

DRUG AND ALCOHOL TESTING PROGRAM WORKSHEET

Section I: General requirements:

- _____ Determine qualifying drivers in the drug and alcohol testing program. (*Driver must meet first and third **OR** second and third*).
 - _____ Drive or may drive a vehicle transporting 16 or more persons, including the driver;
 - _____ Drive or may drive vehicles weighing over 26,001 pounds requiring a commercial driver license; and
 - _____ Drive full time, part-time, occasionally, under a lease or under a contract with an independent contractor or otherwise drive with the consent of the school district.

- _____ Total drivers meeting the qualifications above in the drug and alcohol testing program.
 - _____ Regularly employed drivers
 - _____ Substitute drivers
 - _____ Others who are available to drive.

- _____ Determine delivery method of drug and alcohol testing program.
 - _____ Iowa Drug and Alcohol Testing Program (IDATP). (*Contact IASB for information.*)

- _____ Identify/Verify the CFO (Chief Financial Officer as a back-up school district contact person).

- _____ Hold meeting to inform drivers about the federal regulations and revised board policy and its supporting documents and forms.
 - _____ Inform drivers that time involved with drug and alcohol testing is on-duty time and they will be paid.
 - _____ Inform drivers that their records related to drug and alcohol testing are confidential records and will only be released with appropriate authorization.

- _____ Adopt revised board policy and its supporting documents and forms.

- _____ Hold meeting or meet with drivers individually to inform them about the federal regulations, and revised board policy and its supporting documents and forms.
 - _____ Drivers complete policy sign off sheet. (403.8E2)
 - _____ Drivers take policy and sign off sheet with them to complete within five working days.
 - _____ Compile a list of resources available to provide evaluation and assistance with drug use or alcohol misuse for the drivers.

- _____ Develop a training program or contract for training to educate drivers about the effects of drug use and alcohol misuse on their work and their personal lives.
- _____ File new policy sign off sheet in each driver's drug and alcohol testing personnel file.
 - _____ File new unsigned policy sign off sheet in the driver's drug and alcohol testing personnel file with documentation why it is unsigned.
- _____ Instruct drivers on revised procedures to follow in the event of an accident. (403.8E9)
- _____ Place revised summary of post-accident instructions in each school vehicle for reference by driver in the event of an accident. (403.8E9)
- _____ Make arrangements to have a minimum of two employees receive the reasonable suspicion training.
- _____ Contact Medical Associates and arrange a meeting to review the following.
 - _____ Procedures for setting up appointments.
 - _____ School district's collection site contact person.
 - _____ Procedures when a driver has no photo identification
 - _____ Procedures for receiving alcohol test results.
 - _____ Procedures for transporting drivers with an alcohol test result of 0.02 alcohol concentration or greater.

Section II. Record keeping.

- _____ Ensure drug and alcohol testing related records are retained in limited access secure storage files separate and apart from the drivers' general personnel records.
- _____ Verify/create individual driver drug and alcohol testing file to contain:
 - _____ Policy sign off sheet. (403.8E2)
 - _____ Agreement to participate in the program. (403.8E2)
 - _____ Pre-employment drug and alcohol testing related information. (*Applicable only to drivers hired after Jan.1, 1996*). (403.8E5)
 - _____ Pre-employment release of prior employer drug and alcohol testing related information. (*Applicable only to drivers hired after Jan.1, 1996*). (403.8E3)
 - _____ Pre-employment drug test authorization. (*Applicable only to drivers hired after Jan. 1, 1996*). (403.8E7)
 - _____ Copy of Drug/Alcohol Test Notification form. (403.8E4)
 - _____ Copy of drug test chain of custody form.
 - _____ Copy of alcohol test form.
 - _____ Refusals to test.
 - _____ Substance abuse professional evaluation and treatment records, (if any).
 - _____ Other information pertinent to the driver.
 - _____ Supervisor and/or driver training sign-off sheets.

