



Transportation Employees Drug & Alcohol Testing Procedure (TRN-P029)

Clarksville-Montgomery County School System

SCOPE:

- 1.1 This procedure outlines the process for determining and completing required drug and alcohol tests.

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

2.0 RESPONSIBILITY:

- 2.1 Driver Safety Manager (DSM)
- 2.2 Transportation Manager (TM)
- 2.3 Fleet Supervisor (FS)

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer (COO)

4.0 DEFINITIONS:

- 4.1 BAT – Breath Alcohol Technician
- 4.2 CDL – Commercial Driver License
- 4.3 VMM – Vehicle Maintenance Manager
- 4.4 DOT – Department of Transportation
- 4.5 AVMM – Assistant Vehicle Maintenance Manager
- 4.6 EBT – Evidential Breath Testing

5.0 PROCEDURE:

- 5.1 Pre-Employment drug testing is performed at AnyLabTest Now located at 2257 Wilma Rudolph Blvd., Suite D, Clarksville, TN. This test is completed on an unannounced basis after being approved for training, but before actually performing any safety sensitive functions.
 - 5.1.1 If test is initially positive for any illegal drug or illegally used legal drug (Non-DOT compliant prescription drug), training is put on hold until lab results are received.
 - 5.1.2 If Lab verifies negative results, training begins.
 - 5.1.3 If results remain positive, applicant is no longer eligible to train.
- 5.2 Post-Accident Injury Drug & Alcohol tests are performed if the accident is defined as preventable per CMCSS Policy (OPS-P004). Driver is escorted from the scene by the Driver Safety Manager (DSM) and transported to AnyLabTest Now if accident occurred during



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business hours; if after hours DSM will contact the Safety and Health Department to authorize after hours Doctor's Care Clinics available for testing. DSM will remain with driver during testing and will receive initial results from the testing facility.

- 5.2.1 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.
- 5.2.2 If results are negative, DSM will transport driver to bus complex driver originated from and process reports.
- 5.2.3 If initial results are positive, DSM will transport to Main Operations Complex to meet with Fleet Supervisor (FS) or Transportation Manager (TM) to be assigned other duties.
- 5.3 Reasonable suspicion reports are verified by a trained individual: DSM, TM, Vehicle Maintenance Manager (VMM), or Assistant Vehicle Maintenance Manager (AVMM). If testing is deemed necessary, the driver or aide is removed from driving immediately and transported to testing facility.
 - 5.3.1 If initial tests are positive, the driver is no longer scheduled to drive. Other duties may be assigned until lab results are received.
 - 5.3.2 If initial tests are negative, the school bus driver or bus aide is scheduled to return to work as scheduled.
- 5.4 Random Drug & Alcohol Testing is conducted on an unannounced basis for all CMCSS CDL holders.
 - 5.4.1 The CMCSS random drivers' list is emailed to AnyLabTest Now to determine drivers selected for random drug tests, using a computer generated program. Twenty-Five percent (25%) of the names are chosen for drug testing; ten percent (10%) are chosen for EBT. The lists are sent to the DSM to breakdown and are scheduled three (3) times throughout the Fall, Winter, and Spring school schedules.
 - 5.4.2 The test dates are scheduled between the Lab & DSM only. The drivers on the list are called via telephone and/or radio by dispatch, "to contact the Safety Office immediately following their AM Route." Once driver makes contact with Driver Safety Office, they are directed to report to AnyLabTest Now "immediately" following their AM route, for random drug testing or to report to the Driver Safety Office for Evidential Breath Testing.
 - 5.4.3 If initial drug test is negative, the driver is returned to their normal driving schedule.
 - 5.4.4 If initial drug test is positive, the driver is contacted by FS or TM to be assigned other duties while waiting for lab results.
 - 5.4.5 If lab results are found negative, driver is released to return to normal driving schedule.



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5.4.6 If lab results are found positive, driver will meet with TM for discipline up to and including termination from employment.

5.4.7 If EBT is positive, BAT will wait fifteen (15) minutes with driver present to take a second test. In the event a driver is unable to perform the EBT due to a medical condition or insufficient test results, the driver will be taken to a medical facility to receive a blood alcohol test. CMCSS will choose the facility and escort the driver to the testing facility as outlined in CMCSS Policy SAF-A001.

5.4.8 If any driver refuses to submit to testing as detailed in this procedure it is considered a positive test and driver will be subject to disciplinary action up to and including termination from employment.

