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**BUILDING and CONSTRUCTION RESOURCE CENTER  
(BCRC)**

**Drug and Alcohol Policy**

in compliance with

49 CFR Part 40, and  
49 CFR Part 382 (FMCSA)

for

BCRC's DOT-Covered Contractor Participants

BCRC Board Approved December 19, 2001

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**I. PURPOSE**

Building and Construction Resource Center ("BCRC", "the Association") has established this alcohol and controlled substances testing program for contractor participants who have employees that are drivers of Commercial Motor Vehicles (CMVs) and who require Commercial Drivers Licenses (CDLs), to meet requirements of the U.S. Department of Transportation (DOT). The overall goals of this testing program are to ensure a safe and drug-free transportation environment, to reduce the potential for accidents and casualties related to accidents involving Company-owned /-leased vehicles, and to cooperate with the U.S. Department of Transportation and the transportation industry in efforts to eliminate the misuse of alcohol and the illegal use of controlled substances by our drivers.

With these objectives in mind, BCRC has established the following policy and procedures for DOT-covered employees of its contractor participants. Full compliance with this policy is a condition of employment with each individual contractor.

**II. SCOPE**

BCRC's Drug and Alcohol Policy for DOT-Covered Employees, outlined below, applies to all full-time, part-time, and temporary employees who are "covered drivers" as defined in Section VI [A]. This policy also covers independent drivers who may be specifically named in a contract to provide service. In addition, this policy covers all job applicants for positions that require Commercial Drivers Licenses (CDL) for the operating of Commercial Motor Vehicles as described in Section VI [A].

In those circumstances that are not addressed by DOT regulations or in this policy, DOT-covered employees remain subject to rules and testing as defined in BCRC's Drug and Alcohol Policy for all employees.

In addition, a driver will be required to submit to a non-DOT test for reasonable suspicion in those circumstances when the driver is suspected of drug or alcohol use, or has violated a work rule as stated elsewhere in this policy, or is involved in or may have contributed to the causing of an accident, or causes injury to him/herself or to another person, when the circumstances related to that incident do not meet the requirements of a DOT test.

**III. REFERENCES**

Title 49 CFR §382, et al., Federal Motor Carrier Safety Administration (FMCSA) Regulations on Controlled Substances and Alcohol Use and Testing

Title 49 CFR §40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs

Title 41 U.S.C. §§ 403, 701 et. Seq., Drug-Free Workplace Act of 1988.

*Note:* If there are conflicts between federal regulations and this policy, attributed in part to revisions to the law or changes in interpretations, and when those changes have not been updated or accurately reflected in this policy, the federal law shall prevail.

**IV. POLICY / RULES OF CONDUCT**

A driver who violates the FMCSA prohibitions of this policy (Section VI[B]), including a refusal to be tested, must be immediately removed from all FMCSA safety-sensitive functions, including driving, in accordance with 49 CFR Part

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| <b>THIS POLICY IS NOT AN EMPLOYMENT CONTRACT OR AN OFFER OF AN EMPLOYMENT CONTRACT.</b> |
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382.501, FMCSA rules and regulations. Under each employer's independent authority, the driver will be subject to disciplinary action up to and including termination of employment.

An employer also reserves the right to take action against an employee, where appropriate, for violation of other general employer policies, procedures and/or rules, that may be defined in rules that are separate from this policy for DOT-covered employees.

- A. A covered driver may not engage in any of the conduct(s) prohibited in Section VI [B].
- B. Under independent authority, BCRC prohibits the possession of alcohol, or the sale, purchase, manufacture, possession or transfer of an illegal drug, or being under the influence of alcohol or of an illegal drug, during all work time, including meals and breaks, or at any time while on Company property, at a Company's job site, shipper/receiver site, truckstop, rest area, on Company business, or in a Company-owned /-leased vehicle. An employee who possesses alcohol, or who uses alcohol while on duty, will be terminated from employment.
- C. Under independent authority, BCRC prohibits the use of any over-the-counter medication by an employee during working time or any time while on Company property, at a job site, on Company business, or in a Company-owned /-leased vehicle if such use may detrimentally affect or impair the safety of coworkers, customers or members of the public, or an employee's job performance, or the safe or efficient operation of the Company, or its property.
- D. A driver who uses prescribed medication(s) will not be permitted or required to operate a Commercial Motor Vehicle until and unless the employer is provided with appropriate authorization from the employee's prescribing licensed medical professional. [See Section V, Authorized Use of Controlled Substances.]
- E. Cases of suspected trafficking, possession or use of illegal substances or drug paraphernalia on Company property, in or on Company vehicles, and/or at job sites, will be referred to law enforcement authorities, under each employer's independent authority.
- F. BCRC encourages participants who wish to voluntarily seek assistance for questions or problems related to drugs and alcohol to do so by contacting the Association's Employee Assistance Program. DOT-covered drivers who seek assistance under the provisions of the Self-Identification Policy will have to be removed from safety-sensitive function during the time of assessment and rehabilitation, but their admission of use will not be considered a DOT violation. In accordance with the policy, drivers who return to work after rehabilitation will be required to take a DOT return-to-duty test, and will be subject to non-DOT follow-up testing.
- G. If a driver is called to duty during the driver's typical "off-duty" time, the driver may report to work only if he/she has not consumed alcohol at any time during the previous four (4) hours. When a driver has used alcohol during four (4) hours prior to his/her providing safety-sensitive duty, he/she will be expected to acknowledge such use at the time he/she is called. If it is not possible for the supervisor to delay the requested start time so as to accommodate DOT's pre-duty requirement, the employee will not report to work. If an on-call employee acknowledges the use of alcohol, he/she will be permitted to determine a start time that will comply with the 4-hour prohibition. Under each employer's independent authority, no discipline will be taken against an employee who acknowledges his/her use of alcohol during the four (4) hours prior to being called to duty, unless such conduct has the effect of making that employee repeatedly unavailable for duty.
- H. BCRC considers a conviction for criminal drug activity to be very serious. An employee who has a workplace-related drug conviction must report that conviction to his/her supervisor within five (5) days of receiving it. An employee who fails to report such a conviction will, upon discovery of the conviction, be subject to immediate termination from employment.
- I. Each employer reserves the right to test a DOT-covered employee for alcohol or controlled substance use under the Company's independent authority when DOT regulations do not apply. These circumstances would include suspected impairment, violation of an employer's drug and alcohol rules, or of other rules that are stated in this policy, and causing or being involved in an accident or injury of self or another employee. In those cases, testing levels would be identical to DOT levels, but the test would be conducted as a non-DOT test.

