

AGENDA ITEM 1 K
Consent Item

MEMORANDUM

DATE: June 4, 2026

TO: El Dorado County Transit Authority

FROM: Steffi Ahart, Human Resources Manager / Interim Finance Manager

SUBJECT: Proposed Revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual Regarding Drug and Alcohol Policy References

REQUESTED ACTION:

BY MOTION,

Adopt Resolution No. 26-20 Revising the El Dorado County Transit Authority Personnel Policies and Procedures Manual Regarding Removal of the Drug and Alcohol Policy Section and Replacement with a Reference to the Separately Board-adopted Drug and Alcohol Policy

BACKGROUND

The El Dorado County Transit Authority (El Dorado Transit) periodically reviews its Personnel Policies and Procedures Manual to ensure consistency with current agency practices and Board-adopted policies.

El Dorado Transit maintains a separate Board-approved Drug and Alcohol Policy to address Federal Transit Administration (FTA) compliance requirements and operational procedures.

DISCUSSION

The proposed revision removes the detailed Drug and Alcohol Policy language currently contained within the Personnel Policies and Procedures Manual and replaces it with a reference directing employees to the most recent Board-adopted Drug and Alcohol Policy.

This revision will improve administrative consistency by maintaining the Drug and Alcohol Policy as a standalone document that may be updated independently as regulatory requirements change.

The recommended revisions to the El Dorado County Transit Authority Personnel Policies and Procedures Manual are noted in the following excerpt as a separate document (attached) with bold and underlined text. There is a strikethrough on items to be deleted.

The full El Dorado County Transit Authority Personnel Policies and Procedures Manual document is available for review at the El Dorado Transit offices during normal business hours.

**EL DORADO COUNTY TRANSIT AUTHORITY
RESOLUTION NO. 26-20**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL DORADO COUNTY TRANSIT AUTHORITY
UPDATING THE PERSONNEL POLICIES AND PROCEDURES MANUAL**

WHEREAS, one of El Dorado County Transit Authority (“El Dorado Transit”) key governance policies is the Personnel Policies and Procedures Manual (“Policies”); and

WHEREAS, the last revision to the Policy was on December 5, 2024; and

WHEREAS, El Dorado Transit maintains a separate Board-adopted Drug and Alcohol Policy to address Federal Transit Administration compliance requirements and operational procedures; and

WHEREAS, the proposed revision removes the detailed Drug and Alcohol Policy language currently contained within the Personnel Policies and Procedures Manual and replaces it with a reference to the most recent Board-adopted Drug and Alcohol Policy; and

WHEREAS, maintaining the Drug and Alcohol Policy as a standalone document will improve administrative consistency and allow future policy updates independent of the Personnel Policies and Procedures Manual.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE EL DORADO COUNTY TRANSIT AUTHORITY: The Board adopts the attached revised Personnel Policies and Procedures Manual of the El Dorado County Transit Authority.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE EL DORADO COUNTY TRANSIT AUTHORITY at a regular meeting of the Board held on the 4th day of June 2026, by the following vote of the Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

Brian Veerkamp, Chairperson

ATTEST:

Megan Wilcher, Secretary to the Board

ARTICLE 2 – DRUG AND ALCOHOL POLICY

—Refer to the most recent Board-adopted Drug and Alcohol Policy.

A. PURPOSE

1) —The El Dorado County Transit Authority (El Dorado Transit) provides public transit and paratransit services for the residents of the Western Slope of El Dorado County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, El Dorado Transit declares that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

2) —Additionally, this policy establishes guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result or refusal to test. The U.S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

3) —Any provisions set forth in this policy that are included under the sole authority of El Dorado Transit and are not provided under the authority of the above-named Federal regulations are underlined. Tests conducted under the sole authority of El Dorado Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full-time, part-time, or extra-help) when performing safety-sensitive duties. El Dorado Transit employees that do not perform safety-sensitive functions are also covered under this policy under the sole authority of El Dorado Transit. See Page 31 for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles and transit employee who operates a vehicle that requires a Commercial Driver's License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions that perform one or more

of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL or receive remuneration for service in excess of actual expense.

C. DEFINITIONS

Accident means an occurrence associated with the operation of a vehicle even when not in revenue service; if as a result:

- a) An individual dies;
- b) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c) One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

Adulterated specimen a specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen, or showing an abnormal amount of an endogenous substance.