6.0 ASSOCIATED DOCUMENTS:

6.1 Drug and Alcohol Testing [SAF-A001](#)

6.2 AnyLabTest Now authorization form for pre-employment.

6.3 Test Results (Printed)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Test results (printed)	Driver Safety Office	Five (5) years past release of employment: indefinitely if "positive test".	Shred	Locked filing cabinet/secure building

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/17/18		Initial Release

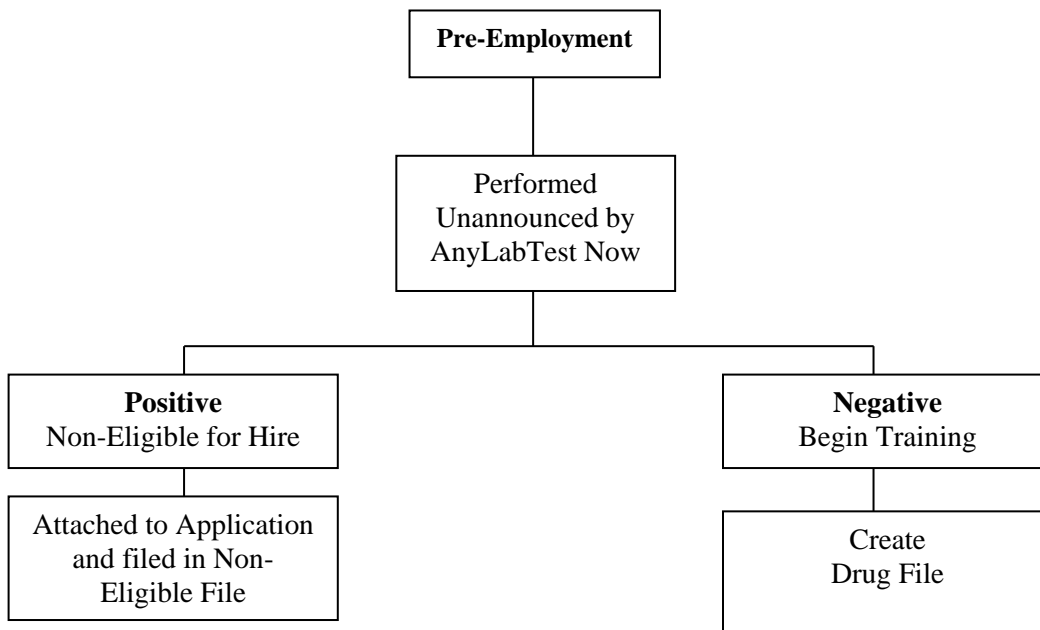
9.0 FLOWCHART:

