



BLACKSBURG TRANSIT SUBSTANCE ABUSE POLICY

Revised May 2024

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1. INTRODUCTION

Blacksburg Transit is dedicated to providing safe, dependable, and economical transportation services to Virginia Tech students and Blacksburg citizens. Blacksburg Transit is also dedicated to providing a healthy, satisfying drug-and alcohol-free work environment for its employees. These obligations are severely jeopardized by an employee who is unfit for duty due to drug or alcohol usage. Drugs and/or alcohol usage can cause work performance problems such as accidents, run delays, and excessive absenteeism. It can cause sickness and workplace injuries resulting in higher health care and workers' compensation premiums. Drug and/or alcohol usage is also the cause of workplace accidents, damage to property and equipment, threats to public safety, including passengers and the general public and poor workplace decisions. Finally, drugs and/or alcohol usage can cause significant harm to Blacksburg Transit's public image.

Drug and alcohol testing is mandated by the Federal Transit Administration (FTA) and the U.S. Department of Transportation (DOT) in 49 CFR Part 40, and Part 655, as amended. In addition, drugs are prohibited in the workplace by the "The Drug-Free Workplace Act of 1988" located in 20 CFR Part 29.

Blacksburg Transit's Drug & Alcohol Prevention Program has been created to protect both the public and Blacksburg Transit employees. Participation in the program is a condition of employment for each safety sensitive employee. The program mandates discipline up to and including discharge for violations. At the same time, it offers free substance abuse evaluation services and a second chance to employees who voluntarily come forward and seek professional rehabilitation services prior to being notified of a pending drug or alcohol test. The Blacksburg Town Council has adopted Blacksburg Transit's Drug and Alcohol program. This program is also intended to comply with all applicable federal regulations governing workplace anti-drug and alcohol abuse programs in the transit industry.

2. APPLICABILITY

This policy applies to all transit system employees who perform, or are called upon to perform, or may be called upon to perform a safety-sensitive function. Such employees shall be referred to as "safety-sensitive employees". This policy applies when safety-sensitive employees are on transit property or when performing any transit-related safety-sensitive or non-safety-sensitive business. It also applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Contractors performing a safety sensitive function are covered under their employer's FTA compliant Drug and Alcohol Program, if not excluded in safety sensitive function 4 (below): maintain a revenue service vehicle.

The Town of Blacksburg is a Drug-Free Workplace, as such the unlawful manufacture, distribution, possession, purchase, sale, or use in the workplace of narcotic drugs, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any controlled substance, as defined in scheduled I through V of Section 202 of the Controlled Substances Act (21 U.S.C Section 12) and further defined by Federal Regulation at 21 CFR Sec. 1300.11-1300.15 is prohibited.

A safety-sensitive function, as defined by the FTA, is any duty related to the safe operation of public transportation service including the:

1. Operation of revenue service vehicles, in or out of service;
2. Operation of non-revenue service vehicles that require drivers to hold a Commercial Driver's License (CDL)
3. Controlling the dispatch or movement of revenue service vehicles;

4. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service. This section does not apply to the following: an employer who receives funding under 49 USC 5307 or 5309, is in an area less than 200,000 in population, and contracts out such services; or an employer who receives funding under 49 USC 5311 and contracts out services.
5. Carrying of a firearm for security purposes.

A safety sensitive employee is considered to be performing a safety sensitive function when he or she is actually performing, ready to perform, or immediately available to perform such functions.

Blacksburg Transit has reviewed the actual duties performed by employees to determine which functions and positions are safety-sensitive. A list of safety-sensitive positions is attached (Attachment 1). Blacksburg Transit will update this list as necessary to conform with federal law changes.

3. PROHIBITED BEHAVIOR

The use, possession, distribution, sale, purchase, manufacture, dispensation of or intoxication by alcoholic substances or beverages, intoxicants, prohibited/illegal drugs, controlled substances not medically authorized, related drug paraphernalia, or other substances including prescription drugs which impair job performance or mental or motor function by any employee or any other person to whom this Policy applies while on Blacksburg Transit premises or in the course of conducting Blacksburg Transit business during regular business hours, including while subject to being on-call in a paid status, at lunch or on breaks, is strictly prohibited. Safety sensitive employees are prohibited from the consumption of prohibited/illegal drugs at all times.

