

DOT Drug and Alcohol Testing Policy

Contents

1. Purpose and Objectives
2. Procedures
 - 2.1 Persons Subject to Testing and Types of Tests
 - 2.2 Cost of Required Testing
 - 2.3 Required Prior Controlled Substance and Alcohol Checks for Applicants
 - 2.4 Prohibited Conduct
 - 2.5 Collection and Testing Procedures
 - 2.6 Review of Test Results
 - 2.7 Notification of Test Results
 - 2.8 Consequences for Employees Engaging in Prohibited Conduct
 - 2.9 Change of Status or Loss of CDL for Traffic Violations in Commercial and Personal Vehicles
 - 2.10 Maintenance and Disclosure of Records
 - 2.11 Policy Contact for Additional Information
3. Definitions

Section 1: Purpose and Objectives

Renville County (“County”) has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, as well as safe roadways for all. The County recognizes that individuals who are impaired because of drugs and/or alcohol may jeopardize the safety and health of other workers, themselves, community members and travelers. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers’ compensation claims, among other workplace concerns. The use, possession, manufacture, sale, transportation, or other distribution of controlled substances or controlled substance paraphernalia; and the unauthorized use, possession, transportation, sale, or other distribution of alcohol are contrary to this policy and jeopardized public safety.

Due to regulations issued by the United States Department of Transportation (DOT), the County has established this DOT Drug and Alcohol Testing Policy for employees who hold a commercial driver’s license (CDL) or commercial learner’s permit (CLP) to perform their duties. The County also has a separate Non-DOT Drug and Alcohol Testing Policy for employees not covered by DOT regulations.

Given the significant dangers of alcohol and controlled substance use, each applicant and safety-sensitive employee must abide by this policy as a term and condition of hiring and continued employment. Moreover, the County is required by federal law to implement and maintain a policy



which addresses certain requirements related to drug and alcohol use and associated testing for its CDL employees.

To ensure this policy is clearly communicated to all safety-sensitive employees and applicants, and in order to comply with applicable federal law, employees and applicants are required to review and acknowledge receipt of this policy.

Because changes in applicable law and the County's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the County will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by law. This policy does not in any way affect or change the status of any at-will employee.

Any revisions to federal or state law will take precedent over this policy to the extent the policy has not incorporated those revisions.

Section 2: Procedures

2.1 Persons Subject to Testing and Types of Tests

All employees are subject to testing whose job duties include performing "safety-sensitive duties" on behalf of the County in commercial motor vehicles that:

1. Have a gross combination weight rating or gross combination weight of 26,001 pounds or more, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds; or
2. Have a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds; or
3. Are designed to transport 16 or more passengers, including the driver; or
4. Are of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. § 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

The following functions are considered safety-sensitive:

- All time waiting to be dispatched to drive a commercial motor vehicle.
- All time inspecting, servicing, or conditioning a commercial motor vehicle.
- All time driving at the controls of the commercial motor vehicle.
- All other time in or upon a commercial motor vehicle.
- All time loading or unloading a commercial motor vehicle, giving or receiving receipts for shipments being loaded or unloaded, or remaining in readiness to operate the vehicle.
- All time repairing, obtaining assistance, or attending to a disabled commercial motor vehicle.

The County may test any applicant to whom a conditional offer of employment has been made and any safety-sensitive employee for controlled substance and alcohol under any of the following circumstances:

2.1.1 Pre-Employment Testing

All applicants, including current employees initially applying for a position where duties include performing safety-sensitive duties described above, will be required to take a drug test prior to performing a safety-sensitive function for the County. An employee may not perform safety-sensitive functions unless the employee has received a controlled substance test result from the Medical Review Officer (“MRO”) indicating a verified negative test result.

The County will also conduct a full query of the Department of Transportation (DOT) Federal Motor Carrier Safety Administration’s (FMCSA) Clearinghouse for all candidates. In addition, at least once every 365 day period, the County will conduct a limited query of the Clearinghouse for each currently employed CDL employee. If the limited query reveals that the Clearinghouse has information about resolved or unresolved drug and alcohol program violations by a candidate or current employee, the candidate or employee will be asked to provide electronic consent to a full query of the Clearinghouse. In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the employee will not be permitted to perform safety-sensitive functions. In the case of a candidate, the conditional offer of employment may be rescinded. In the case of a current employee, may be subject to discipline up to and including termination of employment.

