

CERTIFICATE OF RECEIPT
Drug and Alcohol Testing
PROCEDURES
for Positions Requiring a
CDL-Commercial Driver's License

I, The undersigned, hereby certify that I have been informed of the City of Urbandale's **Commercial Driver's License Drug and Alcohol Testing Procedures**, which explains how the City intends to handle controlled substance and alcohol abuse.

EMPLOYEE SIGNS	
_____	_____
Employee Signature	Date

Print Name	

PARENT or GUARDIAN SIGNS if EMPLOYEE is less than 18 years old	
I, as a parent or guardian for the above minor employee, do hereby acknowledge that I have read the foregoing, that I give permission for the minor to participate in required training and implementation of this policy.	
_____	_____
Parent or Guardian Signature	Date

Print Name	
=====	
=	
NOTE: The results of a positive alcohol test or positive drug test will be made available to the parent(s) or guardian(s) of an employee who is less than 18 years old.	

TRAINER SIGNS	
_____	_____
Trainer Signature	Date

Print Name	

PLEASE RETURN SIGNED RECEIPT TO CITY HALL
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DRUG AND ALCOHOL TESTING PROCEDURES

for Positions Requiring a CDL- COMMERCIAL DRIVER'S LICENSE

City of Urbandale, Iowa

City Council Approved December, 1996

SCOPE: This procedure is written to comply with the Federal regulation found in 49 CFR part 382. It applies to each employee of the City of Urbandale (The City) who operates a commercial motor vehicle, and is subject to the commercial driver's license (CDL) requirements.

PURPOSE: The purpose of these procedures is to comply with the Federal Department of Transportation (DOT) requirements for drug and alcohol testing. These DOT procedures require pre-employment, reasonable suspicion, random, post-accident, return to duty, and follow-up testing.

PROCEDURES:

A. Pre-Employment Testing

1. If the applicant has been offered a job that requires a CDL, the applicant shall be required to submit to a five-panel drug test. The drug test will be conducted within 48 hours following a job offer.
2. **The City Representative** shall inform the applicant of this requirement and arrange for the applicant to be tested.
 - a. If the applicant refuses to be tested, a positive test result shall be assumed and the applicant shall not be considered for the job.
3. Test Results:
 - a. If the drug test results are all negative for unauthorized drugs, the applicant will have passed the tests.
 - b. If there is other than a verified negative result on a controlled substance test from a medical review officer, the applicant will have failed the drug test.
4. The applicant must successfully pass the drug test prior to employment. The drugs that will be tested for are: marijuana, cocaine, PCP, opiates, and amphetamines.

B. Post-Accident Testing

1. Immediately following an accident involving a commercial motor vehicle, the employee who was performing a safety sensitive function shall report the accident to their supervisor.
2. The driver of a commercial motor vehicle involved in an accident where a

- moving traffic citation was issued or a death resulted from the accident shall be drug and alcohol tested.
3. The **Supervisor** shall inform the driver to abstain from alcohol use until a drug and alcohol test is performed. The driver is to abstain from alcohol for a maximum of eight hours following the accident, or until tested, whichever occurs first.
 4. Once the driver has been asked to abstain from use, the **Supervisor** shall contact the **City Representative**.
 5. **The City Representative** shall immediately arrange for the driver to be drug and alcohol tested at the clinic. Transportation shall be provided to and from the clinic. If tests are positive, transportation to the employee's home shall also be provided. **The City Representative** will make every attempt to see that such testing will be conducted within four hours of the accident. If it is after clinic business hours, the employee will be taken to the hospital emergency room for testing.
 - a. If alcohol testing does not occur within two (2) hours of the accident, the reason why shall be documented.
 - b. Testing for alcohol may take place for up to eight (8) hours following the accident; testing for controlled substances can be done up to thirty-two (32) hours following the accident.
 - c. If the driver refuses to be tested, it shall be assumed the driver would test positive, requiring evaluation by a substance abuse professional prior to returning to work.
 6. A driver who is subject to post-accident testing is expected to remain readily available for testing, or the driver may be deemed to have refused to submit to testing.
 7. Nothing in this section is intended to be construed as requiring a delay of necessary medical treatment for injured persons following an accident, or prohibiting a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
 8. Refer to:
Section E, Receipt of Drug and Alcohol Test Results from the Clinic
Section F, Follow-up Testing
Section G, Consequences of Positive Test Results

C. Random Employee Testing

1. **The City** shall participate in a random computer drawing based on employees' social security numbers, or other types of employee identification number.
 - a. The City targets, established by federal standard, are that at least 25% of drivers shall be randomly tested for alcohol, and 50% of drivers shall be randomly tested for drugs, during any given calendar year.
2. **The City Representative** shall inform the supervisors of employees who

- need to be tested and make appointments at the clinic as necessary. Transportation shall be provided to and from the clinic. If tests are positive, transportation to the employee's home shall also be provided.
3. The **Supervisors** shall arrange the employee's work schedule so they may be drug and alcohol tested at the contracted clinic the same day they are informed.
 - a. If the employee refuses to be tested, it shall be assumed the employee would test positive, requiring evaluation by a substance abuse professional prior to returning to work. (Refer to Section F, Follow-up Testing and Section G, Consequences of Positive Test Results.)
 - b. Testing must commence prior to the employee's workday before operating any equipment requiring a CDL.
 - c. **Supervisors** shall inform the employee they will need a picture identification at the clinic.
 4. Refer to:
Section E, Receipt of Drug and Alcohol Test Results from the Clinic
Section F, Follow-up Testing
Section G, Consequences of Positive Test Results

D. Reasonable Suspicion Testing

If a trained supervisor has reason to believe an employee is under the influence of alcohol or drugs, the following procedures shall occur:

1. A **Trained Supervisor** shall inform the employee there is reason to believe the employee is under the influence of alcohol or drugs, and alcohol or controlled substance testing is required.
 - a. If the employee refuses to be tested, it shall be assumed the employee would test positive, requiring evaluation by a substance abuse professional prior to returning to work. (Refer to Section F, Follow-up Testing and Section G, Consequences of Positive Test Results.)
2. The **Supervisor** shall contact The City Representative when reasonable suspicion exists. Within 24 hours, the supervisor shall provide a signed document that includes the observation(s) leading to a reasonable suspicion test; this may include the driver's behavior, speech or body odors.
3. **The City Representative** shall arrange for the employee to be tested immediately. Transportation shall be provided to and from the clinic. If tests are positive, transportation to the employee's home shall also be provided.
4. Refer to:
Section E, Receipt of Drug and Alcohol Test Results from the Clinic
Section F, Follow-up Testing
Section G, Consequences of Positive Test Results

E. Receipt of Drug and Alcohol Test Results from Clinic

1. **The City Representative** shall receive all drug and alcohol test results from the clinic.
 - a. If the alcohol concentration level test results are below 0.02%, and the drug testing results are negative, the driver will have passed the tests.
 - b. If the alcohol concentration level test results are 0.02% or greater, but less than 0.04%, the driver shall not work in a safety sensitive function for a minimum of twenty-four (24) hours, but in no event until the driver has tested below 0.02% for alcohol.
 - c. If the alcohol concentration level test results are 0.04% or greater, or if the drug test is positive, the driver can not work and must be evaluated by a substance abuse professional before returning to work.

F. Follow Up Testing

1. **The City Representative** shall immediately report positive results to the employee's Supervisor.
2. The **Supervisor** shall notify the employee of the positive results, indicating that the employee may not work until released by a substance abuse professional.
3. **The City Representative** shall ensure the employee completes substance abuse evaluation and any required treatment prior to returning to work.
4. **The City Representative** shall inform the appropriate employees of the results of the evaluation, but these individuals are to maintain the general confidentiality of the test results.
5. Based upon the substance abuse professional's evaluation, the **Supervisor** shall inform the employee of actions required before returning to work.
6. **The City Representative** shall implement any follow-up testing in accordance with the recommendations on the evaluation.
 - a. If the substance abuse professional does not recommend follow-up treatment, the employee may return to work after passing a drug and alcohol test. For this test, the alcohol concentration level must be below 0.02%, and the drug tests must be negative.
 - b. A minimum of six (6) follow-up tests must be conducted within the first twelve months following return to duty, before releasing an employee from this requirement. Follow-up testing cannot last for more than sixty (60) months from the date of the individual's return to duty.
7. Only the substance abuse professional may release an employee from follow-up testing after the first six follow-up tests.

G. Consequences of Positive Test Results

The following guidelines were developed to inform the employee and to guide the City in the consistent application of this policy. If an employee experiences a positive test result for drugs and/or alcohol, including the obstruction of a test or the refusal to take a test, the employee will be required to participate in a mandatory evaluation by a substance abuse professional provided through the City's Employee Assistance Program or other city resources. The disciplinary record for positive test result will become a part of the employee's personnel file for a period of five (5) years from the date of occurrence, and then it will be removed.

1. Alcohol Concentration of greater than or equal to 0.02%, but less than 0.04%.
 - a. Beginning of work shift
 - 1). The 1st Offense will result in:
 - a). Suspension for balance of the work day; plus
 - b). Mandatory evaluation by a substance abuse professional
 - 2). The 2nd Offense will result in:
 - a). Suspension for the balance of the work day; plus
 - b). Mandatory evaluation by a substance abuse professional
 - c). Remain off work until cleared by the substance abuse professional to return to work.
 - 3). Prior to 3rd Offense, an employee has the option to notify their Department Director of reoccurring use prior to any announcement of a test that would result in a third offense. An employee seeking this option would be required:
 - a). To self declare reoccurring use; plus
 - b). Attend a mandatory evaluation by a substance abuse professional; plus
 - c). Remain off work until cleared by the substance abuse professional to return to work.
 - 4). The 3rd Offense results in discharge, if the employee has not chosen the preceding option, and a test results in a third offense.
 - b. During or End of Work Shift
 - 1). The first offense will result in:
 - a). Suspension for balance of the work day; plus
 - b). Mandatory evaluation by a substance abuse professional; plus
 - 2). Prior to the 2nd Offense, an employee has the option to notify their Department Director of reoccurring use prior to any announcement of a test that would result in a second offense. An employee seeking this option would be required:
 - a). To self declare reoccurring use; plus
 - b). Attend a mandatory evaluation by a substance abuse

- professional; plus
 - c). Remain off work until cleared by the substance abuse professional to return to work.
 - 3). 2nd Offense will result in discharge, if the employee has not chosen the preceding option, and a test results in a second offense.
- 2. Alcohol Concentration of greater than or equal to 0.04% or a Positive Controlled Substance Test.
 - a. The following consequences are for positive tests at the beginning of work shift, during the work shift, or at the end of shift.
 - 1). The 1st Offense will result in:
 - a). Suspension for the balance of day; plus
 - b). Mandatory evaluation by a substance abuse professional; plus
 - c). The employee will remain off work until cleared by the substance abuse professional to return to work.
 - 2). Prior to 2nd Offense, an employee has the option to notify their Department Director of reoccurring use prior to any announcement of a test that would result in a second offense. An employee seeking this option would be required:
 - a). To self declare the reoccurring use; plus
 - b). Attend mandatory evaluation by a substance abuse professional; plus
 - c). Remain off work until cleared by the substance abuse professional to return to work.
 - 3). 2nd Offense will result in discharge, if the employee has not chosen the preceding option, and a test results in a second offense.