Employees performing safety-sensitive job functions are prohibited from reporting to or remaining on duty with an alcohol concentration level of 0.02 or greater. Safety-sensitive employees may not use alcohol from any source while on duty, within four (4) hours prior to performing safety-sensitive duty, or within eight (8) hours following an accident (as defined in Section 5.4).

Safety-sensitive employees on call are prohibited from using alcohol during hours they are on on-call status. Any time an employee is called to report for duty, and the employee has used alcohol within four hours of the call, the employee must turn down the work or acknowledge the use of alcohol and the inability to perform the safety-sensitive function.

Employees who are reasonably suspected of engaging in a prohibited activity, or of not being fit for duty due to drug or alcohol misuse will be suspended from duty pending an investigation and verification of condition. Employees who fail to pass a drug or alcohol test, or who engage in a prohibited activity will be removed from duty and subject to disciplinary action, up to and including discharge.

Before beginning a work shift, an employee must report to his or her supervisor the use of prescription or over-the-counter drugs if the employee feels that use of the drug may impair their ability to perform their job duties safely. It is the employee's responsibility to determine from the physician, practitioner, or pharmacist whether or not job performance would be impaired. A positive test result, whether prohibited/illegal substances, illegal use of prescriptions, or misuse of prescriptions, will result in discipline up to and including discharge.

All employees are required to notify the transit system of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including termination.

4. PROHIBITED SUBSTANCES

An “illegal drug” is any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained, or is not being used for its prescribed purposes. A positive urine test as defined by the current cut-off concentrations (49 CFR Part 40.85) is sufficient to support a finding of “use” for safety-sensitive employees for the following substances:

- Marijuana metabolites (tetrahydrocannabinol (THC)), including all hemp products
- Cocaine metabolite (Benzoylecgonine)
- Amphetamines and metabolites
 - Amphetamine
 - Methamphetamine
 - MDMA
 - MDA
- Opioids
 - Codeine
 - Morphine
 - Heroin/6-Acetylmorphine (6-AM)
 - Hydrocodone
 - Hydromorphone
 - Oxycodone
 - Oxymorphone
- PCP (phencyclidine)

Marijuana (THC) remains a drug listed in Schedule 1 of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation’s drug testing regulations to use marijuana or other products containing THC. Use of “medical marijuana” does not constitute a valid medical explanation under Federal law and will be considered a positive drug test result.

The Food and Drug Administration does not currently certify the levels of THC (active ingredient in marijuana) in CBD products, so there is no Federal oversight to ensure that the labels are accurate. CBD products may contain higher levels of THC than what the product label states. Since CBD products contain THC, which could lead to a positive drug test result, safety sensitive employees should exercise caution when considering whether to use CBD products.

5. TRAINING

Safety Sensitive employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors and/or any employee in a position tasked with making reasonable suspicion determinations shall receive at least:

- 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use *and*
- 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

6. TESTING CATEGORIES

6.1 Pre-Employment

All applicants for safety-sensitive positions or current employees who transfer from a non-safety sensitive position into a safety-sensitive position shall undergo urine drug testing prior to performing safety-sensitive duties. Individuals who apply for positions at Blacksburg Transit will be notified of this requirement when interviewed. Blacksburg Transit must receive a negative drug test result prior to the assignment of safety-sensitive duties. Failure of a pre-employment drug test will disqualify an applicant for employment.

Employees on leave of absence will be removed from the random pool for that period of time during which they are on leave. A pre-employment test will be required for employees returning from a leave of absence that results in their being out of the random pool beyond 90 days.

If a pre-employment test is cancelled, the applicant will be required to re-test with a negative test result. A negative dilute¹ test result on a pre-employment test will require a re-test.

Applicants are required to report the name and contact information for all DOT covered employers for the previous two years. The applicant is required to provide a consent statement permitting the previous DOT covered employers to release drug and alcohol test results to Blacksburg Transit. Applicants who have previously failed a DOT drug test must provide evidence of successful completion of a rehabilitation program. Failure to provide information or provision of inaccurate or misleading information will result in immediate termination and/or rescission of the employment offer.

If more than ninety (90) days have elapsed between the time of successfully completing pre-employment testing and the assignment of safety-sensitive duties, another pre-employment test will be required prior to the individual being assigned safety-sensitive duties.