2.1.2 Post-Accident Testing

As soon as is practicable following an accident involving a commercial motor vehicle operating on a public road, the County will test each surviving driver(s) for controlled substances and alcohol when the following occurs:

- The accident involves a fatality; or
- The employee receives a citation for a moving traffic violation from the accident and an injury is treated away from the accident scene; or
- The employee receives a citation for a moving traffic violation from the accident and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of accident involved	Citation issued to the DOT covered CDL employee?	Test must be performed by the County
Human fatality	YES	YES
	NO	YES
Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

An employee subject to post-accident testing must remain readily available or the employee will be deemed to have refused to submit to testing. This requirement to remain ready for

testing does not preclude 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 medical care.

2.1.2.1 Post-Accident Controlled Substance Testing

Employees are required to submit a urine sample for post-accident-controlled substance testing as soon as possible. If the employee is not tested within thirty-two (32) hours after the accident, the County will cease its attempts to test the employee and prepare and maintain on file a record stating why the test was not promptly administered.

2.1.2.2 Post-Accident Alcohol Testing

Employees are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the employee is tested. If the employee is not tested within two (2) hours after the accident, the County will prepare and maintain on file a record stating why the test was not administered within that time. If eight (8) hours have elapsed since the accident and the employee has not submitted to an alcohol test, the County will cease its attempts to test the employee and prepare and maintain on file a record stating why the test was not administered.

The County may accept the results of a blood or breath test in place of an alcohol test and urine test for the use of controlled substances if:

- The tests are conducted by federal, state, or local officials having independent authority for the test; and
- The tests conform to applicable federal, state, or local testing requirements; and
- The test results can be obtained by the County.

Whenever such a test is conducted by a law enforcement officer, the employee must contact the County and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

2.1.3 Random Testing

Every employee subject to this DOT Drug and Alcohol Testing Policy will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Employees will be selected for testing by use of a scientifically valid method under which each employee has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each employee who is notified of selection for random testing must cease performing safety-sensitive functions and report to the designated test site immediately. It is mathematically possible that employees may be selected and tested more than once, and others not at all.

If an employee is selected for a random test while the employee is absent, on leave, or away from work, that employee may be required to undergo the test upon return to work.

Federal law requires the County to test at a rate of at least fifty percent (50%) of its average number of CDL employees for controlled substance each year, and to test at a rate of at least



ten percent (10%) of its average number of employees for alcohol each year. These minimum testing rates are subject to change by the DOT.

2.1.4 Reasonable Suspicion Testing

When a supervisor has reasonable suspicion to believe an employee has engaged in conduct prohibited by federal law or this policy, the County will require the employee to submit to an alcohol and/or controlled substance test.

The County's determination that reasonable suspicion exists to require the employee to undergo an alcohol test will be based on "specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee." In the case of controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

The required observations for reasonable suspicion testing will be made by a trained supervisor or other person designated by the County who has received appropriate training in identification of actions, appearance and conduct of an employee which are indicative of the use of alcohol or controlled substance. These observations leading to an alcohol or controlled substance test, will be reflected in writing and signed by the supervisor or other trained individual who made the observations. The record will be retained by the County. The person who makes the determination that reasonable suspicion exists to conduct testing, will not be the person conducting the testing, which shall instead be conducted by another qualified person.

Alcohol testing is authorized only if the observations are made during, just before, or just after the employee has ceased performing safety-sensitive functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the County will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the County will prepare and maintain on file a record stating the reasons the alcohol test was not administered, and will cease attempts to conduct the alcohol test.

Notwithstanding the absence of a reasonable suspicion test, no employee may report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of, or impaired by, alcohol, as shown by the behavioral, appearance, speech, and performance indicators of alcohol use, nor will the County permit the employee to perform or continue to perform safety-sensitive functions until (1) an alcohol test is administered and the employee's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

2.1.5 Return-to-Duty Testing

The County reserves the right to impose discipline, up to and including discharge, against employees who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policy and collective bargaining agreements. Except as otherwise required by law,



the County is not obligated to reinstate or requalify such employees for a first positive test result.

