

Code No. 403.6-

contact person(s).

_____ Draft revised board policy and supporting administrative regulations and forms.

_____ Hold meeting to inform drivers about the federal regulations and revised board policy, its supporting administrative regulations and forms.

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

_____ 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, its supporting administrative regulations and forms.

_____ school district.

ode

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_____ 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.)

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_____ Iowa Drug and Alcohol Testing Program (IDATP).

_____ Other service provider.

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_____ School district will conduct its own program.

_____ Identify/Verify the school district contact person(s) and back-up school district

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

_____ Procedures for transporting drivers with an

_____ Drivers complete policy sign off sheet.

alcohol test result of 0.02 alcohol concentration or greater.

Section II. Record keeping.

(403.7-E2)

_____ Ensure drug and alcohol testing related materials are retained in limited access

_____ Drivers take policy and sign off sheet with them to complete within a limited number of days. (403.7-E2)

_____ Compile a list of resources available to provide evaluation and assistance with

secure storage files separate and apart from the drivers' general personnel records.

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

_____ Policy sign off sheet. (403.7-E2)
drug use or alcohol misuse for the drivers.

_____ Agreement to participate in the
program. (403.7-E2)

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

_____ Pre-employment drug and alcohol

testing related information. (Applicable

only to drivers hired after Jan.1,1996). (403.7-E5)

_____ File new unsigned policy sign off sheet in
the driver's drug and alcohol testing

_____ Pre-employment release of prior

personnel file with documentation why it is unsigned.

_____ Instruct drivers on revised procedures to follow in the event of an accident. (403.7-
E9)

_____ Place revised summary of post-accident instructions in each school vehicle for
reference by driver in the event of an

employer drug and alcohol testing related information. (Applicable only to drivers hired after Jan. 1, 1996). (403.7-E3)

ode

accident. (403.7-E9)

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_____ Make arrangements to have a minimum of
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two employees receive the reasonable

suspicion training.

_____ Contact the collection site and arrange a
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meeting to review the following:

_____ Procedures for setting up appointments.

_____ School district's collection site contact
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person.

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_____ Procedures when a driver has no photo
identification

_____ Procedures for receiving alcohol test results.

- _____ Pre-employment drug test authorization. (Applicable only to drivers hired after Jan. 1, 1996. (403.7-E7)
- _____ Copy of Drug/Alcohol Test

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

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

Notification form. (403.7-E4)

_____ Driver may have prompt access to and

form.

_____ Copy of drug test chain of custody

copies of their drug and alcohol testing records.

_____ Copy of alcohol test form.

_____ Refusals to test.

_____ Substance abuse professional evaluation and treatment records (if any).

driver.

_____ Request for access must be in writing.

_____ Copying fees for the records must be in accordance with board policy.

_____ Other information pertinent to the _____ Drug and alcohol testing records are available to subsequent employers with the _____ Supervisor and/or driver training sign-off sheets.

- _____ Verify/create files for other drug and alcohol testing related information.
 - _____ Accident information.
 - _____ Random selection lists.
 - _____ Positive drug test results.
 - _____ Positive alcohol test results.
 - _____ Negative drug tests results.
 - _____ Negative alcohol tests results.
 - _____ Change list of all driver adds/deletes from the drug and alcohol testing program. (403.7-E8)
 - _____ Miscellaneous drug and alcohol testing related information.
 - _____ Reasonable suspicion training certificates.

- _____ Records related to the calibration of 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.

ode

evidentiary breath testing devices, training

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_____ of the collection site personnel and other related information kept by (IDATP/service provider) is available from (IDATP/service) provider within two working days.

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_____ Records related to saliva alcohol testing devices.

_____ Records related to the school district serving as a saliva alcohol testing or urine

specimen collection site.

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0 _____ Positive drug test removes the applicant from further consideration for the driver position.

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_____ a Forward the pre-employment drug test results to the applicant upon the applicant's request.

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Section IV. Pre-employment testing.

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

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_____ File all documentation
_____ If not hired, file with the applicant's application.
_____ If hired, file with the applicant's

_____ Applicant completes the Pre-employment Drug Test Acknowledgment form.

drug and alcohol related personnel file. Section V: Alcohol Test Results.

(403.7-E7)

_____ Applicant completes the Consent for
Release of Information form. (403.7-E3)

_____ Receive alcohol test results from
collectionsite person.

_____ By telephone using a password

system with written results to follow by

_____ mail (or other means).

_____ Applicant completes Certification of
means. Previous Employers Requiring a Commercial
Driver's License. (403.7-E5)

_____ By a secure electronic

_____ By secure fax.

_____ Applicant completes the Drug/Alcohol

_____ Alcohol test result is less than 0.02 alcohol concentration.
Test Notification Form. (403.7-E4)

_____ Driver may continue to perform
a safety-sensitive function.

_____ Obtain information required on
the Consent for Release of Information
form.
(403.7-E3)

_____ 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.)

_____ Applicant obtains the pre-
employment drug test.

_____ Receive pre-employment drug test results.

_____ Negative drug test allows the
applicant to begin to perform a safety-
sensitive
function.

_____ Drug, test result is negative.
_____ Driver may continue to perform
a safety-sensitive function.
a
_____ Drug test result is positive.
_____ Driver may not perform a safety-
sensitive function.
_____ If necessary.

Make arrangements for substitute,

_____ Alcohol test result is 0.02 to 0.0399
alcohol concentration.

_____ Place driver on leave.

_____ Take necessary steps after

_____ 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,

consulting with the school attorney to
terminate the driver.

Section VII: Random Drug and Alcohol Testing.
if necessary.

_____ Receive the random selection list from
_____ No action may be taken against the driver under the federal regulations.

IDATP.

_____ Repeated offenses must be reported
to superintendent for disciplinary action
up to and including termination.

_____ Document incident and file.

_____ 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.

_____ Alcohol test result is 0.04 or greater
alcohol concentration.

_____ School district transport driver to

_____ Notify the required number of drivers on

the random selection list prior to the end of the quarter.

home or other location.

_____ Vary notification each quarter, including

_____ 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.