6.2 Random

Employees in safety-sensitive positions will be subjected to random, unannounced drug and alcohol testing. The selection of safety-sensitive employees for random testing will be made using a scientifically valid method that ensures each covered employee will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year. Testing is conducted on all days and hours during which Blacksburg Transit is in operation. Drug tests can be conducted at any time during an employee's shift (i.e., beginning, middle or end). Alcohol tests may be conducted just before the performance of safety-sensitive duties, during the performance of safety-sensitive duties, or just after an employee has performed safety-sensitive duties. In the event the random test collection extends beyond the end of the shift, the employee will be paid for the additional time. Employees will be required to report immediately to the collection site upon notification of their random selection. Testing rates for the following calendar year are published in the Federal Register and in the December edition of the FTA Drug and Alcohol Newsletter.

The number of employees randomly selected for drug/alcohol testing during the calendar year shall be in accordance with FTA regulations. The test dates will be spread reasonably throughout the year. Every effort will be made to conduct testing on different days of the week and at different times throughout the annual cycle.

¹ A urine specimen is dilute if the creatinine concentration is less than 20 mg/dL and the specific gravity is less than 1,003.

A negative dilute test result on a random test will be considered a negative test.

6.3 Reasonable Suspicion

All safety-sensitive employees may be subject to a fitness for duty evaluation, and urine and/or breath testing when a supervisor has reason(s) to believe that drug or alcohol use is adversely affecting job performance.

A safety sensitive employee may be required to submit to a drug and/or alcohol test when there is reasonable suspicion, determined by a trained supervisor or manager, that the employee has used a prohibited drug or has misused alcohol. Testing for reasonable suspicion will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odor of the employee observed by two supervisors/managers. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse;
2. Evidence of illegal alcohol or drug use, possession, sale, or delivery;
3. Altercations (either physical or verbal) with others, or erratic or violent behavior;
4. Other unusual acts or unusual behavior that may suggest drug or alcohol use.

Employees submitting to a drug test under reasonable suspicion will be removed from safety sensitive duties for a period of 24 hours following the administration of the test. The employee will receive paid administrative leave for any scheduled shifts that the employee is removed from during this 24 hour period. The Transit Director must be notified within six (6) hours following the reasonable suspicion drug test to provide guidance on how to proceed with the employee's schedule beyond the 24 hour period (if unable to reach the Transit Director, the Human Resources Manager would be the next point of contact).

Employees submitting to an alcohol test under reasonable suspicion will follow the guidance in Section 10 – "Consequences for Policy Violation" for next steps.

A negative dilute test result on a reasonable suspicion test will be considered a negative test.

6.4 Post-Accident

Testing for prohibited drugs and alcohol will be conducted in the case of certain accidents. An accident as defined by the FTA is an occurrence associated with the operation of a vehicle in which:

- An individual dies, or
- An individual receives injuries requiring immediate transport to a medical treatment facility, or
- Any time one or more vehicles receive disabling damage and are transported away from the scene by a tow truck or other vehicle. "Disabling damage" does not include damage to headlights, taillights, turn signals, horn, windshield wipers, and tires or other damage that could be remedied temporarily at the scene of the occurrence if special tools or parts were available.

This definition is not directed at vehicle collisions exclusively; it also includes incidents such as passenger or pedestrian injuries when the individual requires immediate transport to a medical treatment facility.

All safety-sensitive employees will be required to undergo urine and breath testing if they are involved in an accident with a Blacksburg Transit vehicle (regardless of whether or not the vehicle is in revenue service) that results in a fatality. This includes all surviving safety-sensitive employees that were operating the vehicles and any other whose performance could have contributed to the accident (e.g., maintenance personnel).

Following non-fatal accidents, the vehicle operator will be tested if one or more individuals receive injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage. Any other safety-sensitive employee whose performance could have contributed to the accident (as determined using the best information available at the time of the accident) will also be tested. However, if an employee's performance can be completely discounted as a contributing factor to the accident, then he or she will not be tested under FTA.

Following any accident that meets the requirement for post-accident testing, the safety-sensitive employee will be drug and alcohol tested as soon as possible; testing of both should be completed within 2 hours following the accident. If not, the reason for the delay will be noted on the post-accident test form and efforts to collect the sample will continue according to the following procedures:

- Alcohol: If an alcohol test is not administered within eight hours following the accident, all attempts to administer an alcohol test will be discontinued and the reason documented on the post-accident form.
- Drug: If a drug test is not administered within eight hours following the accident the reason should be documented on the post-accident form. Attempts may continue, but the timeframe may not exceed 32 hours post-accident.