Should the County consider reinstatement of a DOT covered employee, the employee must undergo a Substance Abuse Professional (SAP) evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the employee returns to duty requiring the performance of a safety-sensitive function. The SAP determines if the employee has completed the education/treatment as prescribed.

The employee is responsible for paying for all costs associated with the return-to-duty test. The controlled substance test will be conducted under direct observation.

2.1.6 Follow-Up Testing

The County reserves the right to impose discipline, up to and including discharge, against employees who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the County is not obligated to reinstate or requalify such employees.

Should the County reinstate an employee following a determination by a Substance Abuse Professional (SAP) that the employee is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the County will ensure that the employee is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the employee's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the employee's return to duty. The SAP may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the SAP determines such test is no longer necessary. The employee is responsible for paying for all costs associated with follow-up tests.

Follow-up alcohol testing will be conducted only when the employee is performing safety-sensitive functions, or immediately prior to or after performing safety-sensitive functions.

2.2 Cost of Required Testing

The County will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion, controlled substance and alcohol testing requested or required of all job applicants and employees. The employee must pay for the cost of all requested confirmatory re-tests, return-to-duty, and follow-up testing.

2.3 Required Prior Controlled Substance and Alcohol Checks for Applicants

The County will conduct drug and alcohol checks of applicants for employment to drive a commercial motor vehicle. Applicants must execute consent forms authorizing the County to obtain the required information from the FMCSA Clearinghouse.



The County will obtain all information concerning the applicant which is maintained in the FMCSA's Clearinghouse pursuant to the applicant's electronic consent provided within the Clearinghouse.

In addition, the County will require the applicant to report whether they have tested positive or refused to test, on any pre-employment drug or alcohol test administered by an employer to which they applied, but where they did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past three years.

The County will review such records, if feasible, prior to the first time an employee performs safety-sensitive functions.

2.4 Prohibited Conduct

The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violation of County policy.

2.4.1 Employee Under the Influence of Alcohol When Reporting for Duty or While On-Duty

No employee may report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Employees reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for 24 hours, escorted home and placed on vacation leave, sick leave, or compensatory time leave, or other appropriate leave of absence for hours missed from work.

2.4.2 On-Duty Use of Alcohol

No employee performing safety-sensitive functions may use alcohol while on duty.

2.4.3 Pre-Duty Use of Alcohol

No employee may perform safety-sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four (4) hours, the employee is required to promptly notify their supervisors, and such notification must be provided before performing any safety-sensitive functions.

2.4.4 Alcohol Use Following an Accident

No employee required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the employee undergoes a post-accident alcohol test, whichever occurs first.

2.4.5 Refusal to Submit to a Required Alcohol or Controlled Substance Test

No applicant or employee may refuse to submit to pre-employment, post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance testing.

In the event an applicant or employee does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by an employee to submit to controlled substance or alcohol testing will be considered a positive test result, will cause disqualification from performing safety-sensitive functions, and may appear on the employee's

permanent record. Employees who refuse to submit to testing will be subject to discipline, up to and including termination of employment. In accordance with the FMCSA Clearinghouse reporting requirements, beginning January 6, 2020, the County will report an employee's refusal to submit to a DOT test for drug or alcohol use to the Clearinghouse within three (3) business days. If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer of employment will be withdrawn.

For purposes of this section, an applicant or employee is considered to have refused to submit to an alcohol or controlled substance test when the applicant or employee:

- Fails to provide adequate breath for alcohol testing without a valid medical explanation after the employee has received notice of the requirement for breath testing.
- Fails to provide adequate urine for controlled substance testing without a genuine inability to provide a specimen (as determined by a medical evaluation), after the employee has received notice of the requirement for urine testing.
- Fails to report for testing within a reasonable period of time, as determined by the County.
- Fails to remain at a testing site until testing is complete.
- In the case of directly observed or monitored collection, fails to permit observation or monitoring.
- Fails or declines to take a second test as required by the County and/or collector.
- Fails to undergo a medical examination as directed by the County pursuant to federal law.
- Refuses to complete and sign the alcohol testing form, to provide a breath or saliva sample, to provide an adequate amount of breath, or otherwise fails to cooperate in any way that prevents the completion of the testing process.
- Engages in conduct that clearly obstructs the test process.