If a DOT-covered employee tests positive for drugs under an employer's independent authority, that employee will be considered to be in violation of DOT's prohibited use of controlled substances. He/she will be immediately withdrawn from safety-sensitive function, and will be subject to consequences as defined in this Drug and Alcohol Policy for DOT Employees.

If a DOT-covered employee tests positive for alcohol under an employer's independent authority, that employee will be considered to be in violation of BCRC's policy regarding alcohol in the workplace. He/she

will be subject to consequences as defined in BCRC's policy for employees who are tested under non-DOT circumstances.

## **V. AUTHORIZED USE OF CONTROLLED SUBSTANCES**

If a driver undergoes prescribed medical treatment with a drug or controlled substance, the driver is required to report this treatment to his/her employer, who will take steps to investigate whether the driver's job assignment should be temporarily changed during the period of treatment, or whether other accommodations may be appropriate.

BCRC requires a driver to make such notification as soon as possible, and prior to performing a safety-sensitive function, and to provide written documentation from the prescribing licensed medical practitioner that the medication(s) will not affect the driver's ability to perform safety-sensitive functions safely, including operating a commercial motor vehicle. Each employer reserves the right to obtain an independent medical opinion regarding the potential effects of a prescription or over-the-counter drug on a driver's ability to perform safety-sensitive functions or other aspects of his/her job. Further, each employer reserves the right to place any driver taking medication(s) on a leave of absence pending a decision as to whether the driver may continue to perform his/her regular job duties while taking the medication(s).

Each employer may, as it determines necessary, and when possible, temporarily reassign an employee to non-safety-sensitive functions for the duration of his/her use of such drug(s). However, due to the safety-sensitive nature of many jobs in the construction industry, no employee can be guaranteed that these accommodations can always be made.

## **VI. TESTING FOR CONTROLLED SUBSTANCES AND ALCOHOL**

Employers who are members of BCRC will conduct controlled substance and alcohol testing of their driver/applicants and their driver/employees (including mechanics and management drivers) in compliance with regulations established by the U.S. Department of Transportation (DOT), 49 CFR §§ 40 and 382.

### **A. COVERED DRIVERS**

In accord with U.S. Department of Transportation FMCSA Regulations, drivers subject to drug and alcohol testing are those employees (of contractor participants) who are required to hold a Commercial Driver's License (CDL) and who operate a commercial motor vehicle (CMV), when that vehicle:

- has a gross vehicle or combination weight rating of 26,001 or more pounds;
- is designed to transport 16 or more persons including a driver; or
- *is a vehicle of any size* that transports hazardous materials and requires placarding under the Hazardous Materials Transportation Act.

### **B. FMCSA PROHIBITIONS:**

A driver shall not:

- Report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- Use alcohol, including medications that contain alcohol, while performing safety-sensitive functions.
- Perform safety-sensitive functions within four (4) hours after using alcohol, including the use of medications that contain alcohol.
- Use alcohol for eight (8) hours following an accident, or until the driver has undergone a post-accident alcohol test, whichever occurs first.
- Refuse to submit to a pre-employment, post-accident, random, reasonable suspicion, or follow-up alcohol or drug test.
- Report for duty or remain on duty requiring the performance of safety-sensitive functions when he/she uses any controlled substances, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the substance does not adversely affect the driver's ability to operate a commercial motor vehicle safely.
- Report for duty, remain on duty, or perform safety-sensitive functions if he/she tests positive for controlled substances.

If a driver engages in any of the conduct(s) prohibited in (B) above, the driver is not qualified, under FMCSA regulations, to drive a commercial motor vehicle (including operating any interstate commercial motor vehicle with

GVWR of 10,001 pounds or more). He/she must be immediately removed from all safety-sensitive functions including driving, and is subject to Section VIII, Consequences of Prohibited Conduct.

A driver who engages in prohibited conduct a second time will be immediately terminated from employment.

Under FMCSA regulations, a driver who is found to have an alcohol concentration of 0.02 or greater, but less than 0.04, may not operate or continue to operate a commercial motor vehicle or provide other safety-sensitive functions for a twenty-four (24) hour period. Under each employer's independent authority, that driver will be on unpaid leave for any hours not worked.

In this regard, under independent authority, a driver who provides an alcohol test result greater than 0.02 but below 0.04 on a second incident will be subject to disciplinary action up to and including termination of employment for disrupting normal business hours.

#### C. DEFINITIONS

- **Accident** means an occurrence involving a commercial motor vehicle operating on a public road in which:
  - a. There is the loss of human life; or
  - b. The driver receives a citation under State or local law for a moving traffic violation arising from the accident; **and**
    - (1) Any involved vehicle sustains disabling damage as defined in this policy; and/or
    - (2) Anyone receives bodily injury that requires immediate medical treatment away from the accident scene.
- **Actual knowledge** means actual knowledge by an employer that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance use, except as provided by our Self-Identification Policy (Section X). Because our non-DOT testing is conducted under the same strict collection and laboratory standards as our DOT tests, we also consider a positive drug test result to be actual knowledge that an employee is using a controlled substance without authorization.
- **Adulterated specimen** means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
- **Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.
- **Alcohol concentration (or content)** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test (BrAC).
- **Alcohol screening device (ASD)** means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration (NHTSA) and placed on a conforming products list (CPL) for such devices.
- **Alcohol screening test** means an analytic procedure to determine whether an employee may have a prohibited concentration of alcohol in a breath or saliva specimen.
- **Alcohol use** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.
- **Applicant** means a person, independent contractor, or person working for an independent contractor, who applies to become a driver/employee of a BCRC contractor participant, and includes a person who has received a job offer made contingent on the person passing a drug test.
- **Association** means Building and Construction Resource Center, which is the association formed by labor and management representatives of The Building and Construction Industry for Northwest Indiana, for the purpose of addressing problems of drugs and alcohol in the workplace.
- **Breath Alcohol Technician (BAT)** is an individual who is certified as trained to operate an Evidential Breath Testing device (EBT) and who is proficient in breath-testing procedures.
- **Canceled test** means a drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which is otherwise required, by Part 40, to be canceled. A canceled test is neither a positive nor a negative test. An employer is not permitted to take adverse job action based on a canceled test.
- **Company** means an employer who is a member of Building and Construction Resource Center.
- **Collection site** means a place designated by BCRC where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of controlled substances, or for purposes of providing a saliva or breath sample to be analyzed for alcohol concentration.