Any safety-sensitive employee involved in an accident must remain readily available and refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test. Testing may be delayed while the employee assists in resolution of the accident or receives necessary medical attention. Any safety-sensitive employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include not only operations personnel, but also any other covered employee whose performance could have contributed to the accident.

Employees tested post-accident may return to normal duty following the post-accident test as long as there is no reasonable suspicion that the employee has used a prohibited drug (with the understanding the employee is mentally and physically fit for duty).

A negative dilute test result on a post-accident test will be considered a negative test.

6.5 Employee Requested Testing

Any safety-sensitive employee who questions the results of a required drug test under paragraphs 5.2 through 5.4 of this policy may request that the split sample be tested. This test must be conducted at a different DHHS-certified laboratory. The test will be conducted on the split sample that was provided by the employee at the same time as the original sample. The employee pays all costs for such testing unless the result of the split sample test invalidates the result of the original test or the employee cannot afford to pay the cost. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

7. PERIOD OF COVERAGE

Drug testing will be performed only when the employee is on duty. Alcohol testing can only be conducted while the employee is on duty performing a safety-sensitive function, just before or just after performing a safety-sensitive function.

8. TESTING PROCEDURES

All drug and alcohol testing will be in accordance with 49 CFR Part 40 (Procedures for Transportation Workplace Drug and Alcohol Testing Programs Sections), and Part 655 (Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations). These regulations may be viewed on the Federal Transit Administration website.

8.1 Observed Urine Collections

Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided. In the following circumstances, the collection personnel must observe the second collection in compliance with FTA regulations:

1. The individual has presented a urine sample that falls outside the normal temperature range.
2. The collection site person observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitutes urine in plain view, blue dye in specimen presented, etc.).
3. The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to Blacksburg Transit that there was not an adequate medical explanation for the result.
4. The MRO reports to Blacksburg Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.

The direct observation will be made with no advance notice, and must be made by a collection site person of the same gender as the employee being tested.

9. REFUSAL TO TEST

An employee who refuses to test will be subject to termination.

9.1 All Testing Categories Except Pre-Employment

The following actions constitute a refusal to be tested for all drug and alcohol tests (excluding pre-employment):

- Failure to appear at the testing site within a reasonable time as determined by Blacksburg Transit.
- Failure to remain at the testing site until the testing process is complete;
- Failure to provide a urine or breath specimen for any drug or alcohol test required by DOT or FTA regulations;
- Tampering, adulterating, or substituting a specimen;
- Failure to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Failure or decline to take a second test Blacksburg Transit or collector has directed you to take;
- Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Blacksburg Transit as part of the "shy bladder" procedures;

- Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process) or verbal or written refusal to provide a required urine specimen;
- Failure to refrain from consuming alcohol within eight (8) hours following involvement in an accident without first having submitted to post accident drug/alcohol tests;
- Failure to remain at the scene of an accident prior to submission to drug/alcohol tests without a legitimate explanation;
- Providing false information in connection with a drug test or, if verified, to have falsified test results through adulteration or substitution of a urine specimen;
- Failure or refusal to sign Step 2 of the Alcohol Testing Form.
- In the case of a directly observed or monitored collection in a drug test, failure to permit the observation or monitoring of your provision of a specimen;
- For an observed collection, failure to follow the observer’s instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- Admitting to the collector or MRO that you adulterated or substituted the specimen.

9.2 Pre-Employment (Refusal to Test)

The following actions constitute a refusal to be tested for pre-employment drug tests:

- Failure to appear is not a refusal;
- Failure to remain at the site prior to commencement of the test is not a refusal;
- Failure to provide a specimen before the test commences is not a refusal;
- Once the test is underway, failure to remain at the site and provide a specimen is a test refusal with consequences.

10. CONSEQUENCES FOR POLICY VIOLATION

The presence of prohibited/illegal drugs, as defined in Section 4 of this policy, in the body while an employee is on duty is prohibited. If drug test results are verified positive, the employee will be immediately removed from safety-sensitive duty and their employment will be terminated. A positive dilute test result will be considered a positive test.

If a safety-sensitive employee’s alcohol test result is equal to or greater than 0.02 but less than 0.04, the employee will immediately be removed from performing safety-sensitive duties for at least eight (8) hours or until another breath test is administered, and the result is less than 0.02.

