
TOPIC:
CDL Drug/Alcohol Testing - Procedures

Policy Number:
C17

Background

Policy C17 requires Cloud County Community College to have procedures stating compliance with the Omnibus Transportation Employee Testing Act of 1991. The Federal Motor Carrier Safety Administration requires employers to adhere to drug and alcohol testing procedures for drivers required to have a CDL.

Procedure

1. A representative of Cloud County Community College will review the policy on Drug and Alcohol testing and the procedures with all college CDL drivers. All college CDL drivers will sign a consent form for chemical test. Failure to sign the consent form will result in removal from the driver's pool.
2. Cloud County Community College staff associated with the chemical testing will take reasonable steps to maintain the confidentiality of the driver's test results, if it does not interfere with the thorough investigation of the facts. The driver may request a copy of the test results.
3. A driver who tests positive will have the right to obtain an independent second test from the split specimen method at their own expense. The driver must notify the person in charge of Transportation testing within twenty-four hours of the notification of positive test results of their wish to exercise their right to the split specimen test.

Alcohol Tests Required

1. Post Accident: Conducted after accidents on drivers whose performance may have contributed to the accident and for all accidents even if the driver is not cited for a moving traffic violation.
Reasonable Suspicion: Conducted when a trained supervisor or a college official observes behavior or appearance that may be consistent with alcohol use. At least two (2) supervisory personnel must agree there is reasonable suspicion for an alcohol test.
2. Return to duty and follow-up: Conducted when an individual who has violated the prohibited alcohol and/or drug conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced. At least 6 tests must be conducted in the first 12 months after a driver returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

Alcohol Testing

1. If the result of the testing is positive, a second confirmation test must be conducted.
2. The driver and the individual conducting the confirmation test must complete the alcohol testing form to ensure that the results are properly recorded.
3. Drivers who engage in prohibited alcohol conduct will be immediately removed from safety-sensitive duties.

Adopted: 9/27/11	Reviewed/Revised 2/27/18	Revised 4/19/22	Revised/Reviewed	Revised/Reviewed
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4. Drivers who test positive may be referred to a substance abuse professional for evaluation. Any treatment or rehabilitation will be at the driver's expense and the driver is subject to removal from the driver's pool.

Drug Testing

The testing, at a laboratory or collection site determined by the College, shall consist of urinalysis (or, if because of an accident or any condition preventing the ability of the employee to provide a urine sample, a blood test) and the urine (or other) specimen shall be separated into two parts prior to the testing. The first part shall be used to conduct the initial test. The second part shall be used to conduct a confirmatory test if the first test involving a current employee is positive. A second test shall be conducted in all cases where a first test result is positive. Reasonable efforts shall be made to keep all test results confidential among the College, the employee and the testing facility.

A refusal to sign a consent form and/or submit to a drug test will result in disciplinary action, up to and including termination. While awaiting the results of the test(s), the employee may, in the College's sole discretion, be permitted to return to job duties or may be put on administrative leave.