position for a minimum of 24 hours and considered in violation of this policy and subject to discipline as outlined in section 5.4 of this policy.

An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR part 655 for safety-sensitive employees.

Any safety-sensitive employee with a confirmed positive drug or alcohol test, or non-safety-sensitive employee that has a ~~positive test~~ *policy violation*, will be removed from their position, informed of educational and rehabilitation programs available, and referred to a SAP, or a substance abuse counselor or the EAP for assessment. A positive and or a *policy violation* drug and/or alcohol test will also result in discipline up to and including discharge.

### 6.5 PRE-EMPLOYMENT TESTING/PRE-TRANSFER

All safety-sensitive position applicants shall undergo urine drug testing immediately following the offer of employment, or transfer into a safety-sensitive position. Receipt by Intercity Transit of a negative drug test result is required before hire or in the case of transfers: prior to performing safety sensitive functions. If the pre-employment drug test is canceled, the applicant must retake the test with a negative test result prior to hire or transfer. A verified drug test result of anything other than negative will result in rescinding the conditional offer of employment by Intercity Transit. Employees seeking to

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

transfer to a safety-sensitive position will be denied that transfer and if having tested positive **or in violation of this policy** will be subject to discipline as described in the Policy.

**A covered employee who has not performed safety-sensitive functions for 90 consecutive calendar days, and has been out of the employer's random testing pool, regardless of the reason, shall undergo pre-employment drug testing. The results must be verified negative before the covered employee performs a safety sensitive function.**

### 6.6 REASONABLE SUSPICION TESTING

**All safety-sensitive and non-safety-sensitive employees may be subject to a fitness for duty evaluation, and urine and breath/saliva testing when there are reasons to believe they are not fit for duty ~~immediately prior to, during or immediately after performing job duties~~ just before, during, or just after performing safety sensitive or non-safety sensitive duties, or \*when on the transit property (\*under Employer authority/non-DOT testing). Reasonable suspicion referrals for testing will be made on the basis of documented objective facts and circumstances that are consistent with the short-term effects of substance abuse.** Employees will be transported by Intercity Transit staff to the collection site and will be required to undergo alcohol and drug testing. Following the completion of the tests, employees will be placed on Administrative Leave with Pay and transported home pending Intercity Transits receipt of the result of the tests from the MRO.

Examples of reasonable suspicion include, but are not limited to, the following:

- Physical signs and symptoms consistent with prohibited substance use.
- Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
- Occurrence of a serious or potentially serious accident potentially caused by prohibited substance abuse or alcohol misuse.
- ~~Fights (meaning physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.~~

**Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in their work performance due to possible prohibited substance misuse.**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### 6.7 POST-ACCIDENT TESTING

All safety-sensitive and non-safety-sensitive employees will be required to undergo urine and breath/saliva testing if they are involved in an accident with any Intercity Transit vehicle (regardless of whether or not the safety-sensitive employee's vehicle is in revenue service or **is operating a revenue service vehicle**) that results in:

- a fatality (this includes all surviving safety-sensitive employees that are operating the vehicle and any other's whose performance could have contributed to the accident).
- injuries requiring immediate transportation to a medical treatment facility (unless, by the evidence available at the scene, the operator can be completely discounted as a contributing factor to the accident).
- one or more vehicles incur disabling damage that requires towing from the site (unless, by the evidence available at the scene, the operator can be completely discounted as a contributing factor to the accident).

Following an accident, the safety-sensitive and non-safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. An alcohol test will be administered within two hours of the accident. If not completed within two hours a report must be filed explaining why and attempts to obtain a specimen will continue. If no specimen has been obtained within eight hours of the accident, no test shall be given and the two-hour report will be updated with the reasons for the delay.

Any safety-sensitive or non-safety sensitive employee involved in an accident (FTA defined accident) must refrain from alcohol use for eight hours following the accident or until they undergo a post-accident alcohol test. The employee must remain readily available for post-accident drug and alcohol testing, including notifying Intercity Transit of his/her location if he/she leaves the scene of an accident prior to submission of these tests. Post-accident testing may be delayed while the employee assists in the resolution of the accident or receives medical attention following the accident.