Any safety-sensitive employee who has an alcohol test result equal to or greater than 0.02 but less than 0.04 on more than one occasion may be subject to discipline up to and including discharge.

Employees will receive no pay for time lost as a result of a test result of 0.02 or greater. If a safety-sensitive employee’s confirmed alcohol test result is equal to or greater than 0.04, the employee will be terminated.

11. SUBSTANCE ABUSE PROFESSIONAL (SAP) REFERRAL

11.1 Mandatory Referral

A safety-sensitive employee who has a verified positive drug and/or confirmed alcohol test result will be immediately removed from his or her safety-sensitive job duties. In addition, he or she will be advised of the resources available to evaluate and resolve problems associated with drug abuse, including the names, addresses, and telephone of substance abuse professionals and counseling and treatment programs.

Referral to a SAP does not shield an employee from disciplinary action or guarantee employment or reinstatement with Blacksburg Transit. Appropriate disciplinary action will be taken for all policy violations.

11.2 Voluntary Referral

Employees may also be referred to a SAP after voluntarily disclosing a substance abuse problem.

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random, or post-accident testing, or has not refused a drug or alcohol test, may notify their supervisor of their need for assistance. The supervisor will notify the drug and alcohol program manager who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety sensitive employee who voluntarily admits to a drug and/or alcohol problem will immediately be removed from safety sensitive functions and will not be allowed to perform such functions until successful completion of a prescribed rehabilitation program.

Employees who voluntarily disclose a substance abuse problem under this section will not be disciplined for the voluntary referral.

12. RECORD RETENTION

All records pertaining to drug and alcohol testing are stored in a secure location with controlled access for the minimum specified time periods in accordance with 49 CFR 655.71 and 49 CFR 40.333.

- One year – records of negative drug or alcohol test results.
- Two years – records related to the collection process and employee training.
- Three years – Previous DOT employer records
- Five years – records of verified positive drug or alcohol test results, documented refusals, referrals to the SAP, and copies of annual MIS reports.

13. INFORMATION DISCLOSURE

All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Information will only be released in the following circumstances:

1. To a third party only as directed by specific, written instruction of the employee;

2. To the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on the behalf of the employee tested;
3. To a subsequent employer upon receipt of a written request from the employee;
4. To the National Transportation Safety Board during an accident investigation;
5. To the DOT or any DOT agency with regulatory authority over the employer or any of its employees, or to a State oversight agency authorized to oversee rail fixed-guideway systems; or to the employee, upon written request.

14. SYSTEM CONTACT

Any questions regarding this policy or any other aspect of the drug-free and alcohol-free transit program should contact the transit system representative below. Contact information will be updated as necessary, without requiring further action by Town Council.

Drug and Alcohol Program Manager/Designated Contact Person:

Name: Jennifer Barnett
Title: Human Resources Generalist
Address: Blacksburg Transit
2800 Commerce Street
Blacksburg, VA 24060-6656
Number: (540) 443-1585
FAX Number: (540) 951-3142
Email: jbarnett@blacksburg.gov

Medical Review Officer:

Name: Dr. Natalie King & Kelly R. Nelson
Address: Advantage Occupational Medicine
1370 Johnson Ave.
Bridgeport, WV 26330
Phone Number: (304) 933-3651
FAX Number: (304) 933-3657

Substance Abuse Professional:

Name: Peggy Lidstrom & Paul Hardy
Title: Sentara Employee Assistance Program
Address: 816 Independence Blvd., Suite 1A
Virginia Beach, VA 23455
Phone Number: (800) 899-8174

Employee Assistance Program:

Name: Sentara Employee Assistance Program
Address: 816 Independence Blvd., Suite 1A
Virginia Beach, VA 23455
Phone Number: (800) 899-8174

Attachment 1 – Safety-Sensitive Positions

This list will be updated as necessary without requiring further action by Town Council.

Operations Manager
Assistant Operations Manager
Operations Supervisor
Operations Supervisor Assistant
Operations Specialist
Bus/Access Operator
Dispatch Coordinator
Dispatcher
Scheduler
Scheduling and Planning Coordinator
Safety and Training Supervisor
Trainer

Maintenance Manager
Mechanic Foreman
Mechanic
Mechanic Assistant
Parts and Service Administrator
Parts Assistant
Maintenance Specialist Foreman
Maintenance Specialist

ITS/Special Projects Manager
ITS Systems Administrator
Lead ITS Technician
ITS Technician

Attachment 2 - Alcohol Fact Sheet

Information in this section is supplemental to the Substance Abuse policy to educate employees about the potential effects of alcohol use/misuse.

