

### **Employee Drug and Alcohol Testing Program**

The School District provides a drug and alcohol testing program in compliance with the law. Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the school vehicle and the school vehicle transports sixteen or more persons including the driver or the school vehicle weighs twenty-six thousand one pounds or more. For purposes of the drug and alcohol testing program, "employees" include applicants who have been offered a position to operate a school vehicle.

Employees operating a school vehicle as described above are subject to pre-employment drug testing and random, reasonable suspicion, post accident, return to duty and follow-up drug and alcohol testing. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program. Employees with questions about the drug and alcohol testing program may contact the Manager of Transportation at 563-552-3275.

Employees who violate the terms of this policy are subject to discipline up to and including termination.

It is the responsibility of the Superintendent or designee to develop administrative guidelines to implement this policy in compliance with the law. The Superintendent or designee shall inform applicants of the requirements for drug and alcohol testing in notices or advertisements for employment

The Superintendent or designee shall also be responsible for publication and dissemination of this policy and its supporting administrative guidelines and forms to the employees operating school vehicles. The Superintendent or designee shall also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and to notify them of available substance abuse treatment resources and programs.

Adopted: December 12, 1994  
Revised: March 13, 2006  
Reviewed: June 22, 2011

Legal Reference: Omnibus Transportation  
Employee Testing Act 1991.  
41 U.S.C. 701-707 (1988)  
42 U.S.C. 12101 et seq. (Supp. 1990)  
34 C.F.R. Pt. 85 (1993)  
49 C.F.R. Pt. 40; 383; 391.81-123 (1994)  
Iowa Code 124; 279.8; 730.5 (1993)