Alcohol means the intoxicating agent in a beverage, including alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40 et. seq.

Aliquot is a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

Canceled Test is a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

Confirmatory Drug Test is a second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

Confirmatory Validity Test is a second test performed on a different aliquot of the original urine specimen to further support a validity test result.

~~**Covered Employee** under FTA Authority means an employee who performs a safety sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).~~

~~**Covered Employee Under El Dorado Transit Authority** is an employee, applicant, or transferee that will not perform a safety sensitive function as defined by FTA but is included under El Dorado Transit's own authority. (See Attachment A).~~

~~**Designated Employer Representative (DER)** An employee authorized by the employer to take immediate action to remove employees from safety sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.~~

~~**DOT, The Department, DOT Agency** These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency.~~

~~**Dilute specimen.** A urine specimen with creatinine and specific gravity values that is lower than expected for human urine.~~

~~**Disabling damage** means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.~~

~~**Evidentiary Breath Testing Device (EBT)** A device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations and appears on ODAPC's Web page for "Approved Evidentiary Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.~~

~~**Initial Drug Test: (Screening Drug Test)** is test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.~~

~~**Initial Specimen Validity Test** The first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.~~

~~**Invalid Result** The result reported by a Department of Health & Human Services (HHS)–certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines~~

when a positive, negative, adulterated, or substituted results cannot be established for a specific drug or specimen validity test.

Laboratory is any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

Limit Detection (LOD) is the lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

Limit of Quantitation For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

Negative Result the result reported by HHS certified laboratory to an MRO when a specimen contains no drug, or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-Negative Test Result is a urine specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

Oxidizing Adulterant is a substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites or affects the reagents in either the initial or confirmatory drug test.

Performing (a safety-sensitive function) means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive Result is the result reported by an HHS-Certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations.

Prohibited Drug is Identified as marijuana, cocaine, opioids, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40 et. seq., as amended.

~~**Reconfirmed** is the result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.~~

~~**Rejected for Testing** is the result reported by an HHS Certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that has not been corrected.~~

~~**Revenue Service Vehicles** are all transit vehicles that are used for passenger transportation service.~~

~~**Safety-Sensitive Functions** Employee duties identified as:~~

- ~~1) — The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.~~
- ~~2) — The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL)~~
- ~~3) — Maintaining a revenue service vehicle or equipment used in revenue service.~~
- ~~4) — Controlling the movement of a revenue service vehicle and~~
- ~~5) — Carrying a firearm for security purposes.~~

~~**Split Specimen Collection** is a collection in which the urine collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).~~

~~**Substance Abuse Professional (SAP)** is a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or a state licensed marriage and family therapist, drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odape/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.~~

~~**Substituted Specimen** is a urine specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.~~

~~**Test Refusal**~~

~~An employee refuses a test if the employee:~~

- ~~1. — Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;~~
- ~~2. — Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test;~~
- ~~3. — Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test;~~
- ~~4. — In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen;~~

5. — Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. — Fails or declines to take a second test as directed by the employer and/or collector;
7. — Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER;
8. — Fails to cooperate with any part of the testing process;
9. — If the MRO reports that there is verified adulterated or substituted test result;
10. — Failure or refusal to sign Step 2 of the alcohol testing form.
11. — Failure to follow the observer's instructions during an observed collection including instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine the presence of any type of prosthetic or other device that could be used to interfere with the collection process.
12. — Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
13. — Admit to the collector or MRO that the specimen has been adulterated or substituted.
14. — Failure to remain readily available for testing following an accident.

Vehicle is a bus, electric bus, van, automobile, rail car, trolley care, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

Verified Negative Test is a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified Positive Test is a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity Testing is the evaluation of the specimen to determine if it is consistent with normal human urine. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. — EDUCATION AND TRAINING

1) — Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

2) — All supervisory personnel or El Dorado Transit officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on

~~the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.~~

~~E. PROHIBITED SUBSTANCES~~

~~1) Prohibited substances include:~~

~~a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988, as amended, any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15, as amended, except a legal prescription. This includes, but is not limited to: marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration.~~

