

**POLICY FOR ALCOHOL AND CONTROLLED SUBSTANCES TESTING AS
REQUIRED BY FEDERAL LAW**

Office of _____

**ALCOHOL AND CONTROLLED-SUBSTANCES TRAINING
As required by Federal Law**

On _____, 19____, you received training and information regarding the Department of Transportation's (Federal Highway Administration) alcohol and controlled-substances testing regulations.

The training session included a discussion and/or explanation of the following:

- 1) The identity of the person designated by the employer to answer driver questions about the materials.
- 2) The categories of drivers who are subject to the provisions of this part.
- 3) Sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance with this part.
- 4) Specific information concerning driver conduct that is prohibited by this part.
- 5) The circumstances under which a driver will be tested for alcohol and/or controlled substances under this part.
- 6) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the driver and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct driver.
- 7) The requirement that a driver submit to alcohol and controlled-substances tests administered in accordance with this part.
- 8) An explanation of what constitutes a refusal to submit to an alcohol or controlled-substances test and the attendant consequences.
- 9) The consequences for drivers found to have violated Subpart B of this part, including the requirement that the driver be removed immediately from safety-sensitive functions and the procedures under Section 382-605..

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- 10) The consequences for drivers found to have an alcohol concentration of 0.02 or greater, but less than 0.04. in addition to the above training, you also received written information regarding the following:
- 11) The effects of alcohol and controlled-substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled-substances problem (the driver's or a coworker's); and available methods of intervening when an alcohol or a controlled-substances problem is suspected including confrontation, referral to any employee-assistance program, and/or referral to management.

Certification of Receipt:

I hereby certify that I have received the training/information as listed above as well as a copy of the district's alcohol and controlled-substances testing policy.

Signature

Date