Any safety-sensitive or non-safety-sensitive employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated.

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## **POLICY-HR-3511**

**Employees tested under this provision will include not only the operations personnel, but also any other covered employees whose performance could have contributed to the accident.**

### 6.8 RANDOM TESTING

**Employees in safety-sensitive positions will be subject to random, unannounced testing with no discretion by management or operational persons. The selection of safety-sensitive employees for random drug and alcohol testing will be made using a scientifically valid method (a computer based random number generator) that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year and may occur at any time throughout the employee's workday. The random testing rate requirement for the Federal Transit Administration is to annually complete drug tests equivalent to 25% of the number of covered employees and complete alcohol tests equivalent to 10% of the number of covered employees. These percentage rates are subject to change by the direction of the FTA.**

**Employees selected for testing receive a Letter of Notification and will report immediately to the appropriate testing site. Alcohol testing will only occur while the employee is performing safety-sensitive function, just prior to performing such functions or just after an employee has completed performing such functions. Drug testing may occur at any time during the employee's work shift.**

Non-safety-sensitive employees are not subject to random testing.

### 6.9 SPLIT SAMPLE TESTING

**The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. A split specimen sample testing procedure is one in which the employee provides a minimum of 45 ml of urine, with 30 ml as the primary specimen and 15 ml as the secondary specimen, at the time of collection. The first specimen is tested at the laboratory, and the second specimen bottle is stored for later testing should the first specimen test positive. Upon notice of a positive test on the first specimen bottle, the employee may request within 72 hours that the second specimen bottle be tested. The Medical Review Officer will authorize the testing of the split specimen. Split-specimen testing is not allowed on an invalid**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

result. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. Testing of the split specimen is performed ONLY at a SAMHSA certified laboratory by using GC/MS confirmation.

### 6.10 EMPLOYEE REQUEST FOR RE-TEST

Any safety-sensitive or non-safety-sensitive employee who questions the results of a required drug test under paragraphs 6.5 through 6.8 of this policy may request that an additional test be conducted. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Request after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee. All costs for such testing are paid by the employee unless the result of the split sample test invalidates the result of the original test. Re-tests however, will not be delayed due to an employee's inability to pay. The employer will pay for the test and arrange for the employee to reimburse the employer.

### 6.11 RETURN TO DUTY TESTING

**Intercity Transit does not offer a second chance policy; Return to Duty Testing is in this Policy to note Part 655 regulations and or Intercity Transit's requirements.**

**All safety-sensitive employees and non-safety sensitive employees who test positive on an alcohol test at levels 0.04 and greater or have a policy violation at levels 0.02 -0.039 must test negative for drugs and alcohol and be evaluated and released to duty by the SAP (for DOT Positive Test) or Substance Abuse Counselor or EAP provider (for policy violations) before returning to work. Return to duty drug tests will be conducted by direct observed collection.**

Safety sensitive and non-safety sensitive employees who self-report may be subject to Return to Duty Testing per the Substance Abuse Counselor or EAP provider recommendations.



Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### 6.12 FOLLOW UP TESTING

Intercity Transit does not offer a second chance policy; Follow up Testing is included to note **Part 655 regulations** and or Intercity Transit's requirements.

All safety-sensitive employees and non-safety sensitive employees who test positive or on an alcohol test at levels 0.04 and greater or have a *policy violation* at levels 0.02 -0.039 will be required to undergo frequent unannounced random urine and/or breath/saliva testing following their return to duty. The follow-up testing will be performed for a period of one to five years based on the SAP's recommendations (for DOT Positive Tests) or Substance Abuse Counselor or EAP provider (for policy violations) recommendations, with a minimum of six tests to be performed during the first year. All follow-up drug testing will be conducted by direct observed collection.

Safety sensitive and non-safety sensitive employees who self-report may be subject to follow up testing per the Substance Abuse Counselor or EAP provider recommendations.