2.4.6 Altering or Attempting to Alter a Urine Sample or Breath Test

An applicant or employee altering or attempting to alter a urine sample or controlled substance test, or substituting or attempting to substitute a urine sample, will be subject to providing a specimen under direct observation. Both specimens will be subject to laboratory testing. In such case, the employee may be subject to immediate discharge and any offer of employment made to an applicant will be immediately withdrawn.

2.4.7 Controlled Substance Use

No employee may report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the employee in writing the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle. Employees must forward this information regarding therapeutic controlled substance use to the MRO immediately after receiving any such advice. The MRO may, but does not have to, certify the employee.

Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that drug in the County's workplace. The federal government

classifies cannabis as an illegal drug. *There is no acceptable concentration of marijuana metabolites in the urine or blood of an employee who performs safety-sensitive duties for the County.* Employees and applicants are still subject to being tested under the County’s DOT Drug and Alcohol Testing Policy, as well as subject to being disciplined up to and including being discharged, suspended, and/or having an offer of employment withdrawn after testing positive for cannabis.

2.4.8 Controlled Substance Testing

No employee may report for duty, remain on-duty, or perform a safety-sensitive function if the employee tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the County also maintains other policies regarding drug and alcohol use that are applicable to all employees. For specifics regarding those requirements, refer to the County’s Drug, Alcohol, and Cannabis Testing (Non-DOT) Policy.

2.5 Collection and Testing Procedures

Employees are required to report immediately upon notification to the collection site. For random tests conducted off site, employees may use a County vehicle to drive to the collection site. Employees will be expected to provide a photo ID card for identification to the collection staff. All employees will be expected to cooperate with collection site personnel requests to remove any unnecessary outer garments such as coats, sweaters or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form (CCF), which employees providing a sample will sign.

2.5.1 Alcohol Testing

Employees will be tested for alcohol just before, during, or immediately following performance of a safety-sensitive function. Screening tests for alcohol concentration will be performed utilizing a non-evidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device (“EBT”) operated by a trained breath alcohol technician (“BAT”) at a collection site. If an employee’s first attempt is positive (with an alcohol concentration of .02 or greater), the employee will be asked to wait at least 15 minutes and then be tested again. The employee may not eat, drink or place anything in their mouth (e.g., cigarette, chewing gum) during this time. Any results less than 0.02 alcohol concentration is considered a “negative” test result.

If the employee attempts and fails to provide an adequate amount of breath, the employee will be referred to a physician to determine if the employee’s inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the County by the collection site staff.

2.5.2 Controlled Substance Testing

The County will use a “split urine specimen” collection procedure for controlled substance testing. Collection of urine specimens for controlled substance testing will be conducted by an

approved collector and will be conducted in a setting and manner to ensure the employee's privacy.

At the collection site, the employee will be given a sealed container and must provide at least 45 ml of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A, or "primary;" and B, or "split") with identifying labels and security seals affixed to both. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a DHHS-certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically-acceptable manner for a minimum 365-day period.

If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 ml of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the employee to drink up to 40 ounces of fluid, distributed reasonably over a period of up to three hours, or until the employee has provided a sufficient urine specimen, whichever occurs first. If the employee has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The employee must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes the employee has a medical condition, or with a high degree of probability could have a medical condition, which precluded the employee from providing a sufficient amount of urine, the County will consider the test to have been canceled. If a licensed physician does not make such a determination, the County will consider the employee to have engaged in a refusal to test, and will take appropriate disciplinary action under this policy and any other relevant County policies.

The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the Custody and Control Form (CCF) for compliance, to the County. If the initial result is positive or non-negative, a "confirmatory retest" will be conducted on the primary specimen. If the confirmatory re-test is also positive or non-negative, the result will be sent to the MRO. The MRO will contact the employee to verify the positive or non-negative result. If the MRO is unable to reach the employee directly, the MRO must contact the County who will direct the employee to contact the MRO.

