



Code No: 403.7E11

DRUG AND ALCOHOL TESTING PROGRAM WORKSHEET

Section I: General requirements:

Determine qualifying drivers in the drug and alcohol-testing program.
(Driver must meet first and third OR second and third).

Drive or may drive a vehicle transporting 16 or more persons, including the driver; Drive or may drive vehicles weighing over 26,001 pounds requiring a commercial driver license; and Drive full time, part-time, occasionally, under a lease or under a contract with an independent contractor or otherwise drive with the consent of the school district.

Total drivers meeting the qualifications above in the drug and alcohol testing program. Regularly employed drivers
Substitute drivers Others who are available to drive.

Determine delivery method of drug and alcohol testing program.
(Choose one.) Iowa Drug and Alcohol Testing Program (IDATP). (Contact IASB for information.) Other service provider. School district will conduct its own program.

Identify/Verify the school district contact person(s) and back-up school district contact person(s).
Draft revised board policy and its supporting documents and forms.

Hold meeting to inform drivers about the federal regulations and revised board policy and its supporting documents and forms. Inform drivers that time involved with drug and alcohol testing is on-duty time and they will be paid.

Inform drivers that their records related to drug and alcohol testing are confidential records and will only be released with appropriate authorization.

Adopt revised board policy and its supporting documents and forms.

Hold meeting or meet with drivers individually to inform them about the federal regulations, and revised board policy and its supporting documents and forms.

Drivers complete policy sign off sheet.
(403.6E2) Drivers take policy and sign off sheet with them to complete within a limited number of days. (403.6E2)
Compile a list of resources available to provide evaluation and assistance with drug use or alcohol misuse for the drivers.

Develop a training program or contract for training to educate drivers about the effects of drug use and alcohol misuse on their work and their personal lives.

File new policy sign off sheet in each driver's drug and alcohol testing personnel file.

File new unsigned policy sign off sheet in the driver's drug and alcohol testing personnel file with documentation why it is unsigned.

Instruct drivers on revised procedures to follow in the event of an accident. (403.6E10)

Place revised summary of post-accident instructions in each school vehicle for reference by driver in the event of an accident. (403.6E10)

Make arrangements to have a minimum of two employees receive the reasonable suspicion training.

Contact the collection site and arrange a meeting to review the following. Procedures for setting up appointments. School district's collection site contact person. Procedures when a driver has no photo identification Procedures for receiving alcohol test results. Procedures for transporting drivers with an alcohol test result of 0.02 alcohol concentration or greater.

Section II. Record keeping.

Ensure drug and alcohol testing related records are retained in limited access secure storage files separate and apart from the drivers' general personnel records.

Verify/create individual driver drug and alcohol testing file to contain:

- a. Policy sign off sheet. (403.6E2)
- b. Agreement to participate in the program. (403.6E2)
- c. Pre-employment drug and alcohol testing related information. (Applicable only to drivers hired after Jan.1, 1996).(403.6E5)
- d. Pre-employment release of prior employer drug and alcohol testing related information. (Applicable only to drivers hired after Jan.1, 1996). (403.6E3)
- e. Pre-employment drug test authorization. (Applicable only to drivers hired after Jan. 1, 1996. (403.6E7)
- f. Copy of Drug/Alcohol Test Notification form. (403.6E4)
- g. Copy of drug test chain of custody form.
- h. Copy of alcohol test form.
- i. Refusals to test.
- j. Substance abuse professional evaluation and treatment records, (if any).
- k. Other information pertinent to the driver.
- l. Supervisor and/or driver training sign-off sheets.

Verify/create files for other drug and alcohol testing related information.

- a. Accident information.
- b. Random selection lists.
- c. Positive drug test results.
- d. Positive alcohol test results.
- e. Negative drug tests results.
- f. Negative alcohol tests results.
- g. Change list of all driver adds/deletes from the drug and alcohol-testing program. (403.6E8)
- h. Miscellaneous drug and alcohol testing related information. Reasonable suspicion training certificates.
- i. Records related to the calibration of the evidentiary breath testing devices,
- j. training of the collection site personnel and other related information kept by (IDATP/service provider) is available from (IDATP/service) provider within two working days.
- k. Records related to saliva alcohol testing devices.
- l. Records related to the school district serving as a saliva alcohol testing or urine specimen collection site.

Section III. Release of Drug and Alcohol Testing Related Records.

Generally, a driver's drug and alcohol testing records are released only with the permission of the driver.

Driver may have prompt access to and copies of their drug and alcohol testing records. Request for access must be in writing. Copying fees for the records must be in accordance with board policy.

Drug and alcohol testing records are available to subsequent employers with the driver's written authorization. Without the driver's written permission, the driver's drug and alcohol test records are made available to a decision

maker in a lawsuit, grievance or other proceeding initiated by or on behalf of the driver, and arising from the results of a drug or alcohol test under the federal regulations or from the school district's determination that the driver violated the federal regulations.

Section IV. Pre-employment testing.

Include the requirement of a drug test in any advertising, posting or other notice of the driver position.