- **Company property** means all employer-owned and/or -leased property, including but not limited to owned and/or leased buildings and other real estate, parking lots and vehicles located on parking lots, and employer-owned and/or -leased vehicles, lockers, and desks.
- **Confirmatory test**
  - a. For alcohol testing, a confirmatory test is a second test following a screening test with a result of 0.02 or greater, conducted 15-30 minutes later, that provides quantitative data of alcohol concentration. This test is conducted on an EBT.
  - b. For controlled substances testing, a confirmatory test is a second analytical procedure to identify the presence of a specific drug or metabolite. This confirmatory test is independent of the initial test and uses a different technique and chemical principle from that of the screening test in order to ensure reliability and accuracy.
- **Consortium** means an entity, including a group or association of employers or contractors, that provides services related to alcohol or controlled substances testing as required by the DOT rules and regulations and that acts on behalf of the employer. For purposes of this policy, BCRC serves as the consortium for contractor participants who are members of Building and Construction Resource Center.
- **Contractor participant** means an employer who is a contributing member of Building and Construction Resource Center.
- **Controlled substances** means marijuana (THC), cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamines.)
- **DER (designated employer representative)** means an employee authorized by each employer to take immediate action(s) to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The DER also receives test results, SAP reports, and other communications on behalf of his/her employer. (An employer may designate more than one DER.)
- **DHHS-approved laboratory** means a laboratory that is certified under the U.S. Department of Health and Human Services Mandatory Guidelines for federal workplace drug testing programs. Drug tests for DOT-covered drivers will be performed by a DHHS-certified laboratory.
- **Dilute specimen** means a specimen with creatinine and specific gravity values that are lower than expected for human urine.
- **Disabling damage** means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.
  - Inclusions.*
    - Damage to motor vehicles that could have been driven, but would have been further damaged if so driven.
  - Exclusions.*
    - i. Damage that can be remedied temporarily at the scene of the accident without special tools or parts.
    - ii. Tire disablement without other damage even if no spare tire is available.
    - iii. Headlight or taillight damage.
    - iv. Damage to turn signals, horn, or windshield wipers that make them inoperative.
- **Driver** means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer, or who operate a commercial motor vehicle at the direction of or with the consent of an employer.
- **Drug test** means a test conducted for controlled substances, including marijuana, cocaine, amphetamines, opiates, and phencyclidine.
- **Employee** means an employee of a company, or of a contractor participant who is a member of Building and Construction Resource Center.
- **Employer** means a company, or a contractor participant, who is a contributing member of Building and Construction Resource Center, and who owns or leases a commercial motor vehicle that is subject to DOT's rules, and who assigns persons to operate such a vehicle. In this policy, employer includes a company's agents, officers and representatives.
- **FMCSA** means Federal Motor Carrier Safety Administration, an Operating Administration of the Department of Transportation.
- **Initial test** (for drugs) means an immunoassay screen to eliminate "negative" urine specimens from further consideration.
- **Injury** (for post-accident testing) excludes (i) an occurrence involving only boarding or alighting from a stationary motor vehicle; or (ii) an occurrence involving only the loading or unloading of cargo; or (iii) an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle by an employee, unless the motor vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be placarded.

- **Medical Review Officer** means a licensed physician responsible for receiving laboratory results generated by BCRC's drug testing program who has knowledge of substance abuse disorders and who 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 biomedical information.
  - **Positive Test (alcohol)** occurs when a driver's confirmatory test result reads 0.04% BrAC or higher.
  - **Positive Test (drug)** occurs when a driver's confirmatory test or retest result is at or above cutoff levels specified by DHHS in DOT rules and regulations, and has been verified by the MRO to be a positive test.
  - **Random selection** means a scientifically valid method for selection of drivers to be tested that results in an equal probability that any driver from a group of drivers subject to the selection mechanism will be selected, and does not give an employer discretion to waive the selection of any employee under the mechanism. Thus, a driver might be selected more than once during a year.
  - **Reasonable suspicion** means a belief that a driver has violated alcohol or controlled substances prohibitions, based on specific, contemporaneous, documentable observations concerning the appearance, behavior, speech, or body odors of that driver. In the case of controlled substances, the observations may include indicators of chronic and withdrawal effects of controlled substances.
  - **Refusal to submit to a required alcohol test** includes failure to appear for any test, failure to provide a breath or saliva specimen for a required test, failure to remain at the testing site until the testing process is complete, failure to provide a sufficient breath specimen without a medical explanation, failure to undergo a medical examination following inability to provide a sufficient breath specimen, refusal to sign Step 2 of the Alcohol Testing Form, and failure to cooperate with the testing process.
  - **Refusal to submit to a required drug test** includes failure to appear for any test within a reasonable time, failure to remain at the collection site until the testing process is complete, refusal to provide a urine specimen for a required drug test, failure to permit a directly observed or monitored collection when required, failure to provide a sufficient amount of urine without a medical explanation, failure to take a second test when required by a collector or by his/her employer, failure to undergo a medical examination following inability to provide a sufficient urine sample, and failure to cooperate with the collection/testing process (including refusing to empty pockets at the collection site).
- Under each employer's independent authority, an employee/driver who refuses to submit to required alcohol and drug testing will be terminated from employment.
- **Safety-sensitive function** means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include: a) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer; b) All time inspecting equipment as required by §§ 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; c) All time spent at the driving controls of a commercial motor vehicle in operation; d) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393.76); e) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and f) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. A driver is considered to be performing a safety-sensitive functions during any period in which he/she is actually performing, ready to perform, or immediately available to perform safety-sensitive functions.
  - **Screening test** (for alcohol) means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in a saliva or breath specimen.
  - **Screening Test Technician (STT)** means a person who instructs and assists employees in the alcohol testing process and operates an ASD (Alcohol Screening Device).
  - **Substance Abuse Professional (SAP)** means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission [NAADAC] or by the International Certification Reciprocity Consortium/Alcohol & Other Drug Abuse [ICRC]), with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders. A SAP evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
  - **Substituted specimen** means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
  - **Testing levels** means levels established by the U.S. DHHS, at which a specimen or sample is determined to be either negative or positive, according to 49 CFR §40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.