9.1 Flowcharts detailing this process can be found below.



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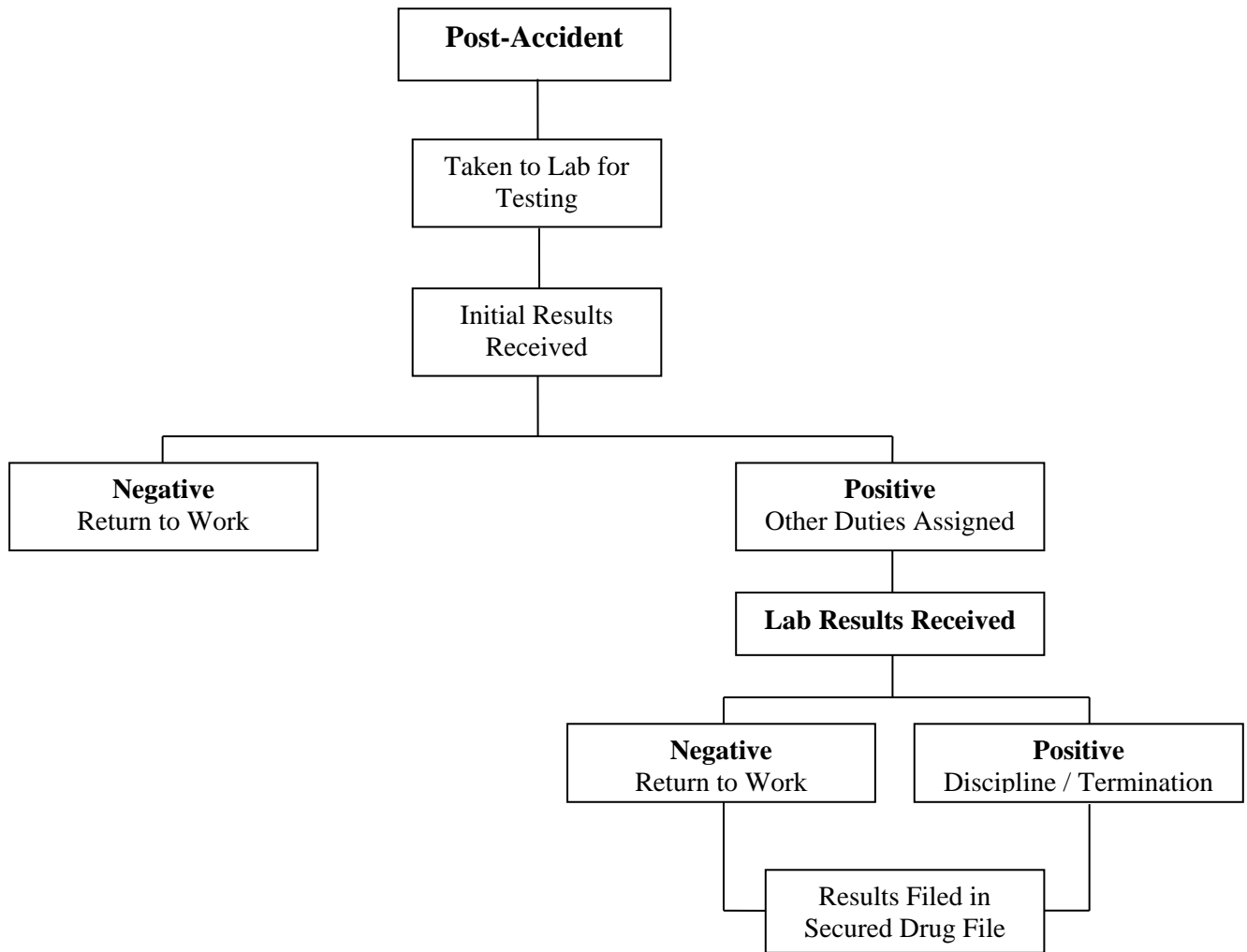
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