



Drug and Alcohol Testing Program Notice to Employees

Code: 403.19-E1

Employees governed by the Drug and Alcohol Testing Program policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, the supporting documents, and the law.

Employees who operate school vehicles classified as commercial motor vehicles by the US Department of Transportation are subject to drug and alcohol testing. A commercial motor vehicle is a vehicle that transports 16 or more persons, including the driver, or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the Drug and Alcohol Testing Program, "employees" also includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school. Employees that will operate a school-owned commercial motor vehicle are subject to the Drug and Alcohol Testing Program regulations beginning the first day they are offered a position to operate a school vehicle and continue to be subject to the Drug and Alcohol Testing Program until such time employment is terminated or the employee will no longer operate, at any time, a commercial motor vehicle for the district.

It is the responsibility of the superintendent [or designee] to inform employees of the Drug and Alcohol Testing Program requirements. Employees with questions regarding the Drug and Alcohol Testing Program requirements will contact the district's contact person (Human Resources office).

Employees governed by the Drug and Alcohol Testing Program policy are further notified that employees violating this policy, its supporting documents, regulations, or the law will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing policy are further notified that information related to the drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse.

Employees governed by the Drug and Alcohol Testing Program policy are further notified it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents, regulations, and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents, regulations, or the law.

Employees governed by the Drug and Alcohol Testing Program policy are hereby notified they are subject to the school district's Drug and Alcohol Testing Program for pre-employment drug testing and subject to random, reasonable suspicion, post-

accident, return-to-duty, and follow-up drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents, regulations, and the law.

Employees required to participate in, and who fail to or refuse to successfully participate in, a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing Program policy are further notified that employees violating this policy, its supporting documents, regulations, or the law will be subject to discipline up to and including termination. As a condition of continued employment, employees violating this policy, its supporting documents, regulations, or the law bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees required to participate in, and who fail to or refuse to successfully participate in, a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

Adopted: 2/07

Reviewed: 3/11; 12/11; 4/13; 9/14; 8/17

Revised: 6/20

Related Policy (Code#): 403.19; 403.19-E2

IASB Reference: 403.6E1