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related)

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.

- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Attachment 3 – Prohibited/Illegal Drug Fact Sheet

Information in this section is supplemental to the Substance Abuse policy to educate employees about the potential effects of drug use/misuse.

Amphetamines

Amphetamines are central nervous stimulants that speed up the mind and body. Signs and symptoms of use include hyper excitability, restlessness, confusion, panic, talkativeness, inability to concentrate, and heightened aggressive behavior. Regular use produces strong psychological dependence and increasing tolerance to the drug.

Low-dose amphetamine use will cause short-term improvement in mental and physical functioning. With greater use, however, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

Cocaine

Cocaine is abused as a powerful physical and mental stimulant; the entire central nervous system is energized. Signs and symptoms of use include financial problems, increased physical activity and fatigue, isolation and withdrawal from friends and normal activities, unusual defensiveness, anxiety, agitation, and wide mood swings. Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. Cocaine causes spasms of blood vessels in the brain and heart and can lead to ruptured vessels causing strokes or heart attacks. Extreme mood and energy swings create instability. Work performance is characterized by forgetfulness, absenteeism, tardiness, and missed assignments.

Marijuana

People use marijuana for the mildly tranquilizing, mood altering and perception altering effects it produces. Signs and symptoms of use include reddened eyes, slowed speech, chronic fatigue, and lack of motivation. Chronic smoking of marijuana causes emphysema-like conditions. Regular use can cause diminished concentration, impaired short-term memory, impaired signal detection, and impaired tracking (the ability to follow a moving object with the eye).

Marijuana smoking has a long-term effect on performance. Combining alcohol and other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

In regards to CBD oil, because federal law classifies marijuana as a Schedule 1 drug, even though CBD oil has minimal amounts of THC, standard drug tests can't tell the difference between hemp products and marijuana. There is no legitimate medical explanation for having levels of marijuana metabolites over the cutoff concentration of 50 nanograms per milliliter (ng/mL), so any drug test resulting in a positive result for marijuana metabolites would be a positive regardless of the source.

Opiates

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions, and when taken in large doses, cause a strong euphoric feeling. Signs and symptoms of use include mood changes,

impaired mental functioning, depression and apathy, impaired coordination, and physical fatigue and drowsiness. IV needle users have a high risk for contracting hepatitis and AIDS due to sharing of needles.

Unwanted side effects of opiates such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental functions.

Phencyclidine

Phencyclidine acts as both a depressant and a hallucinogen, and sometimes a stimulant. Signs and symptoms of use include impaired coordination, severe confusion and agitation, extreme mood shifts, rapid heartbeat, and dizziness. The potential for accidents and overdose is high due to the extreme mental effects combined with the anesthetic effect on the body. PCP use can cause irreversible memory loss, personality changes, and thought disorders.

Ecstasy

Ecstasy, MDMA (3,4 methylenedioxymethamphetamine), is a synthetic, psychoactive drug that is chemically similar to the stimulant methamphetamine and the hallucinogen mescaline. MDMA causes an increase in serotonin which plays an important role in the regulation of mood, sleep, pain, appetite, and other behaviors. The excess release of serotonin by MDMA likely causes the mood elevating effects experienced by users. However, by re-releasing large amounts of serotonin, MDMA causes the brain to become significantly depleted of this important neurotransmitter, contributing to the negative behavioral after-effects that users often experience for several days after taking MDMA.

According to the National Institute on Drug Abuse, studies have shown that some heavy MDMA users experience long-lasting confusion, depression, and selective impairment of working memory and attention processes.

Ecstasy users make extremely dangerous drivers. They can exhibit the same impairments as amphetamine, heroin, cocaine, and hallucinogen users. Some ways driving ability is affected by ecstasy use include:

- Slowed thinking and reflexes, making reacting difficult
- Distorted visual and depth perception
- Difficulty making complex decisions
- Lengthened glare recovery time
- Overly confident in driving skills and judgment
- Lapses in attention and concentration - driver is unable to display continuous attention
- Distorted vision
- Auditory and visual hallucinations

Attachment 4 – Guidelines for Use of Prescription and Over-The-Counter Medications

Information in this section is supplemental to the Substance Abuse policy to educate employees about the potential effects of prescription and over-the-counter medication and best practices with regard to the performance of safety sensitive functions while taking prescription or over-the-counter medications.