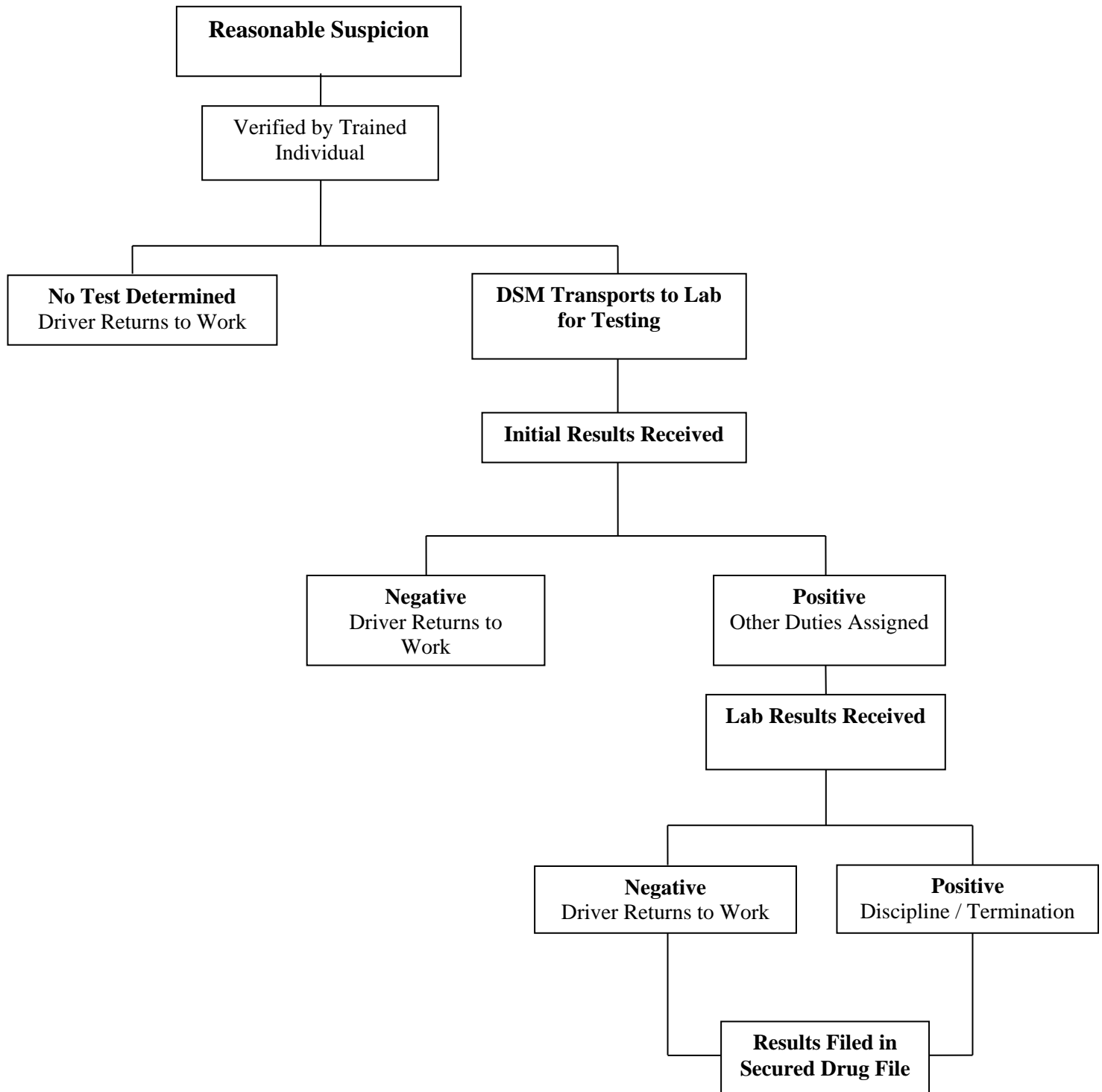
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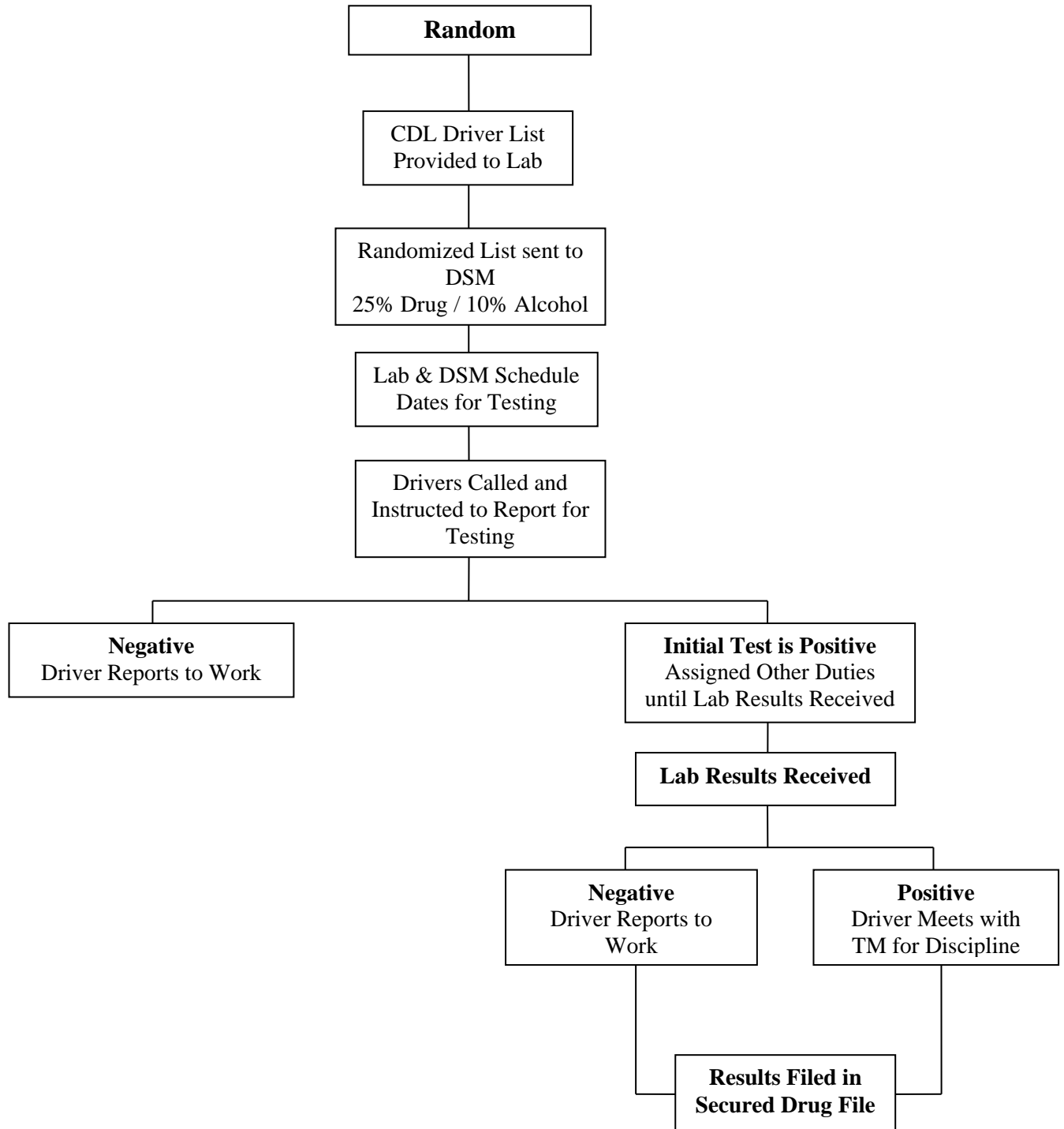
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*** End of Procedure ***