D. TESTS REQUIRED

As provided in U.S. Department of Transportation rules and regulations, a driver who must possess a CDL shall be subject to pre-employment/pre-placement testing (drug only), and random, reasonable suspicion, post-accident, return-to-duty and follow-up testing for alcohol and controlled substances.

1. **Pre-employment / Pre-placement Testing**

Every applicant for a driving position who receives a job offer from a BCRC contractor participant must submit to a urine drug test. The job offer is contingent on the applicant's providing a negative test result.

Each applicant will be asked whether he/she has tested positive, or refused to test, on any DOT pre-employment drug or alcohol test for a DOT employer during the previous two years. An applicant who has previously tested positive, or refused to be tested, will not be considered for employment until or unless he/she successfully completes DOT's return to duty process. (See Section VIII, Consequences of Prohibited Conduct).

DOT does not require a driver/applicant to submit to a pre-employment drug test if all the following provisions are met to an employer's satisfaction:

- a. The employer can verify that the driver has participated in a valid drug testing program (that meets the requirements of DOT rules and regulations) within the preceding thirty (30) days; **and**
- b. while participating in that program, the driver/applicant was either tested within the past six (6) months or was enrolled in a random selection program for the previous twelve (12) months; **and**
- c. no prior employer of whom the employer has knowledge has record that the driver violated any part of the DOT rules and regulations regarding controlled substances use within the last six (6) months.

If the applicant is a new hire, the testing must be completed, and a negative test result must be received, before the driver will be permitted to provide safety-sensitive function. If the pre-employment test result is positive, the job offer will be immediately withdrawn, and the applicant will be provided with names of qualified SAPs. The applicant cannot be reconsidered unless and until he/she completes a SAP assessment and recommended assistance (Section VIII, Consequences of Prohibited Conduct).

An applicant who has previously refused to be tested or who provided a positive test result on a DOT pre-employment test for controlled substances for any other employer will be expected to report those test results at the time of application. Under each employer's independent authority, failure to do so will constitute falsification of application information, and when discovered, will result in removal from consideration for employment, or, if already hired, immediate termination of employment. An employer who wishes to reconsider the individual for employment will make such consideration only after the individual has completed a SAP assessment, complied with the SAP's recommendations, and provided a negative result on a Return-to-Duty test.

If an applicant has previously complied with a SAP's recommendations as the result of a violation under a previous employer, the applicant's pre-employment test will be considered to also be a Return-to-Duty test. When significant time has lapsed since the SAP's report of compliance, an employer may require an additional, second follow-up evaluation to be conducted by a SAP, designated by the employer, to verify that the applicant is currently free of drug use, prior to being considered for hire. The cost of this SAP evaluation will be paid by the employer who requests it.

An applicant is required to sign a form authorizing the hiring employer to obtain from all previous employers (in the previous two [2] years) a report of all DOT violations, including positive test results and refusals to be tested. The hiring employer will also request copies of Substance Abuse Professional (SAP) reports related to each of these violations. An applicant with a violation cannot be hired until the hiring employer has received a SAP's report of compliance, including a follow-up testing requirement.

If the applicant is a current employee who is being transferred to a position or assignment that requires the driver to possess a CDL, a negative pre-employment drug test result must be received before the employee assumes the new position or assignment. If the test result is positive, the offer of promotion or transfer will be immediately withdrawn, and the employee will be subject to rules that the employer may have established in a separate drug and alcohol policy for non-DOT employees.

When an employer uses but does not employ a driver to operate a Commercial Motor Vehicle more than once a year, the driver will be required to provide authorization for the employer to obtain verification at least once every six (6) months that the driver is participating in a qualified drug and alcohol testing program, that there have been no refusals to be tested for alcohol or controlled substances, the dates the driver was last tested for alcohol and/or controlled substances, the results of any tests within the previous six (6) months and any *other* violation of prohibited conduct as defined in VI(B) above. If an employer is unable to satisfactorily obtain this information, the driver will be required to submit to a pre-employment drug test with a negative test result prior to being permitted or requested to provide safety-sensitive functions for that employer.

2. **Post-accident Testing**

As soon as possible following an accident involving a commercial motor vehicle on a public highway, (See Section VI[C], Definitions), the surviving DOT driver(s) involved in the accident must be tested for alcohol and drugs.

- a. A post-accident alcohol test, when required, must be administered as soon as possible, but within eight (8) hours following the accident.

If testing is required but is not conducted within two (2) hours, the reasons the test was not conducted must be documented. If testing is required but is not able to be conducted within the next six (6) hours, the reasons the test was not conducted must again be documented. After eight (8) hours, there will be no more attempts to conduct an alcohol test.

- b. A post-accident drug test, when required, must be administered as soon as possible, but within thirty-two (32) hours following the accident. If testing is required but is not able to be conducted within thirty-two (32) hours, the reasons the test was not conducted must be documented. After thirty-two (32) hours, there will be no more attempts to conduct a drug test.

A driver who is subject to post-accident testing shall remain readily available for such testing. If the driver is not available for any reason, except for leaving the accident scene for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care, an employer will consider the driver to have refused to submit to testing.

Under independent authority, a driver who has submitted to a post-accident test will be permitted to return to safety-sensitive functions only at the direction of a supervisor.

Even if highway enforcement or other officials conduct a drug or alcohol test following an accident, drivers are still subject to DOT testing under these employer rules. In the event that federal, state, or local officials conduct breath or blood tests for the use of alcohol and/or urine tests for the use of controlled substances following an accident, and a DOT test is required but is not able to be conducted, the tests conducted by law enforcement may meet the requirement of this section, provided those tests conform to applicable federal, state, or local requirements. Each employer will request test results and other pertinent documentation from such agencies or law enforcement authorities, and a driver is required to sign a release allowing his/her employer to obtain such information. Under each employer's independent authority, refusal to sign such a release will be grounds for termination of employment.

In the event that a driver is so seriously injured that the driver cannot provide a sample of urine or breath at the time of the accident, each employer requires that the driver provide necessary authorization for his/her employer to obtain hospital records or other documents that would indicate whether controlled substances or alcohol were present (and the resulting levels) in the driver's body at the time of the accident. Under each employer's independent authority, refusal to sign such a release will be grounds for termination of employment.

