

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHE
(EXHIBIT)

The following forms will be used by the District:

Exhibit A: Informed Consent Form — 1 page

Exhibit B: Supervisor's Documentation — 3 pages

Exhibit C: Post-Accident Testing — 1 page

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EXHIBIT A

INFORMED CONSENT FOR DRUG AND/OR ALCOHOL TESTING

I, _____, (*print name*)
consent to this request for a urine or blood specimen or the use of other alcohol screening devices to perform a comprehensive test for drugs or alcohol pursuant to District policy DHE(LOCAL) and (REGULATION). I authorize the release of the results of these tests to the authorized District officials and any authorized third parties. I understand that this analysis will be conducted under the direction of a laboratory approved by the District.

I understand refusal to consent to a drug or alcohol test will subject me to disciplinary action up to and including employment termination, or if I am an applicant, will result in termination of the hiring process.

I understand the initial drug screening will be by the enzyme immunoassay techniques (EMIT) test. If this test yields a positive result, a second test by a gas chromatography/mass spectrometry (GCMS) test will be made immediately using a portion of the same test sample I provided for the first test. If the second test confirms the positive test result, I will be notified in writing within five working days. I understand that the alcohol screening test will be the Evidential Breath Testing (EBT) device. The letter of notification will identify the particular substance found.

I understand the urine or blood specimen collected pursuant to the administrative regulation will be used only to test for those drugs or alcohol included in the administrative regulation and may not be used to conduct any other analysis or test unless otherwise authorized by law.

I understand that any current prescription medications that I identify on the testing paperwork and which are being taken as prescribed by a physician will be taken into consideration.

I acknowledge I have been notified of the District policy DHE(LOCAL) and (REGULATION). Further, I understand that if the drug or alcohol test is confirmed to be positive, as a staff member, I am subject to disciplinary action up to and including employment termination, and I will not be assigned to operate or maintain a school bus or police vehicle. As an applicant, I understand that if the drug or alcohol test is confirmed to be positive, I will not be hired.

- ☐ I do not consent to a drug or alcohol test.
☐ I do consent to a drug or alcohol test.

Signature

Date

Employee ID Number

Supervisor's Name (Printed)

Supervisor's Signature

Date

DATE ISSUED: 2/07/2022

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EMPLOYEE STANDARDS OF CONDUCT
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Witness Name (Printed)

Witness Signature

Date

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EXHIBIT B

CONFIDENTIAL

SUPERVISOR'S DOCUMENTATION FOR DRUG AND/OR ALCOHOL TESTING

Staff Member Name (Print)

Employee ID Number

Staff Member Job Classification

Supervisor's Name (Print)

Social Security Number

Supervisor Job Classification

1. Nature of work-related incident that caused this recommendation:

Absence from Worksite

Accident

Discovery of Drug Paraphernalia

Fight or Conflict

Loss of Work Ability

Police Report

Unsafe Actions

Other (Describe)

2. Fully describe below the event(s): a) leading up to the incident/situation, b) the work-related incident/situation itself, and, c) the results of the incident/situation. Remember, only include things that you observed, not what you think or suspect. Include job-related actions, not personal, off-duty actions. Be specific, not vague. Fill out spaces below and attach additional sheets, if necessary. Use dates, times, places, and names.

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3. List names of individuals who witnessed the incident.

4. Information concerning your observations of the staff member's physical actions.

- a. Walking/Standing

☐ Falling ☐ Staggering ☐ Steady ☐ Stumbling

☐ Other (describe) _____

- b. Speech

☐ Apparent Normal ☐ Incoherent ☐ Shouting

☐ Silent ☐ Slurred ☐ Rambling

☐ Other (describe) _____

- c. Actions

☐ Apparent Normal ☐ Crying ☐ Fighting

☐ Hostile ☐ Polite ☐ Profanity

☐ Overly Aggressive ☐ Sleepy

☐ Other (describe) _____

- d. Eyes

☐ Apparent Normal ☐ Constricted Pupils (small)

☐ Bloodshot (red) ☐ Glassy Dilated Pupils (large)

☐ Other (describe) _____

- e. Smell

☐ Smell of alcoholic beverage or drugs on the person's breath

☐ Smell of alcoholic beverage or drugs on the person's body

- f. Accident

☐ Traffic accident — circumstances surrounding event

☐ Other accident — circumstances surrounding event

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5. Describe interaction you had with the staff member (questions, answers, instructions, etc.)

6. Physical evidence (pills, bottles, broken equipment, etc.). List items, give locations and disposition. Be specific.

7. Add any additional information.

Signature of Reporting Supervisor

Date

Signature of Witnessing Supervisor

Date

Signature of Executive Director for Human Resources

Date

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EXHIBIT C

POSTACCIDENT TESTING

This table depicts the circumstances under which an employer is required to perform a post-accident alcohol or controlled substances test, in accordance with 49 CFR 382.303(a).

| Types of accidents involved | Citation issued to the CMV driver | Test must be performed by the employer |
|--|--------------------------------------|---|
| Human fatality | YES | YES |
| | NO | YES |
| Bodily injury with immediate medical treatment away from the scene | YES | YES |
| | NO | NO |
| Disabling damage to any motor vehicle requiring tow away | YES | YES |
| | NO | NO |