

Employee

The employee will comply with alcohol/drug prohibitions to NOT:

- Report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
- Operate a CMV or be on duty while in possession of alcohol.
- Use alcohol while performing safety-sensitive functions.
- Perform safety-sensitive functions within four hours after using alcohol.
- Use alcohol for eight hours following an accident or until undergoing a post-accident test.
- Report for duty or remain on duty when using any prohibited drug(s), except when the use is pursuant to the instructions of a physician who has advised that the prescribed substance does not adversely affect ability to safely perform safety-sensitive functions. The employee must provide the supervisor with written verification of this from the physician.
- Refuse to submit to appropriate alcohol or drug testing.

The employee will comply with program testing requirements to:

- Inform supervisor of any use of medication (prescription or non-prescription) that could potentially adversely affect ability to safely perform safety-sensitive functions. When requested, provide supervisor with written verification from a physician that the medication being used does not adversely affect ability to safely perform safety-sensitive functions.
- Advise supervisor of any involvement in an accident while driving a CMV on duty, whether or not a citation was issued.
- Sign verification of receipt of program information when presented with a personal copy of material.

Supervisor

- Ensure the requirement of a CDL is documented as part of the position description, when applicable, and is included in all advertisements and vacancy announcements for the job.
- Participate in training to qualify to make reasonable suspicion determinations of alcohol use or drug misuse and to prepare the required documentation.
- Document each reasonable suspicion determination within two hours of the observed behavior or before the results of the test are released, whichever is later.
- Schedule random, reasonable suspicion, and post-accident testing, as appropriate.
- Arrange to transport employees to and from the testing facility for random and reasonable suspicion testing.
- Arrange transportation for employees who test positive on the alcohol test.
- Document, as required, the reason(s) for non-compliance with reasonable suspicion and post-accident testing criteria.
- Prohibit a covered employee from performing or continuing to perform safety-sensitive functions:
 - With a positive alcohol or drug test.
 - If the supervisor has actual knowledge that the employee is in possession of alcohol.
 - Within four hours after the employee used alcohol, if the supervisor has actual knowledge that the employee used alcohol within the previous four hours.
 - When the supervisor has actual knowledge that the employee has used any drug(s).
- Assign, as appropriate, non-safety-sensitive functions to a covered employee during use of medication (prescription or non-prescription) which adversely affects the employee's ability to safely perform safety-sensitive functions or while awaiting the results of a reasonable suspicion drug test.
- Forward all documentation prepared or received in the fulfillment of the alcohol/drug testing program requirements to HR.

Dean/Director/Designee

- Ensure delivery of random testing notification to covered employees selected for testing.
- Ensure timely payment of all fees associated with conducting alcohol/drug testing and evaluation under this program.

Human Resources

- Administer the alcohol/drug testing program and notify departments of test results, as appropriate.
- Randomly select covered employees for unannounced random alcohol/drug testing.
- Notify departments of covered employees selected for random tests.
- Maintain all testing program documentation as required by law.
- Conduct appropriate training programs for supervisors.
- Supply program information to supervisors and covered employees.
- Provide guidance to supervisors in identifying which employees are covered by these procedures.
- Contact the covered employee in cases where the MRO is unable to reach the employee, and report to the MRO that the employee has been notified to contact him/her within 24 hours.