### 7.0 AWARENESS, ASSISTANCE AND ASSESSMENT

Intercity Transit's Drug and Alcohol Testing Policy and Program include components for awareness, prevention and intervention. To promote a drug free workplace, Intercity Transit provides supervisory and employee education and training, and EAP and SAP (or Substance Abuse Counselor) services. Intercity Transit's Drug and Alcohol Program Manager (DAPM) is responsible for providing continuing policy components.

#### 7.1 SUBSTANCE ABUSE/MISUSE AWARENESS

The human costs of substance misuse/abuse are devastating to society, the workplace, the family, and individuals. Two-thirds of all homicides are committed by people who used drugs or alcohol prior to the crime. Two-thirds of all Americans will be involved in an alcohol-related accident during their lifetimes.

The medical costs of illness related to substance misuse/abuse are staggering. Each year 30,000 people die due to alcohol-caused liver disease. Another 10,000 die due to alcohol-induced brain disease or suicide. Listed below are some symptoms of substance abuse problems.

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

- ◆ Difficulty in concentration
- ◆ Tardiness
- ◆ Absenteeism
- ◆ Excessive sick leave
- ◆ Lowered job efficiency
- ◆ Extreme changes in personality
- ◆ Overreaction to real or imagined criticism
- ◆ Subject of complaints from customers, coworkers or supervisors
- ◆ Avoidance of associates
- ◆ Alcohol odor on breath
- ◆ Leaving work early
- ◆ Accidents on the job
- ◆ Confusion
- ◆ Interrupted or change in sleeping patterns

Besides the costs described above, substance-abusing employees create business costs and legal liabilities for their employers, such as additional health care benefits claimed by substance abusers, negative impacts on employee morale, or possible potential "liabilities" such as a lawsuit filed by an injured party after an accident caused by substance-abusing employee.

### 7.2 EMPLOYEE ASSISTANCE PROGRAM (EAP)/Rehabilitation Alternatives

Intercity Transit encourages employees to voluntarily seek treatment and provides an Employee Assistance Program (EAP). Intercity Transit supports employees who volunteer for treatment of alcohol or drug abuse. Employees who suspect they may have alcohol or substance abuse problems are encouraged to utilize the EAP resources before the problem affect their employment status. Participation in this program is voluntary and confidential. Alcoholism and drug dependence are treatable illnesses and can be successfully dealt with if referred to an appropriate source for treatment.

Employees who choose to notify the DAPM of alcohol and or substance abuse or misuse problems will receive the same assistance extended to employees with other illness. In the event the employer receives notification by an employee of possible problems, use, abuse or misuse, the employee may be required by the employer to undergo drug and or alcohol testing and or be referred to a SAP (or Substance Abuse Counselor or EAP) for assistance to provide the employer with notice that the employee is safe to return to the workforce. Employees may use sick and vacation leave for treatment and rehabilitation. Employees may also use leave of absence without pay, subject to the approval of the Human Resources Department. The cost of any treatment or rehabilitation services is the responsibility of the employee or their insurance provider.

Intercity Transit encourages employees to contact the Human Resources Department for help in understanding benefits and leave policies when participating in the EAP. Any decision to seek help through the EAP, with a SAP (or Substance Abuse Counselor or EAP)

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

or privately, will not interfere with an employee's continued employment or eligibility for promotional opportunities. However, employees may be required to adhere to Section 8.0 - Re-Entry Contracts based on the recommendations of the SAP (or Substance Abuse Counselor or EAP) which includes Return to Duty Testing and Follow-up Testing and adherence to any aftercare requirements.

While Intercity Transit is eager to assist employees with alcohol or drug dependency problems, Intercity Transit expects employees to remember that safety is the Agency's first priority. Therefore, employees must not report for work or continue working if they are not fit for duty. Failure to observe the rules established in this policy will result in disciplinary action regardless of whether or not an employee is participating in a treatment program. Intercity Transit expects such employees to observe all other required job performance standards and work rules, including attendance.

