



Department: Safety/HR  
Policy Number: SAF-A001  
Effective Date: 4/11/11

## ADMINISTRATIVE POLICY

### DRUG AND ALCOHOL TESTING POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

It is the policy of the Clarksville-Montgomery County School System (CMCSS) to adhere to the provisions of the Tennessee Drug Free Workplace Act in relation to drug and alcohol testing for all employee groups and to adhere to applicable Federal regulations, issued by the U.S. Department of Transportation, in relation to the use of commercially licensed drivers (CDL). The U.S. Department of Transportation requires entities using CDL personnel to establish stringent testing programs to deter drivers from engaging in substance abuse that could impede their performance. This policy is adopted to comply with such requirements and applies to all CMCSS employees while on the job and/or on school system premises.

#### Alcohol and Drug Testing (Non-CDL Employees)

**Post-accident:** In non-vehicular employee injury cases, post injury drug and/or alcohol screens may be conducted per the treating physician's determination of reasonable suspicion.

**Reasonable Suspicion:** Drug and Alcohol Tests are conducted when the behavior or appearance of an employee that is characteristic of alcohol or drug use or misuse is observed.

**Random:** Drug and Alcohol Tests are conducted on an unannounced basis on individuals who drive a school system owned vehicle.

#### Alcohol and Drug Tests (CDL Employees)

**Pre-employment:** Drug Tests are conducted before CDL-required applicants are hired or after an offer to hire, but before actually performing safety sensitive functions.

**Post-accident:** Drug and Alcohol Tests are conducted after all commercial vehicle accidents in which the occurrence is definable as a preventable accident per CMCSS Policy. This determination is made by CMCSS representatives on the scene. In non-vehicular employee injury cases, post injury drug and/or alcohol screens may be conducted per the treating physician's determination of reasonable suspicion.

**Reasonable Suspicion:** Drug and Alcohol Tests are conducted when the behavior or appearance of an employee that is characteristic of alcohol or drug use or misuse is observed.

**Random:** Drug and Alcohol Test are conducted on an unannounced basis on all CDL holders.

Any detectable level of illegal drugs, illegally used legal drugs, and/or alcohol is considered a positive test for both CDL and non-CDL employees. Any refusal to submit to testing as detailed in this policy is considered a positive test. In the event an employee is unable to perform the Evidential Breath Testing (EBT) due to a medical condition and/or an insufficient test result, the employee will be taken to a medical facility to receive a blood alcohol test. CMCSS has the right to choose the medical facility and escort the employee to the testing facility. Any employee who tests positive will be subject to appropriate disciplinary action up to and including termination from employment with Clarksville-Montgomery County School System.

Implementing Documents: Hiring & Maintaining of Commercial Drivers ([OPS-A001](#))  
Determining Preventability of School System Commercial Vehicle  
Accidents ([OPS-P004](#))

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/19/05		Initial Release
4/04/06	A	Revised to include all employee groups who drive a school system owned vehicle throughout policy, add implementing documents
4/13/09	B	Take out reference of tests being given after all accidents defined as preventable under non CDL employees, clarify first sentence under post-accident under CDL employees
04/11/11	C	Added wording "use or" to Reasonable Suspicion under both non-CDL and CDL employees
4/2/15		Reviewed, no changes (except logo)
6/13/16	D	Removed statement regarding reasonable suspicion reports throughout.
1/23/17	E	Added medical condition disclaimer and CMCSS right to have employee blood alcohol tested.

**\*\*\* End of Policy \*\*\***