2.6 Review of Test Results

The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders, and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain drug test results. Prior to making a final decision to verify a positive or non-negative test result, the MRO will give the employee or the job applicant an opportunity to discuss the test result, typically through a phone call. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:



- The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
- The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the test result. If the employee or job applicant, believes a mistake was made at the collection site, at the lab, or on a chain-of-custody form, or that the drug test results are caused by lawful substance use, the employee should tell the MRO.
- If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
- If the MRO upholds the positive, adulterated, or substituted drug determination, that test result will be provided to the individual. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

A final determination will be made by the MRO that the test is either negative, test cancelled, positive, and/or a refusal to test because of adulteration or substitution, and the County will be so advised.

The employee can request the MRO to have the split specimen (the second "B" container) tested at the employee's expense. This includes all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The employee has seventy-two (72) hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis.

If an employee has not contacted the MRO within seventy-two (72) hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is legitimate explanation for the employee's failure to contact within seventy-two (72) hours, the MRO will direct the analysis of the split specimen.

If the results of the split specimen are negative, the County may pay for all costs associated with the re-test and there will be no adverse action taken against the employee or job applicant.

2.7 Notification of Test Results

2.7.1 Employees

The County will notify an employee of the results of random, reasonable suspicion, and post-accident tests for controlled substance if the test results are verified positive, and will inform the employee which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.

2.7.2 Right to Confirmatory Retest

Within seventy-two (72) hours after receiving notice of a positive controlled substance test result, an applicant or employee may request through the MRO a re-analysis (confirmatory retest) of the employee's split specimen. Action required by federal regulation as a result of a

positive controlled substance test (e.g., removal from safety-sensitive functions) will not be stayed during retesting of the split specimen. Under Department of Transportation (DOT) rules, if the result of the confirmatory re-test fails to reconfirm the presence of the controlled substance(s) or controlled substance(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing, or untestable, the Medical Review Officer (MRO) will take the following actions:

- **Cancel the Test:** The MRO will cancel the test, as the initial results cannot be confirmed or verified.
- **Arrange for Another Specimen Collection:** If applicable, the MRO will arrange for the collection of another specimen. This is typically done in compliance with DOT regulations, where the MRO ensures that the employee undergoes another specimen collection if required under the circumstances.

2.7.3 Dilute Specimens

Dilute Negatives Creatinine concentration of specimen is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL. If the County receives information that a employee has provided a dilute negative specimen, the County will direct a recollection, pursuant to the MRO's direction, under direct observation.

2.8 Consequences for Employees Engaging in Prohibited Conduct

2.8.1 Job Applicants

Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer, promotion, or demotion who refuses to be tested or tests positive for controlled substance pursuant to this policy.

2.8.2 Employees

Employees who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined in this policy, are subject to the following consequences:

2.8.2.1 Removal from Safety-Sensitive Functions

No employee may perform safety-sensitive functions, including driving a commercial motor vehicle, if the employee has engaged in conduct prohibited by federal law.

If an employee tests positive under this policy, or is found to have an alcohol concentration of .02 or greater but less than .04, the employee will be removed from safety-sensitive duties and escorted home. The employee should not drive home, but be escorted to their home. The employee will then be placed on leave such as vacation, compensatory time, or other appropriate leave for hours missed from work. The employee may not perform or continue to perform safety-sensitive functions for the County, including driving a commercial motor vehicle, until the start of the employee's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.

2.8.2.2 Notification of Resources Available

The County will advise each employee who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to

the employee, including but not limited to the County's Employee Assistance Program (EAP), in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of Substance Abuse Professionals (SAPs) and counseling and treatment programs. The County will provide this SAP listing in writing at no cost to the employee.

2.8.2.3 Discipline

The County reserves the right to impose whatever discipline the County deems appropriate in its sole discretion, up to and including discharge from employment for a first occurrence, or any subsequent occurrence, against employees who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the County is not obligated to reinstate or requalify such employees following a first positive confirmed controlled substance or alcohol test result.

2.8.2.4 Evaluation, and Return to Duty Testing

Should the County wish to consider reinstatement of an employee who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the employee must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the employee returns to duty requiring the performance of a safety-sensitive function. The SAP will determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the employee properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.

2.8.2.5 Follow-Up Testing

If the employee passes the return-to-duty test, the employee will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six tests in the first twelve months. These tests will be conducted under direct observation.