### 7.3 SUBSTANCE ABUSE PROFESSIONAL (SAP)

**Any safety-sensitive or non-safety-sensitive employee who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be referred for evaluation by a SAP. A SAP is a licensed physician (Doctor of Medicine or Osteopathy); or a licensed or certified social worker; or a licensed or certified psychologist; or a licensed or certified employee assistance professional; or a state-licensed or certified marriage and family therapist; or an alcohol and drug abuse counselor certified by NAADAC, or by ICRC, or by the National Board of Certified Counselors, Inc. and Affiliates/Master Addictions. The SAP will evaluate each employee to determine what assistance the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.**

**If a safety-sensitive or non-safety-sensitive employee (includes self-reports) is allowed to return-to-duty, they must properly follow the rehabilitation program prescribed by the SAP. The employee must have a negative return-to-duty drug and alcohol test, met all aftercare requirements recommended by the SAP, and be subject to unannounced follow-up tests for a period of one to five years. The cost of the SAP, (or Substance Abuse Counselor or EAP) treatment and or rehabilitation services is the responsibility of the employee and or their insurance provider. Intercity Transit will allow employees to take accumulated sick leave, vacation leave or FMLA to participate in the prescribed rehabilitation program. Employees may also use leave of absence without pay, subject to the approval of the Human Resources Department.**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### 8.0 RE-ENTRY CONTRACTS

Intercity Transit has a zero tolerance policy therefore Intercity Transit does not offer a second chance policy; Re-Entry Contract language is included to note Part 655 regulations and or Intercity Transit's requirements.

In the event an employee is returned to work after a violation of this policy and termination of employment, the following section is required by FTA and Intercity Transit. Those employees who do re-enter the work force must agree and adhere to a re-entry contract. That contract may include, but is not limited to:

1. A release to work statement from the SAP (or Substance Abuse Counselor or EAP).
2. A negative test for drugs and/or alcohol.
3. An agreement to unannounced frequent follow-up testing for a period of one to five years based on the SAP's (or Substance Abuse Counselor or EAP) recommendations with at least six tests performed during the first year.
4. A statement of expected work-related behaviors.
5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination.

### 9.0 REPORTING TO DEPARTMENT OF LICENSING (DOL)

Washington State's RCW 46.25 requires the reporting of positive drug and/or alcohol tests, attributed to CDL holders to the Department of Licensing (DOL). The Medical Review Officer and/or Breath Alcohol Technician is required to report all verified positive pre-employment test results to the DOL within three days. In addition the Drug and Alcohol Program Manager (DAPM) must report verified positive tests (random, post-accident, etc.) results upon termination of the CDL holder's employment or resignation and the conclusion of the grievance process, not including union arbitration. Upon receipt of the report DOL shall disqualify the CDL holder from operating a commercial motor vehicle. The DOL shall notify the CDL holder of the disqualification and of the opportunity to request a hearing via US mail.

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### 10.0 INQUIRIES FOR ALCOHOL AND CONTROLLED SUBSTANCES INFORMATION FROM PREVIOUS EMPLOYERS

As defined in 49 CFR Part 40, Intercity Transit is required to inquire about the following information on a covered employee/applicant during the preceding two years from his/her previous employers;

- Alcohol tests with a result of 0.04 alcohol concentration or greater;
- Verified positive controlled substances test results; and
- Refusals to be tested (including verified adulterated or substituted drug test results).

Pursuant to the covered employee/applicant's written authorization, the "Request/Consent Form for the Release of Information from Previous Employers for DOT Alcohol and Controlled Substances Testing Information" form will be sent.

If the employee/applicant refuses to provide this written consent, or has tested positive or refused to test in the past 2 years and has not successfully completed the recommendations of a substance abuse professional Intercity Transit will not permit the employee to perform safety-sensitive functions and the offer of employment shall be withdrawn or employment with Intercity Transit will be terminated.

