

STAFF PERSONNEL

Series 400

POLICY TITLE: DRUG AND ALCOHOL TESTING PROGRAM

No. 401.11

The school district provides a drug and alcohol-testing program in compliance with the law. Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen (16) or more persons including the driver or the school vehicle weighs twenty six thousand one (26,001) pounds or more. For purposes of the drug and alcohol-testing program, "employees" include applicants who have been offered a position to operate a school vehicle.

The employees operating a school vehicle as described above are subject to pre-employment, random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing. The employees operating school vehicles shall not perform a safety sensitive function within four hours of using alcohol. The employees governed by this policy shall be subject to the drug and alcohol-testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol-testing program. Employees with questions about the drug and alcohol-testing program may contact the school district's contact person, Executive Director of Human Services, at 278-0470.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy may be required to successfully participate in a substance abuse treatment program approved by the Board. Employees required to participate and who fail to successfully participate in a substance abuse treatment program may be subject to discipline up to and including termination. Employees required to successfully participate in a substance abuse treatment program and who refuse to participate may be subject to discipline up to and including termination.

It is the responsibility of the Executive Director of Human Services to develop administrative regulations to implement this policy and inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment and in the application form. The Executive Director of Human Services or his designee shall personally inform the applicant at the first interview with the applicant.

The Executive Director of Human Services shall also be responsible for publication and dissemination of this policy and its supporting administrative regulations to the employees operating school vehicles. The Executive Director of Human Services shall notify the driver for testing. The Executive Director of Human Services shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and to notify them of available substance abuse treatment resources and programs.

Date of Adoption: August 28, 2006

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