2.8.2.6 Refusal to Test

All employees and applicants have the right to refuse to take a required alcohol and/or controlled substance test. If an employee refuses to undergo testing, the employee will be considered to have tested positive and may be subject to disciplinary action, up to and including termination of employment. Refer to Section 2.4.5 discussed earlier in this policy.

2.8.2.7 Responsibility for Cost of Evaluation and Rehabilitation

Employees will be responsible for paying the cost of evaluation and rehabilitation, including but not limited to services provided by a Substance Abuse Professional (SAP), recommended or required by the County or FMCSA or DOT rules, except to the extent that such expense is covered by an applicable employee benefit plan.

2.8.2.8 County Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse

In accordance with FMCSA's CDL Drug and Alcohol Clearinghouse reporting requirements, the County will report the following information to the Clearinghouse within three business days:

- A DOT alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
- A negative DOT return-to-duty test result;
- The employee's refusal to submit to a DOT test for drug or alcohol use;
- An "actual knowledge" violation; and
- A report that the employee successfully completed all DOT follow-up tests ordered by a SAP.

2.9 Change of Status or Loss of CDL for Traffic Violations in Commercial and Personal Vehicles

The FMCSA established strict rules affecting when CDL holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in any way.

2.10 Maintenance and Disclosure of Records

Except as required or authorized by law, the County will not release employee information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations. The County will be required to query and report to FMCSA's CDL Drug and Alcohol Clearinghouse prior to hiring new employees, to conduct annual checks of existing CDL employees, and to report certain violations of the DOT drug and alcohol testing program for holders of CDLs.

An employee is entitled, upon written request, to obtain copies of any records pertaining to the employee's use of alcohol or a controlled substance test.

2.11 Policy Contact for Additional Information

If you have any questions about this policy or the County's controlled substance and alcohol testing procedures, or resources available to employees, you may contact the Human Resources Coordinator or designee to obtain additional information.



Section 3 Definitions

Accident:

Means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term “accident” does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 CFR § 177.823. 49 CFR § 382.303(a); 49 CFR § 382.303(f).

Alcohol Concentration (or Content):

Means the alcohol on a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test. 49 CFR § 382.107.

Alcohol Use:

Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol. 49 CFR § 382.107.

Applicant:

Means a person applying to drive a commercial motor vehicle. 49 CFR § 382.107.

Breath Alcohol Technician or BAT:

Means an individual who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT). 49 CFR § 40.3.

County:

Means County of Renville.

County Premises:

Means all job sites, facilities, offices, buildings, structures, equipment, vehicles and parking areas, whether owned, leased, used or under the control of the County.

Collection Site:

Means a place designated by the County where employees present themselves for the purpose of providing a specimen of their urine or breath to be analyzed for the presence of alcohol or controlled substances. 49 CFR § 40.3.

Commercial Motor Vehicle:

Means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle (1) has a gross combination weight rating or gross combination weight of 26,001 or more pounds, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds,; or (2) has a gross vehicle



weight rating or gross vehicle weight of 26,001 or more pounds, ; or (3) is designed to transport sixteen (16) or more passengers, including the employee; or (4) is of any size and is used in the transportation of materials found to be in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 USC § 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulation. (49 CFR Part 172, Subpart F; 49 CFR § 382.107.)

Confirmation (or Confirmatory) Test:

For alcohol testing means a second test, following a positive non-evidential (e.g., saliva) screening test or a breath alcohol screening test with the result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substance testing, “Confirmation (or Confirmatory) Test” means a second analytical procedure to identify the presence of a specific controlled substance or metabolite which is independent of the screen test and which uses a different technique and chemical principal from that of the screen test in order to ensure reliability and accuracy. 49 CFR § 382.107.

Controlled Substance:

Means those substances identified in 49 CFR § 40.85. Marijuana, amphetamines, opioids, (including heroin), phencyclidine (PCP), cocaine, and any of their metabolites are included within this definition. 49 CFR § 382.107; 49 CFR § 40.85.

Department of Transportation or DOT:

Means the United States Department of Transportation.

DHHS:

Means the Department of Health & Human Services or any designee of the Secretary, Department of Health & Human Services. 49 CFR § 40.3.

Disabling Damage:

Means damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage which can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available, headlight or tail light damage or damage to turn signals, horn or windshield wipers which make them inoperative. 49 CFR § 382.107.