If feasible, the information must be obtained and reviewed by Intercity Transit prior to the first time a covered employee performs safety-sensitive functions for transit. If not feasible, the information must be obtained and reviewed as soon as possible, but not later than 30-calendar days after the first time a covered employee performs safety-sensitive functions.

Intercity Transit may not permit a covered employee to perform safety-sensitive functions after 30 days without having made a good faith effort to obtain the information as soon as possible.

### 11.0 CONFIDENTIALITY & RECORDKEEPING

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

Intercity Transit will carry out the policy in a manner that respects the confidentiality of those involved at all times. The laboratory and MRO shall maintain strict confidentiality of all test results in accordance with 49 CFR Part 40 and 49 CFR Part 655 of FTA regulations. The release of information, recordkeeping, and retention of records will comply with FTA regulations, 49 CFR Part 655. Testing records and results will be released only to those authorized by the FTA rules to receive such information. In addition, in accordance with Part 655, an employee, upon written request, can obtain copies of any of their drug and alcohol related records and receives them in a prompt manner.

**Drug and alcohol program records will be kept in secure location with controlled access and kept separate from personnel files.** The DAPM or Human Resources Director will receive the test results via phone, mail, secure voice mail, or other means as appropriate.

### 12.0 EDUCATION AND TRAINING

Intercity Transit will make training, education programs, and materials available to all agency employees. All employees will receive a minimum of ninety (90) minutes of training on the effects of drug and alcohol on the body, the major elements of the testing regulations, information regarding use of prescription and over-the-counter medicines and Intercity Transit's Drug and Alcohol Testing Policy and Program. **Supervisory level staff will receive a minimum of one-hundred twenty (120) minutes of training and instruction on how to identify the signs of drug and/or alcohol use or impairment and what to do in reasonable suspicion cases. Training will include the physical behavioral, speech and performance indicators of probable drug use and alcohol misuse.**

### 13.0 MODIFICATIONS

The General Manager, or his designee, after concurrence by the Authority Chairperson, is authorized to implement interim changes to the Intercity Transit Drug and Alcohol Testing Policy and Program he/she deems necessary to carry out the provision of regulations issued pursuant to the Omnibus Transportation Employee Testing Act of 1991 and to enact such additional policies and procedures as may be necessary to insure Intercity Transit's compliance with state and federal law affecting drug and alcohol matters. These changes shall be subject to review and approval by the full Transit Authority at the next regularly scheduled Authority meeting following such interim changes.

### 14.0 PROGRAM CONTACTS

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## **POLICY-HR-3511**

Any questions regarding this policy or any other aspect of the drug and alcohol-free transit program may be addressed to the Agency DAPM listed in Appendix A of this policy. A copy of this policy, program information and DOT FTA regulations (Part 40 and Part 655) is available in the Human Resources Department and on our shared directory.

APPENDIX A -- LIST OF PROGRAM CONTACTS

APPENDIX B -- LIST OF SAFETY SENSITIVE POSITIONS

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### APPENDIX A

#### PROGRAM INFORMATION CONTACTS -

<p><b><u>Drug and Alcohol Program Manager (DAPM)</u></b></p> <p><b>Intercity Transit</b>                  Human Resources Department                  Christine DiRito, Senior Human Resources Analyst                  PO Box 659/526 Pattison SE                  Olympia WA 98507                  p 360-705-5865 f 360-754-6845</p>	
<p><b><u>Medical Review Officer</u></b></p> <p><del>Kirby Griffin, MD</del>  <del>9370 SW Greenburg RD S</del>  <del>Portland OR 97223</del>  <del>877-977-3225</del></p>	<p><b><u>Dr. Dee McGonigle, MD</u></b>                  Drug Free Business MRO                  Services                  18912 North Creek                  Parkway, Suite 202                  Bothell, WA 98011                  (866) 448-0657                  change/rev. 1/2017</p> <p><b><u>Substance Abuse Professionals</u></b></p> <p>Magellan Behavioral Health                  (will give referral to a qualified SAP)                  1-800-523-5668  <a href="http://www.MagellanHealth.com">www.MagellanHealth.com</a></p>
<p><b><u>Employee Assistance Program</u></b></p> <p>Magellan Behavioral Health                  1-800-523-5668  <a href="http://www.MagellanHealth.com">www.MagellanHealth.com</a></p>	<p><b><u>DHHS Certified Laboratory</u></b></p> <p>PAML                  PO Box 2687, 110 W. Cliff Ave                  Spokane WA 99204                  1-877-778-9590</p>
<p>TPA Services through the AWC Testing Consortium                  Provider: A WorkSAFE Service Inc.                  Salem OR                  1-503-391-9363</p>	