- _____ Verify/create files for other drug and alcohol testing related information.
 - _____ Accident information.
 - _____ Random selection lists.
 - _____ Positive drug test results.
 - _____ Positive alcohol test results.
 - _____ Negative drug tests results.
 - _____ Negative alcohol tests results.
 - _____ Change list of all driver adds/deletes from the drug and alcohol testing program. (403.8E8)
 - _____ Miscellaneous drug and alcohol testing related information.
 - _____ Reasonable suspicion training certificates.

- _____ Records related to the calibration of the evidentiary breath testing devices, training of the collection site personnel and other related information kept by (IDATP/service provider) is available from (IDATP/service) provider within two working days.
- _____ Records related to saliva alcohol testing devices.
- _____ Records related to the school district serving as a saliva alcohol testing or urine specimen collection site.

Section III. Release of Drug and Alcohol Testing Related Records.

- _____ Generally, a driver's drug and alcohol testing records are released only with the permission of the driver.
- _____ Driver may have prompt access to and copies of their drug and alcohol testing records.
 - _____ Request for access must be in writing.
 - _____ Copying fees for the records must be in accordance with board policy.
- _____ Drug and alcohol testing records are available to subsequent employers with the driver's written authorization.
- _____ Without the driver's written permission, the driver's drug and alcohol test records are made available to a decision maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver, and arising from the results of a drug or alcohol test under the federal regulations or from the school district's determination that the driver violated the federal regulations.

Section IV. Pre-employment testing.

- _____ Include the requirement of a drug test in any advertising, posting or other notice of the driver position.
- _____ Applicant completes the Pre-employment Drug Test Acknowledgment form. (403.8E7)

- _____ Applicant completes the Consent for Release of Information form. (403.8E3)
- _____ Applicant completes Certification of Previous Employers Requiring a Commercial Driver's License. (403.8E5)
- _____ Applicant completes the Drug/Alcohol Test Notification Form. (403.8E4)
- _____ Obtain information required on the Consent for Release of Information form. (403.8E3)
 - _____ Received prior to the applicant performing a safety-sensitive function.
 - _____ Received no later than fourteen days of the applicant performing a safety-sensitive function. (Recommended only when absolutely necessary.)
- _____ Applicant obtains the pre-employment drug test.
- _____ Receive pre-employment drug test results.
 - _____ Negative drug test allows the applicant to begin to perform a safety-sensitive function.
 - _____ Positive drug test removes the applicant from further consideration for the driver position.
- _____ Forward the pre-employment drug test results to the applicant upon the applicant's request.
- _____ File all documentation
 - _____ If not hired, file with the applicant's application.
 - _____ If hired, file with the applicant's drug and alcohol related personnel file.

Section V: Alcohol Test Results.

- _____ Receive alcohol test results from collection site person.
 - _____ By telephone using a password system with written results to follow by mail (or other means).
 - _____ By a secure electronic means.
 - _____ By secure fax.
- _____ Alcohol test result is less than 0.02 alcohol concentration.
 - _____ Driver may continue to perform a safety-sensitive function.
- _____ Alcohol test result is 0.02 to 0.0399 alcohol concentration.
 - _____ School district transport driver to home or other location.
 - _____ Driver may not perform a safety-sensitive function for twenty-four hours.
 - _____ Make arrangements for substitute, if necessary.
 - _____ No action may be taken against the driver under the federal regulations.

- _____ Repeated offenses must be reported to superintendent for action.
- _____ Document incident and file.

- _____ Alcohol test result is 0.04 or greater alcohol concentration.
 - _____ School district transport driver to home or other location.
 - _____ Driver may not perform a safety-sensitive function.
 - _____ Make arrangements for substitute, if necessary.
 - _____ Place driver on leave.
 - _____ Take necessary steps after consulting with the school attorney to terminate the driver.

Section VI: Drug Test Results.

- _____ Receive drug test results from the medical review officer.
 - _____ By telephone using a password system with written results to follow by mail (or other means).
 - _____ By secure electronic means to be printed for filing.
 - _____ By secure fax.

