

ABC Company Drug and Alcohol Policy & Information

ABC Company is committed to providing a safe workplace for its employees, and the company is also committed to placing safe, professional drivers in its vehicles. We intend our workplace to be drug free, and that employees will be free from the effects of alcohol while on duty.

A critical part of the company's program is compliance with the Federal Motor Carrier Safety Regulations, CFR 49, Part 382. The following information is provided in accordance with Part 382.601:

Designated Employer Contact

[Name] is the company's designated person for providing information on the controlled substances program. Questions should be directed to her at **503-555-1212**.

Categories Subject to Testing

All vehicle drivers who hold a Commercial Driver License, who work part time or full time for **ABC Company** are subject to the controlled substance testing provisions in Part 382.

Safety Sensitive Functions

All drivers are considered to be performing safety sensitive functions during any period in which they are actually performing, ready to perform, or immediately available to perform as a driver of a commercial motor vehicle. These functions are further defined as:

- a. Time at a terminal, facility or other property waiting to be dispatched.
- b. Time inspecting equipment as required, or servicing/conditioning a motor vehicle.
- c. Driving.
- d. Time spent in or on any commercial vehicle.
- e. Time spent loading or unloading a vehicle or remaining in readiness to operate a vehicle.
- f. Time spent supervising or assisting loading or unloading a vehicle.
- g. Time spent attending a vehicle being unloaded.
- h. Time spent performing driver requirements relating to accidents.
- i. Time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle.
- j. Time spent providing a breath or urine sample in compliance with the requirements of Part 382.

Prohibited Conduct

Specifically, all drivers who are performing safety sensitive functions must comply with the following:

- a. No driver shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
- b. No driver shall possess alcohol, unless the alcohol is manifested and transported as part of a shipment.
- c. No driver shall use alcohol while performing safety sensitive functions.
- d. No driver shall perform safety sensitive functions within four hours of using alcohol.
- e. No driver required to take a post accident alcohol test shall use alcohol for eight hours following the accident, or until he or she undergoes a post accident alcohol test, whichever occurs first.
- f. No driver shall refuse to submit to a post accident; random; reasonable suspicion; or follow-up, alcohol or controlled substances test.
- g. No driver shall report for duty or remain on duty when the driver uses any controlled substance. An exception is when the use of the controlled substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. (The employer may require a driver to inform the employer of any therapeutic drug use.) Note: the use of another individual's prescription medicine may be considered prohibited controlled substance use.

- h. No driver shall report for duty, remain on duty, or perform a safety sensitive function, if the driver tests positive for controlled substances.

Types of Testing

The following alcohol and controlled substance tests will be performed. In order for the driver to be allowed to perform safety sensitive functions, a negative result for controlled substances and an alcohol concentration of less than 0.02 will be necessary. (a concentration between 0.02 and 0.039 will result in a 24 hour disqualification. A concentration of 0.04 will result in a positive test)

- a. Pre employment - administered prior to a driver performing safety sensitive functions for the first time for an employer. (controlled substances testing only)
- b. Post accident - administered as soon as practicable, following an accident involving a commercial motor vehicle, if there is a fatality, or if the driver is cited for a moving traffic violation. (we must test for alcohol within 8 hours of the accident, and controlled substances within 32 hours).
- c. Random - administered if a driver's name is selected in a random drawing, conducted periodically throughout the year. Drivers notified of a random selection must submit immediately for testing.
- d. Reasonable suspicion - administered if the employer has reasonable suspicion to believe the driver is in violation of any of the prohibitions listed above.
- e. Return to duty - Administered prior to a driver returning to duty, following a "positive" controlled substances or alcohol test. We must also administer a return to duty test if a driver is disqualified from the random pool for any reason, and then re-enters the random pool.
- f. Followup – If a driver has refused to test or tested positive, and wishes to be requalified to perform safety sensitive functions, he/she must be counseled by a Substance Abuse Professional (SAP), follow the recommended program, and then produce a negative "Return to Duty" test result. The SAP will then direct the company to administer a minimum of six "Followup" tests in the next 12 months. This number may be increased by the SAP. The company will select the times for the followup tests.

Testing Procedures

All testing will be performed with procedures that are outlined in the Code of Federal Regulations, Part 40. These procedures are designed to protect the driver, maintain integrity in the testing process and safeguard the validity of the test results.