Employee:

Includes, but is not limited to: full-time, regularly employed employees; temporary, casual, intermittent, or occasional employees; leased employees and independent owner-operator contractors who are either directly employed by or under lease to the County or who operate a commercial motor vehicle at the direction of or with the consent of the County; and Commercial Learner’s Permit (CLP) employees. For purposes of pre-employment testing, the term employee includes a person applying to drive a commercial motor vehicle.

Drug:

Has the same meaning as “controlled substance.”

Employee Seeking a Transfer, Promotion, or Demotion:

Refers to an employee who is not subject to DOT regulations seeking a transfer, promotion, or demotion to a different position that will subject them to DOT regulations in the sought-after position.

Evidential Breath Testing Device or EBT:

Means a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA’s “Conforming Products List of Evidential Breath Measurement Devices.” 49 CFR § 40.3.

Federal Motor Carrier Safety Administration or FMCSA:

Means the Federal Motor Carrier Safety Administration of the United States Department of Transportation.

Medical Review Officer or MRO:

Means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by a controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual’s confirmed positive or non-negative test result together with the individual’s medical history and any other relevant biomedical information. 49 CFR § 40.3.

Performing a Safety-Sensitive Function:

Means any period in which an employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. 49 CFR § 382.107.

Positive Test Result:

Means a finding of the presence of alcohol or controlled substance, or their metabolites, in the sample tested in levels at or above the threshold detection levels established by applicable law.

Reasonable Suspicion:

Means a belief an employee has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or County official who has received appropriate training concerning the appearance, behavior, speech or body odors of the employee. The determination of reasonable suspicion will be made in writing during, just preceding, or just after the period of the workday that the employee is required to be in compliance with this policy. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.

Safety-Sensitive Function:

Means all time, from the time an employee begins to work or is required to be in readiness to work, until the time the employee is relieved from work and all responsibility for performing work.

Safety-sensitive functions include:

- All time on County property, or on any public property, waiting to be dispatched, unless the employee has been relieved from duty by the employer;
- All time inspecting equipment as required by 49 CFR § 392.7 and § 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent at the driving controls of a commercial motor vehicle in operation;
- All time in or upon any commercial motor vehicle
- 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
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle. 49 CFR § 382.107.

Screening Test (also known as Initial Test):

In alcohol testing, means an analytical procedure to determine whether a employee may have a prohibited concentration of alcohol in their system. Screening tests may be conducted by utilizing a non-evidential screening device included by the National Highway Traffic Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing device (EBT) operated by a trained breath alcohol technician (BAT). In controlled substance testing, “Screening Test” means an immunoassay screen to eliminate “negative” urine specimens from further consideration. 49 CFR § 382.107.

Substance Abuse Professional or SAP:

Means a licensed physician (medical doctor or doctor of osteopathy), licensed or certified psychologist, licensed or certified social worker, licensed or certified employee assistance professional, or licensed or certified addiction counselor (certified by the National Association of Alcoholism and Controlled Substance Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders. 49 CFR § 40.281.



Renville
COUNTY
Service · Stewardship · Shared Responsibility

ACKNOWLEDGMENT OF RENVILLE COUNTY DOT DRUG AND ALCOHOL TESTING POLICY

I acknowledge, by signing this form, that I have received a copy, read, and understand the requirements of the County's DOT Drug and Alcohol Testing Policy mandated by the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) for all covered employees who perform a safety-sensitive function.

I acknowledge, by signing this form, that my full compliance with the County's DOT Drug and Alcohol Testing Policy and the U.S. Department of Transportation (DOT), Federal Motor Carrier Safety Administration (FMCSA) regulations and requirements for all covered employees who perform a safety-sensitive function is a condition of my initial and continued employment with the County. I understand and agree that I may be discharged or otherwise disciplined for any drug and/or alcohol violation, committed by me, as cited in this policy and/or in the DOT drug and alcohol regulatory requirements.

I further understand that the information contained in the policy is subject to change, and that any such changes or addendums, shall be disseminated in a manner consistent with the provisions of 49 CFR Part 382.

Employee/Applicant Name (Please Print)

Employee/Applicant Signature

Date

CDL Number