3. **Random Testing**

A percentage of drivers will be subject to random alcohol and drug testing each year. The percentage of drivers to be tested will be as determined annually by FMCSA and published in the Federal Register in January. (At the effective date of this policy, the minimum annual percentages are ten [10] percent of the average number of driver positions for alcohol testing, and fifty [50] percent of the average number of driver positions for drug testing.) Selections of drivers to be tested shall be done by a scientifically valid method that provides that each driver will have an equal chance of being selected each time that selections are made. While a driver is subject to testing, the driver's name is never removed from the pool. Thus, a driver might be selected more than once during a year.

- a. Random tests will be unannounced; the dates for random tests will be spread throughout the year.
- b. A driver who is selected for random testing will be required to report to the collection site immediately upon notification. If the driver engages in conduct that does not lead to a collection as soon as possible after notification, such conduct will be considered as a refusal to submit to a test. The driver will be in a duty status (paid) from the time he/she leaves to go to the collection site until the time he/she returns from the collection site.
- c. A random test for alcohol shall be scheduled to occur only just prior to, during, or just after performing a safety-sensitive function, or at any time that the driver is in readiness to provide safety-sensitive function.
- d. A random test for controlled substances can be scheduled at any time the driver is on duty, and is not related to when the driver is performing safety-sensitive function.
- e. An employee who has been selected for random testing must be tested in that testing period. FMCSA regulations do not permit a replacement to be named if the selected employee is unavailable for testing.
- f. BCRC will administer its own random selection through a scientifically valid means, and will maintain all necessary records as required in 49 CFR §382, Subpart D, Recordkeeping.

4. **Reasonable Suspicion Testing**

BCRC shall require an employee to submit to drug and/or alcohol testing for reasonable suspicion when a supervisor has reason to believe that an employee has engaged in Prohibited Conduct (See Section VI (B), Prohibited Conduct), based on observation of the employee's appearance, behavior, speech, and/or body odor. Such employee conduct must be witnessed and documented by a supervisor who has been trained in compliance with FMCSA rules and regulations. Should a supervisor determine that an employee might have violated a prohibition of these regulations, the employee must submit to testing. Documentation is required for both drug and alcohol reasonable suspicion. Documentation for a drug test must be signed and submitted to the DER within 24 hours, and for an alcohol test, prior to the conducting of the alcohol test.

An employee who is represented by a bargaining unit and who is requested by a supervisor to submit to reasonable suspicion testing may request to have a union representative present, provided the employee signs a consent for the supervisor to notify the union representative of the request for testing. When the suspicion involves drugs only, the employer will allow a maximum of one-half hour for the union representative to arrive and accompany the employee through the collection process. When the suspicion involves alcohol only, or alcohol and drugs, the union representative may be notified, but because DOT requires alcohol testing to occur in a timely manner, the half-hour time allowance will not apply. If the union representative is not immediately available, he/she may have to arrange independent transportation to the collection site, as regulations do not allow for delay of the collection process.

Observation and testing for reasonable suspicion for controlled substances use can occur at anytime the employee is on duty, and is not related to when he/she performs safety-sensitive functions. A trained supervisor's determination will be based on observation of an employee's appearance, behavior, speech and/or body odor, and on chronic and withdrawal effects of drug use. An employee who is suspected of controlled substances use must be immediately withdrawn from safety-sensitive functions and is required to undergo drug testing.

Observation and testing for reasonable suspicion for alcohol use can occur only just prior to, during, or just after the employee's performance of safety-sensitive function, or at any time that the employee is in readiness to provide safety-sensitive function. A trained supervisor's determination of suspected alcohol use will be based on observation of an employee's appearance, behavior, speech and/or body odor. An employee who is suspected of alcohol misuse must be immediately withdrawn from safety-sensitive functions and cannot return unless an alcohol test has been conducted with an alcohol concentration that measures less than 0.02, or (if no test is conducted) twenty-four (24) hours have elapsed since the reasonable suspicion determination occurred.

An alcohol test for reasonable suspicion should be administered within the first two (2) hours, or within the next six (6) hours, but no more than eight (8) hours after the initial observation occurred

If alcohol testing is not conducted within two (2) hours, the reasons the test was not conducted must be documented. If alcohol testing then is not conducted within the next six (6) hours, the reasons the test was not conducted must again be documented. After eight (8) hours, there will be

no more attempts to conduct an alcohol test. If no alcohol test is conducted at all, the driver cannot perform safety-sensitive functions until twenty-four (24) hours have elapsed following the original determination of reasonable suspicion of alcohol use. If this employee must return to safety-sensitive functions before 24 hours have passed, he/she may do so only after taking another alcohol test and receiving a test result below 0.02.

5. **Return-to-Duty Testing**

Under DOT regulations, before a driver can be considered for reinstatement after having engaged in prohibited conduct (Section VI, [B], Prohibitions), the driver must provide a negative Return-to-Duty drug and/or alcohol test, depending on the substance(s) involved in the prohibited conduct. A Substance Abuse Professional (SAP) may, however, order testing for both alcohol and controlled substances.

Each employer reserves the right to withhold a final decision regarding reinstatement of a driver until after a negative result of a Return-to-Duty test has been received.

A positive Return-to-Duty test result is not considered to be an employee's second positive test, and is therefore not cause for termination. An employee may schedule additional Return-to-Duty tests, until such time as a negative result is obtained.

Under independent authority, an employer may require that the cost of Return-to-Duty tests will be borne by the driver.

6. **Follow-up Testing**

A driver who returns to duty after complying with the recommendation(s) of a Substance Abuse Professional and after providing a negative result on a Return-to-Duty test, is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by the Substance Abuse Professional. Follow-up testing may be scheduled for a period of up to sixty (60) months, and must include no fewer than six (6) tests to be conducted in the first twelve (12) months after the employee's return-to-duty date. Follow-up alcohol testing shall be conducted only just prior to, during, or just after the driver's performance of safety-sensitive functions, or when the driver is in readiness to perform safety-sensitive function.

Under independent authority, each employer may require that the cost of all follow-up tests will be borne by the driver.

When an employer, under independent authority, has terminated a driver from employment, the responsibility for any remaining follow-up tests recommended by a SAP must be assumed by the driver's gaining employer, provided the driver is offered employment as a DOT-covered employee with a new employer.

If a newly-hired driver is subject to follow-up testing due to a previous violation while working for a previous employer, that driver will, under independent authority, be responsible for the cost of any remaining follow-up tests as required by the Substance Abuse Professional, and such costs, if not paid by cash or personal check, will be deducted from the driver's next paycheck.

