

**WASHOE COUNTY SCHOOL DISTRICT**  
**Transportation Department**  
**Driver Selection, Standards, Evaluation and Training Program Manual**

**Alcohol and Drug Testing Procedures**

**PRE-EMPLOYMENT TESTING**

The Transportation Department will provide to each applicant for each CDL position a Notice to Driver Applicants and an Alcohol/Drug Testing Application.

The responsible department head will extend an offer of employment contingent on the completion of the DRIVER PRE-EMPLOYMENT CONTROLLED SUBSTANCES STATEMENT form. A copy of the form must be sent to Margo Medeiros (Transportation Department). Please note, if an applicant does admit to testing positive for such a test and, therefore, cannot sign this form, you should rescind the offer of employment and inform the applicant that as per WCSD regulations, an applicant is not eligible for hire if the applicant has tested positive to pre-employment controlled substances test, or has refused a pre-employment controlled test during the past two (2) years from the date of this employment application with WCSD.

The responsible department head will extend the offer of employment to the selected applicant contingent on his/her successfully passing a drug/alcohol test. The department head will complete an Alcohol/Drug Testing Notification Form, issue it to the selected employee, and notify him/her to immediately contact the Acadia Medical Group at 786-3555 to schedule an appointment for a drug test. The pre-employment test should be conducted as soon as possible after the offer of employment is extended, but **must** be conducted prior to the employee beginning work. The employee will also be provided a copy of the Signs Towards Drug Dependence and the School Board Policy and Administrative Regulation 4214 on Alcohol and Drug Testing.

The Alcohol and Drug Testing Manager will communicate all test results to the appropriate department head. In the case of a positive test result, the Alcohol and Drug Testing Manager will also notify the Transportation Department. **Employees are not permitted to begin working until confirmation of a negative test result from the Alcohol and Drug Testing Manager.**

The responsible department head will have the selected employee complete an Alcohol/Drug Testing Organization Release and mail it with a Verification of Driver's Involvement to the employee's previous employer(s). The department head will scrutinize the selected employee's employment record to ensure there are no gaps in employment. Furthermore, the department head will scrutinize the selected employee's employment record to ensure there are no gaps in employment. Furthermore, the department head will call ALL appropriate employers within the previous two (2) years to verify dates of employment.

The Alcohol and Drug Testing Manager and the Department Head will ensure that the documents relative to the employee's previous alcohol/drug tests are received within 30 calendar days. If said documents are not received within 30 calendar days, the employee will either be placed on leave without pay. Or not be allowed to perform safety sensitive functions until the appropriate documents are received. The Alcohol and Drug Testing Manager will notify the department head of the result when they are received. In the case of a positive test result, or a refusal to submit, the Alcohol and Drug Testing Manager will also notify the Transportation Department.

It is important that during the offer of employment the employee is notified that if the documents relative to his/her alcohol/drug tests are not received within 30 calendar days of his/her employment, s/he may be placed on leave without pay, or not allowed to perform safety sensitive functions until the appropriate documents are received.

The Transportation Department will have employees complete a Receipt of Policy/Pre-employment Testing/Previous Testing/Driver Awareness Program/Signs Toward Drug Dependence form and, if the employee is located in a department outside of Transportation, forward a copy of the signed Receipt of Policy/Pre-Employment Testing/Previous Testing/Driver Awareness Program/Signs Toward Drug Dependence form to the employee's department head. The department head **must** receive a signed copy of the Receipt of Policy/Pre-Employment Testing/Previous Testing/Driver Awareness Program/Signs Toward Drug Dependence form, **before** employees may begin working. This form ensures that employees **have** submitted to an alcohol/drug test and received a copy of Signs Towards Drug Dependence and the School Board Policy and Administrative Regulation 4214 on Alcohol and Drug Testing.

