

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 as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the Transportation Manager at 563-552-3275.

Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation, or recommended substance abuse treatment program, may be subject to discipline up to and including termination. The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the District will conduct FMCSA Clearinghouse queries for applicants prior to hire and employees annually. Employees must provide written consent for the District to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety-sensitive functions.

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: April 9, 2012
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Revised: July 20, 2020