E. GENERAL TESTING INFORMATION (STANDARDS AND INTEGRITY OF THE TESTING PROCESS)

1. All tests shall be conducted as specified in 49 CFR §40.
2. An applicant or driver has the right to request and receive from his/her employer a copy of the test result report on any drug or alcohol test for which he/she provided a urine or breath sample. The request, in writing, should be addressed to the employer's DER.
3. Collection and testing procedures will be such as to protect the driver and the integrity of the testing process, safeguard the validity of the test results, and ensure that test results are attributed to the correct driver.
4. When an employee is required to obtain a medical examination by a medical specialist (related to the employee's inability to provide a sufficient breath or urine specimen), under each employer's independent authority, the employee will be required to pay the costs associated with that examination.

F. ALCOHOL TESTING AND THE REPORTING OF TEST RESULTS

1. Alcohol tests (screening and confirmatory) will be performed on a device that appears on the National Highway Traffic Safety Administration's (NHTSA) Conforming Products List (CPL) and that meets the DOT's testing requirements.

2. When a specific time for an employee's test has been scheduled, and the employee does not appear at the collection site at the scheduled time, the BAT will contact the employer's DER, who may determine that the employee has refused to be tested.
3. For alcohol testing (screening and confirmatory), a breath sample will be collected and analyzed by a Breath Alcohol Technician (BAT) using an Evidential Breath Testing device (EBT). For the screening test, a saliva sample may be collected by a Screening Test Technician, using an Alcohol Screening Device.
4. If the result of the screening test indicates an alcohol concentration of 0.02 or greater, a Breath Alcohol Technician (BAT) will perform a confirmatory test, no less than fifteen (15) and no more than thirty (30) minutes after the completion of the screening test.
5. If the confirmatory test is positive (0.04 and above BrAC), the Breath Alcohol Technician (BAT) shall immediately notify the employer's DER.
6. Random, reasonable suspicion and follow-up alcohol testing must be conducted just before, during, or just after a driver performs safety-sensitive function, or at anytime the driver is in readiness to perform safety-sensitive function.
7. Results of additional tests arranged by an employee, or requested by a medical practitioner, will not be considered. This includes testing of blood samples, hair samples, DNA, or any other testing methods or protocols.

G. CONTROLLED SUBSTANCES TESTING, THE MRO PROCESS AND REPORTING OF TEST RESULTS

1. All controlled substances testing specimens shall be analyzed by a laboratory that is approved by the U. S. Department of Health and Human Services (DHHS), and that observes applicable chain-of-custody procedures.
2. When a specific time for an employee's test has been scheduled, and the employee does not appear at the collection site at the scheduled time, the collection site personnel will contact an employer's DER, who may determine that the employee has refused to be tested.
3. At the collection site, the employee will be required to empty his/her pockets and display the items in them. A refusal to empty all pockets as directed by the collector will be a refusal to be tested.
4. If a urine specimen temperature is outside the acceptable range (90 – 100 degrees F.), the collector must immediately require a new collection, under direct observation. An employee who refuses to provide a second specimen, or who refuses to permit a direct observation collection, will be determined to have refused to be tested.
5. The DHHS-approved testing laboratory shall forward the results of every drug test to a BCRC-designated Medical Review Officer (MRO) for review.
6. If a test result is negative, the result will be reported by the MRO to the employer's DER.
7. If a test result is non-negative, the MRO shall contact the driver, and will give the driver an opportunity to discuss the test results prior to making a final decision to verify a test result. The MRO shall inform the driver of his/her right to request a retest of the same specimen at a different DHHS-approved laboratory. Such request must be made by the driver within seventy-two (72) hours of the driver having been informed of a verified positive test result, unless the driver presents information to the MRO documenting that serious illness, injury, inability to contact the MRO, lack of actual knowledge of the verified positive test, or other circumstances unavoidably prevented the employee from contacting the MRO within 72 hours. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that the reanalysis of the specimen be performed.
8. An employer, under independent authority, will require that the cost of a retest shall be borne by the driver, and will be deducted from the driver's subsequent paycheck.
9. If, after making 3 attempts in a 24-hour period, the MRO is not able to contact a driver, the MRO shall report to the employer's DER that all reasonable efforts have been made to contact the driver, without success. The DER shall then, as soon as practicable, ask the driver to contact the MRO within the next 72 hours, and shall apprise the MRO that the driver has been so notified.
10. The MRO may verify a test as positive without communicating with the driver if:
  - a. The driver expressly declines the opportunity to discuss the test result; or

- b. The employer's DER has successfully made and documented a contact with the driver and instructed the driver to contact the MRO and more than 72 hours have passed since the time the employee was successfully contacted by the DER; or
  - c. Neither the MRO nor the DER, after making all reasonable efforts, has been able to contact the employee within 10 days of the date on which the MRO receives the confirmed positive test result from the laboratory.
11. If a test is verified positive under the circumstances specified in #10 above, the driver may, within 60 days, present to the MRO information documenting that serious illness, injury or other circumstances unavoidably prevented the driver from being contacted by the MRO or his/her employer's DER, or from contacting the MRO, as applicable, within the times provided. The MRO, on the basis of such information, may reopen the verification, allowing the driver to present information concerning a legitimate explanation for the confirmed positive test. If the MRO concludes that there is a legitimate explanation, the MRO will declare the test to be negative.
  12. When a required drug test (pre-employment, return-to-duty, or follow-up) is canceled, the employee will be required to immediately take another test, with minimum advance notice.
  13. Results of additional tests that are arranged by an employee, or requested by a medical practitioner, will not be considered. This includes testing of blood samples, hair samples, DNA, or any other testing methods or protocols.
  14. When a drug test is reported as positive dilute (or negative dilute), the test result will be considered to be positive (or negative), respectively.
  15. If, in the MRO's opinion, the employee provides information that medically disqualifies the employee from providing safety-sensitive functions, or that causes the MRO to have concern about the employee's ability to safely perform his/her safety-sensitive duties, the MRO is required to give that information to an employer's DER.
  16. After verifying the test results, the MRO shall report the test results in a confidential manner to the employer's DER.
  17. Verified test results will be reported by an MRO as either positive, negative, invalid, refused, or canceled.

## **VII. TEST RECORDS**

Records pertaining to the alcohol and controlled substances testing program shall be maintained in secured and locked confidential files in the office of each employer's DER. Access to these records shall be limited to each employer's management officials on a need-to-know basis.

Records and report data shall be maintained as specified in U.S. DOT's rules and regulations.