~~2) Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. It is important to note that the use of marijuana in any circumstances remains completely prohibited for any safety-sensitive employee subject to drug testing under USDOT regulations. The use of marijuana in any circumstance (including under state recreational and/or medical marijuana laws) by a safety-sensitive employee is a violation of this policy and a violation of the USDOT regulation 49 CFR Part 40, as amended.~~

~~3) Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all employees covered under FTA Authority be tested for marijuana, cocaine, amphetamines, opioids, and phencyclidine as described in Section H of this policy. El Dorado Transit employees will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.~~

~~4) Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.~~

~~5) Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random, reasonable suspicion, or follow-up alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under El Dorado Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.~~

~~F. PROHIBITED CONDUCT~~

~~1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40 et. seq., as amended.~~

~~2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.~~

~~3) El Dorado Transit shall not permit any employee to perform or continue to perform safety-sensitive functions if there is reason to suspect the employee is using alcohol.~~

~~4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.~~

~~a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02-0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:~~

~~i. The employee's alcohol concentration measures less than 0.02; or~~

~~ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.~~

~~5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.~~

~~6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.~~

~~7) El Dorado Transit under its own authority also prohibits the consumption of alcohol at all times employee is on duty, or anytime the employee is in uniform.~~

~~8) Consistent with the Drug-Free Workplace Act of 1988, all El Dorado Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including El Dorado Transit premises and transit vehicles.~~

G. DRUG STATUTE CONVICTION

~~Consistent with the Drug-Free Workplace Act of 1998, as amended, all employees are required to notify the El Dorado Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.~~

H. TESTING REQUIREMENTS

~~1) Analytical urine drug testing and breath testing for alcohol will be conducted using the testing methodologies and threshold defined in 49 CFR Part 40 et. seq. as amended. All~~

~~employees covered under FTA authority shall be subject to random testing or prior to performing safety sensitive duty, return to duty/follow up, following an accident, or for reasonable suspicion, , as defined in Section K, L, M, and N of this policy. All employees covered under El Dorado Transit authority will also be subject to testing for reasonable suspicion, post accident, random and return to duty/follow up using non DOT testing forms.~~

~~2) — A drug test can be performed any time a covered employee is on duty. A reasonable suspicion, random, or follow up alcohol test can only be performed just before, during, or after the performance of a safety sensitive job function. Under El Dorado Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.~~

~~3) — All covered employees will be subject to urine drug testing and breathe alcohol testing as a condition of ongoing employment with El Dorado Transit. Any safety sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.~~

I. — DRUG TESTING PROCEDURES

~~1) — Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40 et. seq., as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.~~

~~2) — The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, and phenylelidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40 et. seq., as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at an HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen.~~

~~3) — The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for confirmed positive, substitute or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to El Dorado Transit. If a legitimate explanation is found, the MRO will report the test result as negative.~~

~~4) — If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.~~

~~5) — Any covered employee who challenges a required drug test's results under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40 et. seq., as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. El Dorado Transit will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however, El Dorado Transit will seek reimbursement for the split sample test from the employee.~~

~~6) — If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.~~

~~7) — The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.~~

~~8) — Observed Collections~~

~~a. — Consistent with 49 CFR Part 40 et. seq., as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:~~

- ~~i. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to El Dorado Transit that there was not an adequate medical explanation for the result; or~~
- ~~ii. The MRO reports to El Dorado Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.~~
- ~~iii. The laboratory reported to the MRO that the specimen was negative dilute with a creatinine concentration greater than or equal to 2mg/dl but less than or equal to 5 mg/dl, and the MRO reported the specimen as negative dilute and that a second collection must take place under direct observation.~~

- ~~iv. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen.~~
- ~~v. The temperature on the original specimen was out of range;~~
- ~~vi. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with.~~
- ~~vii. All follow-up test; or~~
- ~~viii. All return-to-duty tests.~~

~~J. — ALCOHOL TESTING PROCEDURES~~

~~1) — Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHSTA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40 et. seq., as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.~~

~~2) — An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the workday whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.~~

~~3) — El Dorado Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.~~

~~4) — The alcohol testing form (ATF) required by 49 CFR Part 40 et. seq. as amended shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.~~

~~K. — PRE-EMPLOYMENT TESTING~~

~~1) — All applicants for covered transit positions shall undergo urine drug testing prior to performance of a safety sensitive function.~~

