

MANDATORY DRUG AND ALCOHOL TESTING

In compliance with the United States Department of Transportation (49 CFR Part 40), employees of the District performing a safety sensitive job or holding a CDL license will be required to submit to drug and alcohol tests in accordance with the rules and regulations promulgated by that department.

The testing will be done by Seacoast Redicare of Somersworth, New Hampshire or by another equally qualified company selected by the District. The center will review all mandatory drug testing including pre-employment, random, post accident, reasonable suspicion and return-to-duty testing. A laboratory certified by the Department of Health and Human Services will perform testing in compliance with the Department of Transportation regulations on urine samples.

Random alcohol testing will be conducted at an annual rate of 25% of safety sensitive positions and will be performed on a National Highway Traffic Safety Administration (NHSTA) approved evidential breath testing device.

Random drug testing of employees will be done at an annual rate of 50% of the safety sensitive positions. Employee numbers will be drawn from a general pool to which the District belongs with a number of other statewide employers. Arrangements will be made with Seacoast Redicare so that these employees will go directly for a urine test when their number is drawn. The test site facility will be informed of the names to be expected.

The employee will be required to submit to a reasonable suspicion drug and/or alcohol test if their supervisor suspects drug and/or alcohol use. Behaviors believed to be a result of drug and/or alcohol use must be observed directly by the supervisor.

A medical review officer (MRO) will review any employee test that is positive from the center to determine if the test is confirmed positive. The MRO will refer all employees who have a confirmed positive test for drugs to a substance abuse professional (SAP). The breath alcohol technician (BAT) will refer any employee to a SAP whose breath test is .02 or above. Department of Transportation (DOT) regulations outline procedures dealing with employees who test .02 to .039. The employee must fulfill the SAP requirements and follow up testing in order to continue in their safety sensitive position. The employee is responsible for these charges associated with SAP, drug/alcohol treatment and follow up testing.

Any employee who tests positive, meaning a concentration level of .02 or greater, will be subject to a second confirmation test. If the second test is also positive, the employee will be terminated from employment with the District.

The use, possession, sale, or transfer of illegal drugs, on or off the job, will be cause for termination. Refusal to participate in a drug screen or alcohol testing, whether selected randomly or for cause, will result in immediate termination.

All files on drug and alcohol testing are maintained by the center. This information is strictly confidential. The District will be advised immediately if an employee fails the drug or alcohol tests above .02 on breath alcohol measurement and by mail for all negative tests.

I have received and understand the drug and alcohol testing policy of the Wakefield School District.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

cc: Personnel file

Statutory & Regulatory Reference:

49 Code of Federal Regulations 391.41 – 391.49

RSA 200:37

Appendix EEAEA-R

Mr. Stephen Brown, Chairperson

Mr. Relf Fogg

Mrs. Bonnie Cyr

Mr. Robert Ouellette

Mrs. Norma Joy

Adopted by the Board: 14 March 2001

Reaffirmed by the Board: 6 May 2002

Reaffirmed by the Board: 16 November 2005

Reaffirmed by the Board: 21 August 2013