- a. Applicant completes the Pre-employment Drug Test Acknowledgment form. (403.6E7)
- b. Applicant completes the Consent for Release of Information form. (403.6E3)
- c. Applicant completes Certification of Previous Employers Requiring a Commercial Driver's License. (403.6E5)
- d. Applicant completes the Drug/Alcohol Test Notification Form. (403.6E4)
- e. Obtain information required on the Consent for Release of Information form. (403.6E3) Received prior to the applicant performing a safety-sensitive function. Received no later than fourteen days of the applicant performing a safety-sensitive function. (Recommended only when absolutely necessary.)
- f. Applicant obtains the pre-employment drug test.
- g. Receive pre-employment drug test results. Negative drug test allows the applicant to begin to perform a safety-sensitive function. Positive drug test removes the applicant from further consideration for the driver position.
- h. Forward the pre-employment drug test results to the applicant upon the applicant's request.
- i. File all documentation If not hired, file with the applicant's application. If hired, file with the applicant's drug and alcohol related Personnel file.

Section V: Alcohol Test Results.

Receive alcohol test results from collection site person. By telephone using a password system with written results to follow by mail (or other means). By a secure electronic means. By secure fax.

Alcohol test result is less than 0.02 alcohol concentration. Driver may continue to perform a safety-sensitive function.
Alcohol test result is 0.02 to 0.0399 alcohol concentration. School district transport driver to home or other location.
Driver may not perform a safety-sensitive function for twenty-four hours.

Make arrangements for substitute, if necessary. No action may be taken against the driver under the federal regulations. Repeated offenses must be reported to superintendent for action. Document incident and file.
Alcohol test result is 0.04 or greater breath concentration. School district transport driver to home or other location.
Driver may not perform a safety-sensitive function. Make arrangements for substitute, if necessary. Place driver on leave. Take necessary steps after consulting with the school attorney to terminate the driver.

Section VI: Drug Test Results.

Receive drug test results from the medical review officer. By telephone using a password system with written results to follow by mail (or other means). By secure electronic means to be printed for filing. By secure fax.
Drug test result is negative. Driver may continue to perform a safety-sensitive function.
Drug test result is positive. Driver may not perform a safety-sensitive function. Make arrangements for substitute, if necessary. Place driver on leave. Take necessary steps after consulting with the school attorney to terminate the driver.

Section VII: Random Drug and Alcohol Testing.

Receive the random selection list from IDATP.
Determine the date and time a driver or the random selection list will be notified and make appointments at the collection site.
Notify selected drivers. Notify the required number of drivers on the random selection list prior to the end of the quarter. Vary notification each quarter, including day, week and time of day to ensure drivers do not know the random testing is completed for the quarter and now they are free to misuse alcohol or use drugs until the next quarter.
Notified drivers sign the Drug/Alcohol Test Notification form. (403.6E4)
Driver proceeds to collection site.
Document, if necessary, reasons why any driver on the random selection list was not notified and attach

documentation to the random selection list.

Go to Section V, Alcohol Test Results, or Section VI, Drug Test Results, for appropriate action based on test results.

Section VIII: Reasonable Suspicion Testing.

Driver supervisors who have received reasonable suspicion training document specific, contemporaneous, articulable observations of the driver's behavior, speech or body odors on the Reasonable Suspicion Observation form. (403.6E6)

A second reasonable suspicion trained employee, if at all possible, documents specific, contemporaneous, articulable observations of the driver's behavior, speech or body odors on the Reasonable Suspicion Observation form. (403.6E6)

Driver is removed from performing a safety-sensitive function pending the drug and/or alcohol test results.

Driver completes Drug/Alcohol Testing Notification form. (403.6E4)

Driver is transported to the collection site.

Complete and file documentation of Reasonable Suspicion Observation form immediately and no later than within twenty-four hours or prior to receiving the test results. (403.6E6)

Section IX: Post-Accident Testing.

Instruct driver on procedures to follow in the event of an accident.

Place summary of instructions in each school vehicle with the Iowa Pupil Transportation Association's Transportation Assistance Manual for reference by a driver in the event of an accident. (403.6E10)

Receive notice of accident from driver.

Determine whether post-accident testing must be done. (If any of the following are present, post-accident testing must be done.)

A fatality, other than the driver, occurred. The driver was cited and bodily injury occurred to a person who, as a result of the injury, required immediate medical treatment away from the scene of the accident.

_____ The driver was cited and one or more motor vehicles incurred disabling damage as a result of the accident, requiring a motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

Remind the driver of the requirement to remain available for drug and alcohol testing and to not consume alcohol for eight hours after the accident.

Contact the nearest school district transportation director for the location of their collection site using the Iowa Pupil Transportation Association's Transportation Emergency Assistance Manual.

Make arrangements for the driver to be tested for alcohol within two hours and no later than eight hours after the accident. The reason for failing to have an alcohol test after two hours but prior to eight hours after the accident must be documented and filed.

The reason for failing to have an alcohol test prior to eight hours after the accident must be documented and filed.

Make arrangements for the driver to be drug tested as soon as possible and no later than thirty-two hours after the accident. The reason for failing to have a drug test after thirty-two hours after the accident must be documented and filed.

Medical attention to the driver is not denied in order to conduct the drug and alcohol tests.

Alcohol and drug test results conducted by law enforcement in accordance with the federal regulations may be used to meet the post-accident drug and alcohol testing requirements if the school district receives a copy of the test results.

Notify insurance company of all accidents, whether post-accident drug and alcohol testing was required and ask the

insurance company to maintain a list of all accidents reported so a list of all accidents may be easily compiled in the event of a U.S. DOT audit.

Legal Reference: Iowa Code § 279.8 (1995).
282 I.A.C. 13.

Cross Reference: 305 Administrator Code Of Ethics
403.5 Harassment
403.6 Substance-Free Workplace
407 Licensed Employee Termination of Employment
413 Classified Employee Termination of Employment

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