~~a. — All offers of employment for covered positions shall be conditionally extended upon the applicant passing a drug test. An applicant will not be allowed to perform a safety sensitive function unless the applicant takes a drug test with verified negative results.~~

~~b. — An employee shall not be placed, transferred, or promoted into a position covered under FTA or El Dorado Transit Authority until the employee takes a drug test with verified negative results.~~

~~c. — If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded, and the applicant will be referred to a list of USDOT qualified SAPs. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the applicant's sole responsibility.~~

~~d. — Employees shall be subject to disciplinary action in accordance with Section Q herein when an employee is placed, transferred, or promoted from a non-covered position to a position covered under FTA or El Dorado Transit authority submits a drug test with a verified positive result.~~

~~e. — If a pre-employment test is canceled, El Dorado Transit will require the applicant to take and pass another pre-employment drug test.~~

~~f. — In instances where an FTA covered employee does not perform a safety sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to conducting safety sensitive job functions.~~

~~g. — Following a negative dilute, the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.~~

~~h. — Applicants are required (even if ultimately not hired) to provide El Dorado Transit with a signed written releases requesting USDOT drug and alcohol records from all previous, DOT covered employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. El Dorado Transit is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-~~

employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide El Dorado Transit proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

L. REASONABLE SUSPICION TESTING

1) All El Dorado Transit FTA covered employees will be subject to a drug and/or alcohol test if the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or alcohol. Reasonable suspicion means that specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety sensitive job function. However, under El Dorado Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty. All employees covered under the sole authority of El Dorado Transit will also be subject to non-USDOT reasonable suspicion testing procedures modeled off the provisions in 49 CFR Part 40 et. seq.

2) El Dorado Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q of this policy.

3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to El Dorado Transit.

4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. El Dorado Transit shall place the employee on administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of El Dorado Transit. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

M. POST-ACCIDENT TESTING

~~1) FATAL ACCIDENTS—All employees covered under FTA authority will be required to undergo urine and breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision.~~

~~2) NON-FATAL ACCIDENTS—A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:~~

~~1) The accident results in injuries requiring immediate transportation to a medical treatment facility away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident;~~

~~2) One or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.~~

~~In addition, any other covered employee whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision, will be tested.~~

~~As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.~~

~~The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours after the accident for alcohol and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.~~

~~Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.~~

~~An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.~~

~~Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee 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.~~

~~In the rare event that El Dorado Transit is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), El Dorado Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.~~

~~N. RANDOM TESTING~~

~~1) All covered employees are subject to random, unannounced testing. Employees covered under FTA authority will be selected from a pool of DOT covered safety sensitive employees. Employees covered under El Dorado Transit authority will be selected from a pool of non-DOT covered employees. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of employees.~~

~~2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.~~

~~3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odape/random-testing-rates>.~~

~~4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.~~

~~5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under El Dorado Transit authority.~~

~~6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under El Dorado Transit's authority, a non-DOT random alcohol test may be performed any time the employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.~~

~~7) Employees are required to immediately proceed to the collection site upon notification of their random selection.~~

O. — RETURN TO DUTY TESTING

All covered employees who previously tested positive on a drug test, had an alcohol test result of 0.04 or above, or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both. Such employees must be evaluated and released by the Substance Abuse Professional before returning to work. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return to duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol free and there are no concerns for public safety.

P. — FOLLOW UP TESTING

Covered employees will be required to undergo frequent, unannounced drug and/or alcohol testing following their return to duty. The follow up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow up tests (beyond the minimums) will be determined by the SAP as determined by the SAP's assessment of the employee's unique situation and recovery progress. Follow up testing should be frequent enough to deter and/or detect a relapse. Follow up testing is separate and in addition to the random, post accident, reasonable suspicion, and return to duty testing. Follow up alcohol testing will only be conducted just before, during, or just after the performance of safety sensitive functions.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow up tests and follow up testing plans modeled using the process described in 49 CFR Part 40 et. seq. However, all non-USDOT follow up tests and all paperwork associated with an employee's return to work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under El Dorado Transit authority and will be performed using non-DOT testing forms.

Q. — RESULT OF DRUG/ALCOHOL TEST

1) — Any non-probationary covered employee that has a verified positive drug test, an alcohol test result of 0.04 or above, or test refusal, will be removed from his/her safety sensitive position, informed of educational and rehabilitation programs available and referred to a list of USDOT qualified Substance Abuse Professionals (SAPs) for assessment. No employee will be allowed to return to duty requiring the performance of safety sensitive job functions without the approval of the SAP and the employer.