Consequences of Prohibited Conduct

Any driver who engages in conduct prohibited by Part 382 will be immediately removed from performing any safety sensitive function. In addition, the driver will be subject to termination from his/her employment with **ABC Company**. Under the company's current policy, the driver who tests positive will be offered a "once per lifetime" last chance to be reinstated. The reinstatement will be subject to the driver submitting to a treatment needs assessment by an authorized Substance Abuse Professional, and following and completing the recommended treatment. In addition, the driver will be required to submit to a Return To Duty controlled substance and/or alcohol test.

Refusal To Test

If any driver refuses to test under the conditions outlined in Part 382, the refusal will be treated as a positive result, and will be subject to consequences of a positive test.

Information

The following pages contain information regarding the symptoms and effects of the use of alcohol and controlled substances.

All employees are encouraged to be familiar with this document and with the requirements of the Federal Motor Carrier Safety Regulations, Parts 382 and Part 40.

Alcohol and Controlled Substances Physical Symptoms, Uses and Effects

General Signs of Abuse of alcohol and controlled substances include:

- Tardiness or absenteeism
- Borrowing money from co-workers
- Problems with relationships
- Increased irritability
- Decreased attention span
- Difficulty remembering instructions
- Taking criticism personally
- Denial of any problem
- Paraphernalia present

Types of paraphernalia:

- Roach clips
- Cigarette papers
- Pipes, bongs
- Razor blades, small mirrors
- Small spoons and straws
- White powder
- Syringes; needles
- Eye droppers
- Rubber tubing

Physical Symptoms

Marijuana

Uses and Effects

Red eyes

Some medical uses for THC

Pale face

Effect lasts 2-4 hours; stays in system for several days/weeks; stored in fat tissue cells

Strong odor, like burning rope

Loud, boisterous in early stages

Smoked or taken orally

Sleepy, stuporous in later stages

Causes euphoria; increased appetite; disoriented behavior; relaxed inhibitions; negative effect on peripheral vision

Overdose can cause fatigue;
paranoia; not fatal

Physical Symptoms

Cocaine

Uses and Effects

Runny nose; nasal problems

May be used as a local anesthetic

Needle marks on arms

Highly addictive

Dizziness

Effect lasts 1-2 hours

Dilated pupils

Sniffed, smoked or injected

Dry mouth and nose

Increased alertness; euphoria;
excitation; increased pulse and blood
pressure; insomnia; loss of appetite

Bad breath; frequent lip licking

Overdose can cause agitation;
hallucination; convulsions; possible
death

Lack of interest in food and sleep

Opiates

Drowsiness; lethargy

Used as pain killer; cough medicine

Slurred speech

Highly addictive (codeine is
moderately addictive)

Constricted pupils

Effect lasts 3-6 hours

Needle scars

Sniffed, injected, smoked, taken
orally

Loss of appetite

Causes euphoria; drowsiness; nausea

Nausea; flushed face

Overdose can cause slow, shallow
breathing; clammy skin;
possible death

convulsions;

PCP

Increased heart rate/blood pressure

No medical uses

Flushing, sweating, dizziness,
numbness, drowsiness

Highly addictive; effect lasts several
days

Pupils dilated

Smoked, injected, taken orally

Rigid muscles, deadened actions

Causes illusions; hallucinations

Symptoms of intoxication
without smell of alcohol

Overdose may cause more intense
trips; possible death

Physical Symptoms

Uses and Effects

Amphetamines

Increased heart and breathing
rates

Used for weight control; to treat
narcolepsy; attention deficit disorder

High blood pressure; high fever

Highly addictive

Dilated pupils

Effect lasts 2-4 hours

Decreased appetite; dry mouth

Injected or taken orally

Sweating; headache; blurred
vision; dizziness

Increased alertness, pulse, and blood
pressure; insomnia; loss of appetite;
euphoria; excitation

Unable to sleep

Overdose may cause agitation;
convulsions; possible death

Alcohol

Sloppiness

Limited medicinal use; over the
counter sleep aids; cough syrups

Slurred speech

Addictive; may be genetic

Trouble walking

Moody, emotionally unstable

Has the “shakes”

Accident-prone

Blackouts

Withdrawn; may be violent; overly
talkative

Hangover (headaches)

Smell of alcohol

RECEIPT

**I have received a copy of the ABC Company
Drug and Alcohol Information packet.**

Signature

Date

ABC Company

Drug and Alcohol Information Packet