#### Collection Site Locations

<p>West Care Clinic                  3000 Limited Lane                  Olympia WA 98502                  360-357-9392                  Hours: 8AM -8PM M-F; 9-5 SA-SUN</p>	<p><b>AFTER HOURS TESTING ONLY</b>                  St. Clare's Hospital - Emergency Entrance                  11315 Bridgeport Way S.W.                  Lakewood, WA 98499                  253-985-2859                  Hours: 8PM -8AM M-F; 5PM-9AM SA-SUN</p>
---	---



Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 **and July 2, 2014.**

## POLICY-HR-3511

--	--



### Community Hotlines & Resource Information

Alcohol Abuse 24-Hour Helpline <b>1--866-643-6144</b> Drug Abuse 24-Hour Helpline <b>1--888-895-2719</b>	<b>24 Hour Help-lines</b> for Drug and Alcohol Abuse: provides referrals, information, other crisis centers and hotline numbers nationwide: <b>National Hotline 1-800-662-4357</b>
Alcoholics Anonymous (A.A.) <b>352-7344</b> Narcotics Anonymous (N.A.) <b>754-4433</b> Al-anon <b>352-7745</b>	
Partnership for Drug Free America: <a href="http://www.drugfree.org">www.drugfree.org</a>	Substance Abuse and Mental Health Services Administration (SAMHSA): <a href="http://www.samhsa.gov">www.samhsa.gov</a>
Internet Prescription Drug lists: <a href="http://www.rx.list.com">www.rx.list.com</a>	
National Institute on Drug Abuse (NIDA) <a href="http://www.drugabuse.gov">www.drugabuse.gov</a>	National Institute on Mental Health (NIMH) <a href="http://www.nimh.nih.gov">www.nimh.nih.gov</a>
Providence St. Peter Hospital Chemical Dependency <b>456-7575</b>	Community Crisis Clinic and Information & Referral Line <b>586-2800</b>

In the Community:  
 South Sound Mental Health Services **754-7576**  
 Behavioral Health Resources **704-7170**

Cancels: Personnel Policy Manual Dated 1991, Section 11.18; Repeals Resolutions 04-2002, dated April 3, 2002; Resolution 06-99, dated August 4, 1999, and Resolution 01-99, dated March 3, 1999. Rescinds initial policy dated 1/96 and subsequent revisions dated 6/96; 2/99; 7/99; 9/01; and 4/02; Policy-HR-3511 dated September 3, 2008; Policy HR-3511 dated November 4, 2009, December 1, 2010 and July 2, 2014.

## POLICY-HR-3511

### APPENDIX B

#### SAFETY SENSITIVE POSITIONS

##### POSITIONS -

Transit Operators / Coach & Van	(RVO)
Director of Operations	(RVO)
Operations Supervisors	(RVC/D)
Fixed Route Manager	(RVC/D)
DAL Dispatch Specialists	(RVC/D)
ADA Coordinator	(RVC/D)
DAL Manager	(RVC/D)
Maintenance Manager	(RVO)
Mechanics/Technicians	(RVM)
Support Specialists	(RVM)
Service Workers	(RVM)
Vehicle Cleaners	(RVO)
Maintenance Supervisors	(RVM)

**RVO** = Revenue Vehicle Operation

**RVC/D** = Revenue Vehicle Control/Dispatch

**RVM** = Revenue Vehicle Maintenance