2) — Any probationary covered employee that has a verified positive drug test, an alcohol test result of 0.04 or above, or a test refusal, shall have their probation rejected pursuant to the procedures in Section 1.7. The results of the verified positive drug test shall remain confidential. Employee will be provided information regarding education and rehabilitation programs in addition to a list of USDOT qualified Substance Abuse Professionals (SAPS) for assessment that may be used at their own cost.

~~3) — Following a negative dilute result, the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered negative, and no additional testing will be required unless directed to do so by the MRO.~~

~~4) — Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and insubordination. Refusal shall result in termination and referral to a list of at least two (2) USDOT qualified SAPs. A test refusal includes the following circumstances:~~

~~a. — Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.~~

~~b. — Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.~~

~~c. — Fails to provide a urine or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.~~

~~d. — In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of _____ a specimen.~~

~~e. — Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.~~

~~f. — Fails or declines to take a second test the employer or collector has directed you to take.~~

~~g. — Fails to undergo a medical examination or evaluation, as directed by the MRO, or as directed by the DER.~~

~~h. — Fails to cooperate with any part of the testing process.~~

~~i. — If the MRO reports that there is verified adulterated or substituted test result~~

~~j. — Failure or refusal to sign Step 2 of the Alcohol Testing form.~~

~~k. — Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.~~

~~l. — Possess or wear a prosthetic or other device that could be used to interfere with the collection process.~~

~~m. — Admit to the collector or MRO that you adulterated or substituted the specimen.~~

~~n. — Failure to remain readily available for testing following an accident.~~

~~4) — For the first instance of a verified positive test from a sample submitted as the result of a random drug/alcohol test (≥ 0.04 BAC), disciplinary action shall include:~~

~~a. — Mandatory referral to a list of USDOT qualified Substance Abuse Professionals for assessment, formulation of a treatment plan, and/or execution of a return to duty agreement.~~

~~b. — Failure to execute or remain compliant with the return to work agreement shall result in termination from El Dorado Transit employment.~~

~~i. Compliance with the return to duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment~~

program; and the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.

e. — Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall, be considered a direct act of insubordination and shall result in termination.

d. — A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from El Dorado Transit employment.

5) — The second instance of a verified positive drug or alcohol (≥ 0.04 BAC) test result on a random test shall result in termination from El Dorado Transit employment.

6) — An initial positive drug or alcohol test under the reasonable suspicion, post-accident, return to duty, or follow-up drug/alcohol test provisions herein, shall result in termination from El Dorado Transit employment.

7) — An alcohol test result of ≥ 0.02 to ≤ 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday, whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NON-DOT alcohol test with a result of less than 0.02 BAC.

8) — The cost of any treatment or rehabilitation services will be paid directly by the employee or the employee's insurance provider. The employee will be permitted to use accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return to duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act if eligible.

9) — In the instance of a self-referral or a management referral, disciplinary action against the employee shall include Mandatory referral for an assessment, by an employer approved counseling professional, formulation of a treatment plan, and execution of a return-to-work agreement.

a. — Failure to execute or remain compliant with the return-to-work agreement shall result in termination from El Dorado Transit employment.

i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of El Dorado Transit and will be performed using non-DOT testing forms.

b. — Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return-to-work agreement will be conducted under El Dorado Transit authority and will be performed using non-DOT testing forms.

c. — A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of

~~the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.~~

~~d. — Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.~~

~~e. — A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with El Dorado Transit.~~

~~f. — A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.~~

~~10) — Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.~~

R. — GRIEVANCE AND APPEAL

~~As specified in 49 CFR Part 40.149 (c) a positive test or test refusal is not subject to arbitration.~~

S. — PROPER APPLICATION OF THE POLICY

~~El Dorado Transit is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regards to subordinates shall be subject to disciplinary action, up to and including termination.~~

T. — INFORMATION DISCLOSURE

~~1) — Drug/alcohol testing records shall be maintained by the El Dorado Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without the tested employee's express written consent.~~

~~2) — The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.~~

~~3) — Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager and shall otherwise remain confidential unless disclosure is required according to applicable law.~~

