
**CDL DRIVERS
CONTROLLED SUBSTANCES AND ALCOHOL USE / TESTING**

It is the policy of Head Start of Washington County, Inc. to prevent substance use or abuse from having an adverse effect on our work environment and Bus Drivers. Drivers who misuse alcohol or controlled substances are a danger to themselves, the children they transport, their co-workers, and other drivers on the road.

Employer testing for Substance Abuse by CDL Drivers is regulated by the Federal Government. The Federal Highway Administration has issued regulations, which require HSWC, Inc. to implement a controlled substance and alcohol-testing program. HSWC, Inc. is committed to maintaining a drug-free workplace and will comply with these regulations.

Remaining drug-free and medically qualified to drive are conditions that must be met for continued employment with HSWC, Inc. by all drivers and driver substitutes.

The unlawful use, sale, distribution, possession, or consumption of alcohol or illegal controlled substances (except medically prescribed drugs) is prohibited during work hours; while representing HSWC, Inc.; while performing work activities; or while on Agency premises. In addition, FHWA states that mandatory testing applies to all persons employed to operate a commercial motor vehicle.

Controlled substances and alcohol use testing will be performed pre-employment, pre-duty (after 30 days or more of inactivity), post-accident, when there is reasonable suspicion or policy violation, and randomly throughout the school year. Random testing will be unannounced and employees selected for testing must proceed to the test site immediately, if at work or within 24 hours if not working on the chosen test date.

Drivers who refuse controlled substance and alcohol use testing or who test positive for controlled substances or alcohol will not be permitted to drive for HSWC, Inc. Any driver in violation of this policy will be subject to disciplinary action up to and including termination for the first offense.

*Approved BOD 5/24/2001
Approved by Policy Council 6/13/2001*