Except as required by law or expressly authorized or required by FMCSA's rules and regulations, driver testing information maintained under the alcohol and controlled substances testing program will be released only to the driver (on written request), or to an identified person as directed by the specific, written consent of the driver authorizing the release of the information.

## **VIII. CONSEQUENCES OF PROHIBITED CONDUCT**

When a DER receives notice of a driver's verified positive drug or alcohol test result, or of a verified refusal to be tested, or of any other violation of FMCSA rules (See Section VI[B], Prohibited Conduct), the driver will be immediately removed from all FMCSA safety-sensitive functions (see definition), including driving, and will not be permitted or required to return to performing safety-sensitive functions until or unless the employee successfully completes the return-to-duty process that is required by FMCSA under this regulation. This includes a supervisor or manager having actual knowledge (see definition) that a driver has used alcohol on duty, or a controlled substance on duty, without authorization.

The employer's DER will provide the driver with the phone number of BCRC's Employee Assistance Program, who will in turn direct the driver to qualified SAPs. Under independent authority, each employer will accept evaluations conducted only by EAP-recommended SAPs. Additionally, DOT regulations do not permit an employee to obtain a second SAP's evaluation. If an employee does obtain a second SAP's opinion, DOT regulations do not permit an employer to acknowledge that second opinion.

If an applicant intends to reapply to an employer, or to another transportation industry employer, he/she must first successfully complete a SAP assessment and recommendation.

A driver who refuses to submit to testing will, under each employer's independent authority, be terminated from employment, and will be provided with names, addresses and phone number of qualified SAPs and of available treatment resources.

DOT rules and regulations do not permit an employer to consider a driver for return to safety-sensitive functions until the driver has been evaluated by a qualified SAP, and has complied with the SAP's recommendation(s) for rehabilitation and/or education.

If and when possible, an employer may reassign a driver to non-safety-sensitive functions while he/she is following the SAP's recommended program of assistance and/or education. However, due to the safety-sensitive nature of most of the jobs in this industry, no employer can guarantee that these accommodations can or will be made.

For employers with more than 50 employees, a driver who is following a SAP's recommendation of treatment may access benefits under Family and Medical Leave Act (FMLA), provided he/she is eligible for such benefits. Under separate authority, employers may permit a driver who has been removed from safety-sensitive functions under these regulations to request to receive earned time off and/or vacation time benefits during the assessment and/or treatment phase.

Upon receiving a SAP's report of compliance with recommendations, each employer will arrange for the driver to take a Return-to-Duty test. In order for the employee to return to safety-sensitive functions, this Return-to-Duty test must have a negative test result.

Under independent authority, each employer will require that any costs incurred in regard to services provided by a SAP, or of treatment and/or education recommended by the SAP, which are not covered by a driver's insurance plan or by BCRC's Employee Assistance Program, will be the responsibility of the driver.

When a SAP requires a driver to participate in a program of aftercare, the driver's compliance with that requirement will be monitored by the EAP or the SAP. Under independent authority, any costs related to this monitoring will be the responsibility of the driver. The aftercare requirement will be included in a Return-to-Duty Agreement, which must be signed by the driver. Failure to sign such agreement, or failure to adhere to the terms of a signed agreement, will result in termination of employment.

## **IX. EDUCATION AND TRAINING**

Any employee who has questions or concerns regarding this policy may seek clarification and further details from his/her employer's DER.

### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

BCRC provides a comprehensive Employee Assistance Program (EAP) for employees of all contractor participants in the association. Our EAP is accessible by a toll-free phone number. Employees are encouraged to access the EAP for consultation and assistance regarding non-work-related problems that are or could potentially affect their ability to perform their jobs satisfactorily or safely, including problems with alcohol misuse or the use of controlled substances.

Educational materials, including a copy of this policy, and information concerning the effects of alcohol and controlled substances use on an individual's health, work and personal life, signs and symptoms of an alcohol or controlled substances problem (the employee's or a coworker's) and available methods for intervening when an alcohol or controlled substances problem is suspected, will be provided to each employee. Additional materials may be requested and answers to questions about the materials may be obtained by contacting his/her employer's DER.

Attendance at training programs will be mandatory for supervisors and other employees involved in administering the drug/alcohol testing program.

Supervisors who are designated to determine whether or not reasonable suspicion exists and who then order a DOT FMCSA-covered employee to undergo testing under FMCSA rules and regulations, will receive at least 60 minutes of training on recognizing alcohol misuse, and at least 60 minutes of training on recognizing controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

All supervisors who participate in training will be given a certificate of completion of such training. The original certificate will be kept in Company records, and a copy will be provided to each supervisor for his/her own records, when requested.

### **DRUG-FREE WORKPLACE EDUCATION**

BCRC employers are committed to a Drug-Free Awareness program for all employees. Each employer will use that program in an ongoing educational effort to prevent and eliminate drug and alcohol abuse that may affect the workplace. The Drug-Free Awareness program will inform employees and their families about the dangers of alcohol and drug abuse in the workplace, of the employer's alcohol and drug policy, the availability of treatment for employees who voluntarily seek such assistance (including the Employee Assistance Program), and the consequences imposed by the employer on employees who violate the alcohol and drug policy.

**X. SELF-IDENTIFICATION PROGRAM AND POLICY**

BCRC encourages drivers who recognize that they may have a problem with drugs and/or alcohol to seek assistance for resolving that problem before they have a DOT violation due to a positive test result or because they engaged in other DOT prohibited conduct.

A driver who admits to a drug and/or alcohol problem will not have a DOT violation. He/she will be given an opportunity to obtain a chemical use assessment from BCRC's Employee Assistance Program (EAP). Prior to the assessment, however, each employer will require the driver to sign a release of information that will enable that employer's DER to receive the results of the assessment, and to receive subsequent reports related to the assessment, and the driver's successful completion of all recommendations for assistance.

The following conditions must apply to the driver's self-admission:

- The driver's admission cannot be made during his/her on-duty time. It must occur prior to the driver's reporting for duty on any particular day.
- The driver's admission cannot be made in an attempt to avoid a required DOT drug test.
- Under 49 CFR Part 382.121, DOT requires the employer to remove the driver from safety-sensitive functions, including driving.
- When the employer is satisfied that the driver has complied with the EAP's recommendations for assistance, the employer will return the driver to safety-sensitive functions, provided that:
  - Prior to returning to safety-sensitive functions, the driver will be required to provide a negative DOT drug and/or alcohol test result, and
  - After being returned to safety-sensitive function, the driver will be subject to follow-up non-DOT testing, as permissible by BCRC's policy for non-DOT drug and alcohol testing.
- A driver who self-identifies under this policy, and who then fails to comply with the EAP's recommendations will be considered to have engaged in conduct prohibited by the DOT in 49 CFR Part 382, Subpart B, and will not be permitted to return to safety-sensitive function until he/she has successfully complied with the SAP return-to-duty process.

