

	MURFREESBORO CITY SCHOOL BOARD POLICY		
	Descriptor Term:	Descriptor Number:	Date Adopted:
	DRUG AND ALCOHOL POLICY & TESTING FOR CDL PERSONNEL	PER 36	3/96
	Revision Adopted:		
	9/01		

No employee shall unlawfully manufacture, distribute, dispense, possess or use on or in the workplace, alcohol or any other narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in federal law. "Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school-approved activity, event or function.

Any employee who violates the terms of this policy shall be suspended and shall be subject to dismissal and referral for prosecution.

The Director of Schools shall be responsible for providing a copy of this policy to all CDL employees.

Testing will be done in accordance with accepted standards and a proper chain of custody of test samples will be maintained.

PRE-EMPLOYMENT DRUG SCREENING

Prior to employment, as a condition of any job offer, substance screening will be required for individuals applying for the positions of school bus driver or mechanic. This requirement applies to all CDL (Commercial Driver's License) personnel in compliance with the federal Omnibus Transportation Employee Testing Act of 1991.

Applicants will sign an acknowledgment prior to substance screening, permitting the summary result to be sent to the Director of Schools/designee.

Refusal to sign the acknowledgment or to submit to substance screening will be considered as withdrawal of the individual's application for employment.

If the substance screening shows a confirmed positive result for which there is no current physician's prescription, the applicant is not eligible for employment.

All CDL employees are subject to regular substance screening.

RANDOM DRUG AND ALCOHOL TESTING

All CDL personnel shall report to the Supervisor of Transportation the use of any prescription drug that could affect the central nervous system or one that would impair reaction time. Reporting any such use will not automatically disqualify an employee from driving. This

decision will be made by the Supervisor of Transportation. Further, all CDL personnel shall give notice of non-prescription (over-the-counter) drugs being taken on a regular basis. The notice shall include the duration of ingestion and the possible side effects.

All CDL personnel shall be notified in writing at the beginning of each school year that they shall be subject to testing for drugs and alcohol during the period of employment. All CDL personnel will be required to submit to drug or alcohol testing without advance notice.

CDL personnel who test positive are subject to the following disciplinary action:

1. Those who test positive for the use of prescribed or non-prescribed (over-the-counter) drugs, without having given the notice required above, shall be suspended for five (5) working days without pay for each violation of this policy. Re-testing with negative results shall be required as a prerequisite for reinstatement.
2. Those who test positive for the use of illegal substances or alcohol shall be terminated on the first offense.

CDL employees will sign an acknowledgment prior to substance screening, permitting the summary result to be sent to the Director of Schools/designee.

REASONABLE SUSPICION DRUG AND ALCOHOL TESTING

Trained supervisors (Supervisor of Transportation and Supervisor of Maintenance) have the responsibility to observe and document the cause for reasonable suspicion and, when appropriate, refer the matter to the Director of Schools/designee. It is not the supervisor's responsibility to attempt diagnosis. All information, facts, and circumstances leading to and supporting this suspicion should be included in a written report detailing the basis for the suspicion. The test may be ordered before the written report is filed with the Director of Schools/designee. After the report is filed, the CDL employee should be notified.

CDL personnel may be required to submit to substance screening if any of the following conditions exist: (list is not inclusive)

1. Observed use, possession or sale of illegal drugs and/or use, possession, sale, or abuse of alcohol and/or prescription drugs.
2. Apparent physical state of impairment of motor functions.
3. Marked changes in personal behavior not attributed to other factors.
4. Employee involvement in or contribution to an accident where the use of alcohol or drugs is reasonably suspected or employee involvement in a pattern of repetitive accidents whether or not they involve actual or potential injury.
5. Violation of criminal statutes involving the use of illegal drugs, alcohol, or prescription drugs and/or violations of drug statutes.