



WOODSTOCK ELEMENTARY SCHOOL

WOODSTOCK, VERMONT 05091

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Code: D11

**Woodstock Elementary School
Mandatory Drug and Alcohol Testing:
Transportation Employees**

Woodstock Elementary School District contracts for transportation bus service for its students and therefore does not have need for a policy covering mandatory drug and alcohol testing for transportation employees.

Attached is a copy of the current Mandatory Drug and Alcohol Testing Policy for Transportation Employees in effect for First Student which is under contract with Woodstock Elementary School District.

Approved By Woodstock Elementary School Board: 11-4-98



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FIRST STUDENT ALCOHOL AND DRUG TESTING POLICY

DRUG TESTING POLICY:

Use of illegal drugs, on or off duty by employees can impair the ability of employees to perform tasks that are critical to proper job performance and can create the potential for accidents on duty and a threat to public safety. Therefore, in compliance with the U.S. Department of Transportation, Federal Motor Carrier Regulations, Section 382.211 thru 382.311, employees of this company will be required to submit to drug testing as prescribed by these sections.

Drug testing will be a pre-employment requirement. Random drug testing for employees as required, selection will be done by computer. Post - accident testing, will be required, within the first 32 hours of the accident, if there is a loss of human life or a citation for a moving violation was issued to the driver. Tests will also be required for reasonable suspicion, return-to-duty, and follow-up.

DRUG TESTING PROCEDURES

Employees will report to the designated testing facility for their division. The testing facility for drug testing will meet federal requirements for specimen collection, laboratory testing by a certified lab and provide a medical review office (MRO). The testing facility for alcohol testing will meet federal requirements for operation of an evidential breath testing (EBT) device by a breath alcohol technician (BAT). All of which will be paid for by the company.

Any employee who's drug test is positive, will have their test reviewed by the MRO to determine the nature of the drug involved. If the drug is of an illegal nature, First Student will advise the employee of any possible rehabilitation facilities in the area that they can voluntarily contact. Any expense incurred as a result of rehabilitation will be paid for by the employee. The MRO will keep all files and information on the employee's drug test strictly confidential. First Student will be advised of the test results. Should that test be positive, the employee will have the option to submit to a second test within 24 hours, if the employee chooses not to take the second test, then the results of the first test will stand firm.

Each employee who is notified of a positive result will have available an affirmative defense (request for review); to be proven by the employee through clear and convincing evidence, that his/her use of a controlled substance (except methadone) was prescribed by a licensed medical practitioner. The request for review procedures will be as follows:

- a. Upon notification of a positive test result the employee will have 24 hours to submit their



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request for review in writing to their immediate supervisor.

- b. Upon receipt of the written request for review, the supervisor has 48 hours to setup a meeting to discuss the test results and surrounding circumstances with the employee and issue a decision in writing.
- c. The employee will have 48 hours upon receipt of the written decision to file an appeal in writing to the company Director of Safety, Training and Personnel, or in the event of their absence, the President.
- d. Within 72 hours a meeting will be scheduled with all parties involved to bring about a resolution.

The use possession, sale or transfer of illegal drugs, on or off the job, will be cause for disciplinary action, up to and including termination.

ALCOHOL TESTING POLICY

The use of alcohol before or during an employee Performing a safety-sensitive function can impair the ability of that employee to Perform that function and create the potential for accidents while driving and a threat to your passengers and to public safety. Therefore, in compliance with the U.S. Department of Transportation, Federal Motor Carrier Regulations, Sections 382.201 thru 382.311 employees of this company will be required to submit to alcohol testing as prescribed by these sections.

You may not perform a safety-sensitive function:

- a. If you have an alcohol concentration of 0.04 or greater.
- b. If you are using alcohol, or have consumed alcohol within 4 hours prior to having to perform a safety-sensitive function.

As of January 1, 1995, the new Alcohol Testing Policy will be placed in effect and will include the following:

Any driver hired after January 1, 1995 must submit to a pre-employment alcohol test as required by sections 382.301 thru 382.311. Random alcohol testing for employee's will also commence January 1, 1996. Selection will be done by computer. Post-accident testing will be required within 2 hours of an accident involving loss of human life or a citation for a moving violation issued to the driver. Tests will also be required for a reasonable suspicion, return-to-duty, and follow-up.