Each BCRC employer will adhere to the following terms, in accordance with 49 CFR Part 382.121;

- No adverse job action will be taken against a driver who admits to drug and/or alcohol use under the terms above.
- A driver who self-identifies under this program will be given reasonable time to obtain the required assessment and assistance. Under independent authority, BCRC requires the assessment process to be initiated within three (3) days of the driver's disclosure.
- A driver who complies with all requirements, and who complies satisfactorily with the EAP's recommendations for assistance, will be permitted to return to safety-sensitive functions.
- A driver who cooperates and successfully complies with this program will not be considered to have had a DOT violation of prohibited conduct under 49 CFR Part 382, Subpart B.

***THIS DRUG AND ALCOHOL POLICY IS NOT AN EMPLOYMENT CONTRACT,  
OR AN OFFER OF AN EMPLOYMENT CONTRACT.***

*BCRC may change, alter, or eliminate any or all portions of this policy as it deems appropriate, or as mandated or permitted by applicable laws, and may interpret it in response to any particular circumstance. An up-to-date copy of the policy is kept in the office of each employer's DER. Employees may request to see the policy at any time during normal business hours.*

ACKNOWLEDGEMENT AND AGREEMENT FORM  
for  
Contractor Participants who are Contributing Members  
of  
Building and Construction Resource Center (BCRC)

Contractor Participant: \_\_\_\_\_

This acknowledges the receipt of BCRC's Drug and Alcohol Policy in compliance with:

- 49 CFR Part 382 (FMCSA)
- 49 CFR Part 199 (RSPA)

In addition, I understand that as an employer who is subject to federal requirements, laws and regulations related to misuse of alcohol and use of controlled substances, I am responsible for all requirements of compliance with these rules. I understand that my company is subject to DOT-levied sanctions and fines for non-compliant services. As an employer, I agree to:

- Provide a copy of this policy to all current employees who are subject to these rules.
- Require each employee to sign an Acknowledgement of Receipt of this policy; an employee who refuses to sign will be removed from safety-sensitive functions.
- Give each applicant an opportunity to review the policy at the time of application for employment, and will sign a form acknowledging that he/she has seen the policy.
- Arrange for each manager/supervisor to receive training as required by the regulations of the transportation mode that apply to the employees he/she supervises, and to maintain documentation of the training in the manager/supervisor's file.
- Maintain all files and records as specified in the regulations, including a file that identifies all managers and administrators who have responsibilities related to this program, and the nature of those responsibilities.
- Maintain a current list of all employees who are subject to testing under these regulations, and immediately inform BCRC of newly-hired and terminated employees within two (2) days of the date of occurrence.
- Promote the Employee Assistance Program (EAP) as a reliable and confidential resource for employees who recognize that they may have personal problems related to drug and/or alcohol use.
- Seek assistance, clarification and guidance from BCRC when questions and problems arise related to the administration of this program.
- Immediately notify BCRC of non-compliance problems and issues (known or potential) when they are discovered.

\_\_\_\_\_  
for Contractor Participant

\_\_\_\_\_  
Date

\_\_\_\_\_  
for BCRC

\_\_\_\_\_  
Date

ACKNOWLEDGEMENT OF RECEIPT  
OF  
DOT DRUG AND ALCOHOL POLICY AND TESTING PROGRAM  
for  
**XXX**

I acknowledge that I have received a copy of the DOT Drug and Alcohol Policy for XXX.

I understand that it is my responsibility to read the policy in its entirety.

I understand that as an employee of XXX, I am required to abide by the rules and regulations established by this policy, and that I am subject to consequences if I violate the policy.

I understand that the policy may change to comply with federal and state laws, and that I may obtain a current copy of the policy at any time during business hours from my employer's designated employer representative (DER).

I understand that if I have any questions about this policy, or if I need assistance or resources related to alcohol and/or drug-related issues or problems, I may take those questions and concerns to my employer's DER.

\_\_\_\_\_  
Name of Employee (Print name)

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor or DER

*Instructions:* DOT requires all DOT-covered employees to sign this acknowledgement form. The original of this form will be retained in the employee's file in compliance with DOT regulations.

An employee who refuses to sign this acknowledgement form is disqualified from providing safety-sensitive function for XXX.

INFORMATION FOR APPLICANTS FOR DOT-COVERED POSITIONS

COMPANY NAME

Federal law requires applicants to indicate whether they have previously refused to be tested or received a positive test result on any pre-employment test for any other DOT employer. Please provide this information below. It is a federal offense to falsify this information.

- I have NOT tested positive on a pre-employment drug test for any other DOT employer in the past two years, nor have I refused to be tested. (If so, please sign below, and complete the remainder of this form.)
- Yes, I tested positive (or I refused to be tested) on a pre-employment drug test for another DOT employer in the past two years. (If so, please sign below, and do not continue.)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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Each applicant for a DOT-covered position at Employer, after being notified that he/she will be offered a job, must be drug tested, in accordance with federal regulations 49 CFR Part 382. If the test result is positive, or if the applicant refuses to submit to a pre-employment test, the job offer will be withdrawn.

We must have a negative test result in our file before we can request or allow an employee to provide safety-sensitive function for us.

The cost of the initial screening test and the confirmatory test will be paid by (Company Name).

Every applicant who provides a positive test result will have an opportunity to speak with a Medical Review Officer about any recent use of prescription and non-prescription drugs that might explain the positive test result.

An applicant whose test result is positive may, within 72 hours, request a re-test, at his/her own expense. The re-test will be conducted on the same sample as was provided for the initial test, and must be conducted by a different testing laboratory that meets the requirements of certification DOT's testing requirements.

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I have not tested positive (or refused to be tested) on a DOT pre-employment drug test, at any time in the previous two years.

My signature below means that I have read this information, that I have had an opportunity to review a copy of (Company Name) drug and alcohol testing policy, and that if I am offered a position, I consent to being tested for drugs as a condition of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date