

DRUG ABUSE AND TESTING FOR BUS DRIVERS

| DATES (Adopted/Revised) | GUIDE WORDS                                                               |
|-------------------------|---------------------------------------------------------------------------|
| August 1992             | Alcohol<br>Drugs<br>Prescription Medications<br>Random Testing<br>Testing |

School District 25 Policy 7121 requires a drug free workplace. Possession, Use, or Distribution of Illegal Drugs or Alcohol is strictly forbidden. This policy outlines additional requirements for bus drivers employed by the district. The district will take whatever measures it considers appropriate to detect and eliminate drug and alcohol abuse.

PRESCRIPTION MEDICATION

Drivers must notify supervisor when they use prescription medication which contains a WARNING LABEL stating that the use of that medication may impair the ability to safely operate equipment or machinery.

An employee may be allowed to work while using such prescription medication when the drug is prescribed by a licensed medical practitioner who is familiar with the employee's medical history and who has advised the employee that the prescribed drug will not adversely affect ability to safely perform the required job. Verification of this must be completed by the physician and be submitted to the district in writing.

ALCOHOL AND OTHER DRUG TESTING REQUIRED OF BUS DRIVERS

Bus drivers may be tested in the following situations: Pre-employment, reasonable cause, baseline, random and post accident.

PRE-EMPLOYMENT TESTING

Bus driver applicants which the district intends to offer employment will be required to submit to alcohol or other drug testing as part of the application process prior to being offered employment.

REASONABLE CAUSE TESTING

The district will require a driver to be tested for the use of alcohol or other drugs if the employee's physical appearance or pattern of behavior gives officials specific reason to believe that the employee may be under the influence of alcohol or other drugs.

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The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. District officials will make arrangements to insure that drivers who are required to take a reasonable cause test will be transported to a clinic for the alcohol or other drug testing.

BASELINE TESTING

In initiating the provisions of this policy, the district may require employees to submit to testing for the presence of illegal drugs.

RANDOM TESTING

All drivers will be subject to random testing. A random test is one that is unannounced and results in every employee having an equal chance of being selected for testing at any given time. The random selection method used by the district will be determined by the drug services testing contractor and will be conducted in a manner that insures the testing will be spread throughout the work season.

POST-ACCIDENT TESTING

A driver involved in a work related accident will be tested for the use of illegal drugs and alcohol as soon as possible after the accident. An employee who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of relevant hospital reports or other documentation that would indicate whether there were drugs or alcohol in their system at the time of the accident.

SELF-REFERRAL

Drivers who consider themselves to be alcohol or other drug dependent and voluntarily identify themselves will be encouraged to seek treatment with the assistance of a substance abuse counselor. The district will provide informational assistance in locating professional counseling to any employee who requests it.

Drivers who undergo drug or alcohol rehabilitation will be expected to do so at their own expense, (other than expenses covered by the district insurance program), on their own time, or during a non-paid leave of absence approved by the district prior to beginning rehabilitation.

Arrangements may be made to allow an employee to use accrued vacation or sick leave during any such leave of absence. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug test. Drivers may return to work after taking and passing an alcohol and/or other drug test at their expense. Any such employee returning to work after treatment will be expected to comply with all aspects of district policy.