- _____ Drug test result is negative.
 - _____ Driver may continue to perform a safety-sensitive function.

- _____ Drug test result is positive.
 - _____ Driver may not perform a safety-sensitive function.
 - _____ Make arrangements for substitute, if necessary.
 - _____ Place driver on leave. .
 - _____ Take necessary steps after consulting with the school attorney to terminate the driver.

Section VII: Random Drug and Alcohol Testing.

- _____ Receive the random selection list from IDATP.
- _____ Determine the date and time a driver or the random selection list will be notified and make appointments at the collection site.
- _____ Notify selected drivers.
 - _____ Notify the required number of drivers on the random selection list prior to the end of the quarter.
 - _____ Vary notification each quarter, including day, week and time of day to ensure drivers do not know the random testing is completed for the quarter and now they are free to misuse alcohol or use drugs until the next quarter.
- _____ Notified drivers sign the Drug/Alcohol Test Notification form. (403.7E4)
- _____ Driver proceeds to collection site.

_____ Document, if necessary, reasons why any driver on the random selection list was not notified and attach documentation to the random selection list.

_____ Go to Section V, Alcohol Test Results, or Section VI, Drug Test Results, for appropriate action based on test results.

Section VIII: Reasonable Suspicion Testing.

_____ Driver supervisors who have received reasonable suspicion training document specific, contemporaneous, articulable observations of the driver's behavior, speech or body odors on the Reasonable Suspicion Observation form. (403.8E6)

_____ A second reasonable suspicion trained employee, if at all possible, documents specific, contemporaneous, articulable observations of the driver's behavior, speech or body odors on the Reasonable Suspicion Observation form. (403.8E6)

_____ Driver is removed from performing a safety-sensitive function pending the drug and/or alcohol test results.

_____ Driver completes Drug/Alcohol Testing Notification form. (403.8E4)

_____ Driver is transported to the collection site.

_____ Complete and file documentation of Reasonable Suspicion Observation form immediately and no later than within twenty-four hours or prior to receiving the test results. (403.8E6)

Section IX: Post-Accident Testing.

_____ Instruct driver on procedures to follow in the event of an accident.

_____ Place summary of instructions in each school vehicle with the Iowa Pupil Transportation Association's Transportation Assistance Manual for reference by a driver in the event of an accident. (403.8E10)

_____ Receive notice of accident from driver.

_____ Determine whether post-accident testing must be done. (*If any of the following are present, post-accident testing must be done.*)

_____ A fatality, other than the driver, occurred.

_____ The driver was cited **and** bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident.

- _____ The driver was cited **and** one or more motor vehicles incurred disabling damage as a result of the accident, requiring a motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

- _____ Remind the driver of the requirement to remain available for drug and alcohol testing and to **not** consume alcohol for eight hours after the accident.

- _____ Contact the nearest school district transportation director for the location of their collection site using the Iowa Pupil Transportation Association's Transportation Emergency Assistance Manual.

- _____ Make arrangements for the driver to be tested for alcohol within two hours and no later than eight hours after the accident.
 - _____ The reason for failing to have an alcohol test after two hours but prior to eight hours after the accident must be documented and filed.
 - _____ The reason for failing to have an alcohol test prior to eight hours after the accident must be documented and filed.

- _____ Make arrangements for the driver to be drug tested as soon as possible and no later than thirty-two hours after the accident.
 - _____ The reason for failing to have a drug test after thirty-two hours after the accident must be documented and filed.

- _____ Medical attention to the driver is not denied in order to conduct the drug and alcohol tests.

- _____ Alcohol and drug test results conducted by law enforcement in accordance with the federal regulations may be used to meet the post-accident drug and alcohol testing requirements if the school district receives a copy of the test results.

- _____ Notify insurance company of all accidents, whether post-accident drug and alcohol testing was required and ask the insurance company to maintain a list of **all** accidents reported so a list of all accidents may be easily compiled in the event of a U.S. DOT audit.