If employees will be responsible for identifying employees who will be subject to reasonable suspicion testing, the Transportation Department will also have employees view the training video regarding recognizing substance abuse, as well as receive a copy of Alcohol And Drug Indicator Checklist. The Transportation Department will have employees complete a Supervisory Training Outline, and forward a signed copy to the Employee's department head. The department head will ensure that a signed copy of the Supervisory Training Outline is received **before** employees may begin working.

Once all of the above procedures have been followed, the employee may begin working.

COPIES OF ALL DOCUMENTS WILL BE FORWARDED TO THE ALCOHOL AND DRUG TESTING MANAGER.

### **RANDOM TESTING**

When an employee is selected for a random test, the Alcohol and Drug Testing Manager will notify the appropriate department head of the employee under his/her supervision who has been selected for testing. The department head will complete an Alcohol/Drug Testing Notification Form, issue it to the selected employee, and notify the employee that s/he is to report immediately to the Acadia Medical Group to take an alcohol/drug test. The employee will be paid for the time it takes to report to and return from the clinic.

The Alcohol and Drug Testing Manager will communicate all test results to the appropriate department head. In the case of a positive test result, the Alcohol and Drug Testing Manager will also notify the Transportation Department.

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### **REASONABLE SUSPICION TESTING**

If a department head suspects an employee of having violated the alcohol/drug testing policy, s/he will complete and follow the procedure outlined on the Reasonable Suspicion Report. The department head will complete an Alcohol/Drug Testing Notification Form; issue it to the employee, and transport (or have a designated person transport) the employee to the Acadia Medical Group to take an alcohol/drug test. The employee will be paid for the time it takes to report to and return from the clinic. Following the test, the employee will be transported to his/her home. The employee will be notified that s/he will be placed on the leave with pay pending the outcome of the test result.

The Alcohol and Drug Testing Manager will communicate all test results to the appropriate department head. In the case of a positive test result, the Alcohol and Drug Testing Manager will also notify the Transportation Department.

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### **POST-ACCIDENT TESTING**

An employee involved in an accident on the job that requires Post-Accident testing, is required to complete a Driver Post-Accident Report. The driver will contact the appropriate department head immediately. Any driver subject to post-accident testing who leaves the scene of an accident before a test is administered, other than for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care, or who fails to remain readily available for testing, may be deemed by the District to have refused to submit to testing. The department head will notify the Alcohol and Drug Testing Manager who will immediately report to the scene of the accident. The Alcohol and Drug Testing Manager (or his/her designee) will review the report completed by the driver and determine if a post-accident test is required.

If a test is required, the Alcohol and Drug Testing Manager (or his/her designee) will complete an Alcohol/Drug Testing Notification Form, issue it to the employee, and the department head will transport the employee to the Acadia Medical Group to take an alcohol/drug test. The employee will be paid for the time it takes to report to and return from the clinic. The employee will be transported to his/her home. The employee will be notified that s/he will be placed on leave with pay pending the outcome of the test results.

The Alcohol and Drug Testing Manager will communicate all test results to the appropriate department head. In the case of a positive test result, the Alcohol and Drug Testing Manager will also notify The Transportation Department.

COPIES OF ALL DOCUMENTS WILL BE FORWARDED TO THE ALCOHOL AND DRUG TESTING MANAGER.

### **GENERAL**

Out-of-Town Accidents:

If a driver is scheduled to drive outside of the Reno/Sparks area, the department head will ensure that a Post-Accident Testing Out-Of-Area Kit is maintained in the vehicle. If an accident occurs outside of the Reno/Sparks area, the procedure contained in the kit will be followed. It is the responsibility of the Department Head to ensure the driver adheres to the procedure.

After Hours Testing:

Office hours for the Acadia Medical Group are Monday through Friday, 8:00 a.m. to 5:00 p.m.

If a driver is required to undergo an alcohol/drug test after hours, the appropriate department head will contact a representative of the clinic at 334-3400 and request they meet them at the entrance to the emergency room at Saint Mary's Regional Medical Center. The representative will administer the tests at Saint Mary's Hospital.