~~4) — Records will be released to a subsequent employer only upon receipt of a written request from the employee.~~

~~5) — Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual. The records will be released to the decision maker in the proceedings.~~

~~6) — Records will be released to the National Transportation Safety Board during an accident investigation.~~

~~7) — Information will be released in a criminal or civil action resulting from an employee's performance of safety sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.~~

~~8) — Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.~~

~~9) — Records will be released if requested by a Federal, state or local safety agency with regulatory authority over El Dorado Transit or the employee.~~

~~10) — If a party seeks a court release of a specimen or part of a specimen, contrary to any provision of Part 40 as amended, necessary legal steps to contest the release will be taken.~~

~~11) — In cases of a contractor or sub-recipient of a DOT, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.~~

~~U. — SYSTEM CONTACTS~~

~~Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).~~

El Dorado Transit Drug and Alcohol Program Contacts

~~Maria Harris, Human Resources Manager/ Drug and Alcohol Program Manager (DAPM)
(530) 642-5383 x 209 or mharris@eldoradotransit.com~~

~~Christine Parker, Safety Coordinator/Designated Employer Representative (DER)
(530) 642-5383 ext. 217 or cparker@eldoradotransit.com~~

Medical Review Officer

~~MRO Express/Phillip Lopez, M.D.
3501 So 185th Avenue
Miramar, FL 33029
Or as designated by third party administrator~~

Substance Abuse Professionals

Ms. Dellena Hoyer, LAADC, ICADC, SAP
(916)213-4650; sapevaluator@gmail.com

Ms. Deborah Duell-Stephens LMFT-SAP
(916)587-0156; TherapyDeborahds@outlook.com

HHS Certified Laboratory Primary Specimen

Quest Diagnostics
Or as designated by third party administrator

Consortium

Advanced Drug and Medical Screening (ADM)
279 Placerville Drive, Suite C
Placerville, CA 95667

Safety Sensitive Employees Subject to Testing

Custodian
Dispatch Supervisor
Equipment Technician I & II
Executive Director
Operations Manager
Planning & Marketing Manager
Maintenance & Facilities Supervisor
Maintenance Technician
Safety Program Manager
Transit Dispatcher
Transit Operator
Transit Operations Supervisor

***All El Dorado Transit hired employees are subject to pre-employment drug testing.**

49 CFR Part 655 mandates that all employees be provided with training materials discussing the effects of alcohol and controlled substance use on an individual's health, work and personal life.

The following information is intended to help individuals understand the personal consequences of substance abuse:

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily

~~for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.~~

Signs and Symptoms of Use

- ~~Dulled mental processes~~
- ~~Lack of coordination~~
- ~~Odor of alcohol on breath~~
- ~~Possible constricted pupils~~
- ~~Sleepy or stuporous condition~~
- ~~Slowed reaction rate~~
- ~~Slurred speech~~

~~(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)~~

Health Effects

- ~~Decreased sexual functioning~~
- ~~Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)~~
- ~~Fatal liver diseases~~
- ~~Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma~~
- ~~Kidney disease~~
- ~~Pancreatitis~~
- ~~Spontaneous abortion and neonatal mortality~~
- ~~Ulcers~~
- ~~Birth defects (up to 54 percent of all birth defects are alcohol related).~~

Social Issues

- ~~Two thirds of all homicides are committed by people who drink prior to the crime.~~
- ~~Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.~~
- ~~The rate of separation and divorce in families with alcohol dependency problems is seven (7) times the average.~~
- ~~Forty percent of family court cases are alcohol problem related.~~
- ~~Alcoholics are fifteen (15) times more likely to commit suicide than are other segments of the population.~~
- ~~More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.~~

Alarming Statistics

- ~~One in three people will participate in a drunk driving crash in their lifetime~~
- ~~A spinal cord injury is one of the most coming injuries caused by drunk driving~~

- ~~54% of the children who die in a DUI-induced crash were being driven by an intoxicated driver~~
- ~~Drunk drivers cost the U.S. about \$132 billion a year~~
- ~~One third of drunk drivers are repeat offenders~~
- ~~Drivers involved in fatal accidents who also had a blood alcohol content over 0.08% were 4.5 times more likely to have already been convicted of drinking and driving.~~

Workplace Issues

- ~~It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.~~
- ~~Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.~~
- ~~A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.~~