1. **Be cautious.** All medications, prescription (Rx) and over-the-counter (OTC), have the potential to be dangerous. Use medications cautiously and always in accordance with your physician's directions. Do not perform any safety-sensitive function if you are impaired by any medication. However, this caution should not be construed to require any FTA covered employee to delay or deny any necessary medical treatment.
2. **Inform your prescribing physician, dentist or other medical professional.** Before accepting a prescription, inform your physician of your safety-sensitive position and explain your job duties. Do not assume he/she will remember your explanation from one visit to the next. Remind him/her of any other medications you might be taking; make sure to include those medications prescribed by other physicians. Make sure the physician has your complete medical history. Ask if you will be able to perform your duties safely on these medications. If not, ask if there is an alternative. Follow your employer's policy and procedures for documenting the physician's assessment and release to work statement, if applicable.
3. **Solicit information from your pharmacist.** Anytime you need additional information about an Rx or OTC, ask your pharmacist. A pharmacist will be very knowledgeable about the medication ingredients, side effects, precautions, drug interactions, and effects when combined with other drugs. Even if you have already obtained information from your prescribing physician, your pharmacist may be more knowledgeable and be able to provide additional information and insight. Read warning labels and side-effects provided on information summaries provided with Rx and OTC's.
4. **Do not over-medicate.** Always follow the prescription directly as written. Never increase the dosage or frequency of use without explicit directions from your doctor. Not only is this practice medically risky, but increased doses of a medication may cause impairment when the same medication used as recommended may not.
5. **Check the strength of the prescription.** Sometimes medicines are prescribed in different strengths (i.e., 500 vs. 250 MG). Do not take a pill without first checking the dosage and comparing it to the prescription, even if you have taken this medication before or this is a refill.
6. **Never take someone else's medication,** even if you have taken this medication or one like it before. This is illegal, dangerous, and it may cause impairment.
7. **Always monitor your reaction.** Anytime you take any medication (Rx or OTC) watch for any side-effects which could impact your ability to perform your job safely including drowsiness, dizziness, confusion, etc. Try to get used to the medication first before reporting for work. The same applies even if you have taken this medication in the past with no previous side-effects. An

individual's reaction to a medication may vary with each treatment, the nature of the illness and other medications taken.

8. **Avoid Rx/OTC's that have been problems in the past.** If you have taken medications in the past that have caused negative side-effects, make a note of the active ingredients and avoid these in the future. Inform your prescribing physician of your problem with the previous medication and ask for alternative medications that do not have this ingredient. For OTC's, read the ingredient portion of the label and ask the pharmacist for assistance.
9. **Ask for alternative treatments or dosage schedule.** If you notice side-effects that could pose a safety risk, consult your prescribing physician (or pharmacist in the case of an OTC) about alternative treatments, medications, dosages, or schedule of use. You may be able to avoid the negative side-effects by simply shifting the dosage schedule to take your medications following your shift rather than before.
10. **Do not perform safety-sensitive duties while impaired.** In instances where no alternative is available, you must inform your supervisor and follow your employer's Rx/OTC procedures for removal from safety-sensitive duty. Do not perform any safety-sensitive duty while you are impaired by any medication.

Attachment 5 – Acknowledgement of Employer’s Substance Abuse Policy

I, _____, the undersigned, hereby acknowledge that I have received a copy of the anti-drug and alcohol misuse program policy mandated by the U. S. Department of Transportation, Federal Transit Administration for all covered employees who perform a safety-sensitive function. I understand this policy is required by 49 CFR Part 655, as amended, and has been duly adopted by the governing board of the employer. Any provisions contained herein which are not required by 49 CFR Part 655, as amended, that have been imposed solely on the authority of the employer are designated as such in the policy document.

I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I will seek and get clarifications for any questions from the employer contact person listed in the policy. I also understand that compliance with all provisions contained in the policy is a condition of my employment.

I further understand that the information contained in the approved policy dated May 2024 is subject to change, and that any such changes, or addendum, shall be disseminated to me in a manner consistent with the provision of 49 CFR Part 655, as amended.

Signature of Employee

Date

Supervisor Signature

Date