

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.

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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.

_____ Notified drivers sign the Drug/Alcohol Test Notification form. (403.6-E4)

_____ 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 occurred reasonable suspicion training documents specific, contemporaneous, articulable observations of the driver's behavior, speech or body odors on the Reasonable Suspicion Observation form. (403.6-E6)

_____ 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,
_____ 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.

_____ 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

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Suspicion Observation form. (403.6-E6)

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

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

_____ Driver is transported to the collection site.
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_____ Complete and file documentation of
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Reasonable Suspicion Observation form

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_____ immediately and no later than within twenty-four hours or prior to receiving the test results. (403.6-E6)

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 driver in the event of an

_____ 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 accident. (403.6-E10)

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