

NEIGHBORIMPACT HEAD START & EARLY HEAD START	
Policy & Procedure	
Section: Program Design and Management	PC Approval Date: 11/18/08; 7/18/18
Title: Drug and Alcohol Policy for CDL Holders	Updated: 11/07/2017
Policy #: HS-30	NI Board Approval: 9/12/19
Forms Required: Pre-employment drug screen consent form; Drug testing consent form for previous employers	
Performance Standards: 1303.72(b)(2)	Page 1 of 18

POLICY:

It is the policy of the NeighborImpact Head Start & Early Head Start (EHS) program to operate our fleet of school buses in the safest manner possible. We will follow all rules and regulations of Oregon Department of Education, the Federal Head Start Program, Federal Motor Carrier Safety Administration and Department of Transportation governing school bus drivers. We will require pre-employment, pre-training, random, post accident, and reasonable suspicion drug testing for all employees in safety sensitive positions.

Section 1. Purpose

Recognizing that the use of drugs and alcohol which adversely affects job performance may constitute a serious threat to the health and safety of the public and to the safety of the NeighborImpact Head Start/EHS/OPK employees and participants of this program, the purpose of this policy is to:

- Establish and maintain a safe, healthy working environment for all employees.
- Ensure the reputation of the NeighborImpact Head Start/OPK Program and its employees as responsible persons worthy of the trust of its participants and the public.
- Endeavor to reduce accidents and injury to program employees and participants.
- Maintain an effective program which encompasses education, identification, referral, guidance and follow-up for employees affected by drug and/or alcohol abuse.
- Comply with mandated Federal Transit Administration’s Drug Rule, 49CFR Section 653 and Alcohol Rule, 49CFR Section 654.

Who this policy affects:

Employees in safety-sensitive positions whose job description requires them to hold a CDL. This includes the Transportation Manager, Regular Route Bus Drivers, Relief Bus Drivers and any Substitute Bus Drivers. Included also are any employee/volunteer persons who holds a CDL and voluntarily drives the school bus.

Zero Tolerance Policy (Alcohol Test):

A positive breath alcohol test is defined as “having a breath alcohol content of greater than 0.00% ”. This exceeds the required federal limit set in 49CFR Section 654.

Section 2. Definitions

- 2.1 “Accident”: An accident requiring D.O.T. alcohol and controlled substance testing is an occurrence associated with the operation of a vehicle resulting in:
 - a) a death:
 - b) bodily injury requiring medical treatment away from the accident scene:
 - c) disabling damage to a vehicle(s) requiring that vehicle to be towed or otherwise assisted to be moved from the scene: or,
 - d) a citation for a moving violation being issued to the driver
- 2.2 “Commercial Motor Vehicle”: Any vehicle designed to seat 16 or more passengers, including the driver.
- 2.3 “D.O.T.”: Department of Transportation
- 2.4 “Driver”: any employee whose job description requires or who voluntarily agrees to drive the school buses and holds a CDL and School Bus Certificate.
- 2.5 “Drugs & Alcohol”: All intoxicants and controlled substances as defined by law, excluding any substance used as lawfully prescribed for the employees use.
- 2.6 “EBT” Evidential Breath Testing Device: Measures the percentage of blood alcohol content in the body.
- 2.7 “Employer”: NeighborImpact Head Start/EHS/OPK Program.
- 2.8 “FHWA”: Federal Highway Administration.
- 2.9 “MRO” Medical Review Officer: A licensed physician responsible for receiving test results and determining whether positive test results are due to use of prohibited substances
- 2.10 “Positive Drug Test Results”: See schedule of limits from testing lab.

- 2.11 “Prohibited Substances”:
- a) all illegal drugs including marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.
 - b) consumption of alcohol 8 hours prior to safety sensitive function or tests for an alcohol concentration of .01% blood alcohol content or greater.
- 2.12 “SAP” Substance Abuse Professional: An employee assistance professional with knowledge of diagnosis and treatment of drug and alcohol related disorders.
- 2.13 “Safety Sensitive Function”: All time spent in or on a commercial motor vehicle including time fueling, waiting to be dispatched, pre-trip inspection and post-trip inspection.
- 2.14 “Testing”: Drug and Alcohol—The compulsory production and submission of urine or breath by an employee in accordance with procedures contained herein for chemical analysis to detect prohibited drug and/or alcohol use.

Required Tests:

- a) Pre-employment Drug Test—conducted before applicants are hired or after an offer to hire, but before performing safety sensitive functions. Also required when transferred to safety sensitive position.
- b) Pre-training Drug Test- For employees who are not trained to drive the bus directly after they are hired, therefore not placed in the random drug testing pool
- c) Post Accident Drug and/or Alcohol Tests—conducted on personnel whose performance could have contributed to an accident.
- d) Reasonable Suspicion Drug and/or Alcohol Tests—conducted when a trained supervisor observes behavior or appearance that is characteristic of drug or alcohol abuse.
- e) Random Drug and/or Alcohol Tests—conducted on a random and unannounced basis just before, during or after performance of safety sensitive functions
- f) Return to Duty and Follow-Up Drug and/or Alcohol Tests—conducted when an individual who has violated the prohibited conduct returns to safety sensitive duties. Follow-up tests are unannounced, at least 6 tests

must be conducted in the first 12 months after return to duty, and follow-up testing shall not exceed 60 months in duration.

Section 3. Types of Testing

1. Pre-Employment Testing:

The program will conduct pre-employment testing as follows:

- A. All offers of employment for positions as identified by program policy and as required by the Omnibus Act will be contingent upon drug test results.
- B. Applicants must provide for the release of any prior employer positive drug and alcohol testing results, any subsequent substance abuse professional (SAP) evaluations, return-to-duty tests and record of any refusal to be tested within the preceding two years.
- C. Release of such information may be by telephone, letters, or any other method that ensures confidentiality. The program will maintain a written confidential record of each past employer contacted.
- D. Prior to being directed by the program to collection site for drug testing, the applicant will be notified that the urine sample collected will be tested for the presence of drugs.
- E. Failure to report to the collection site for testing within the time frame specified by the program shall constitute a refusal to report for testing and will result in immediate termination of employment consideration.
- F. Pre-employment drug testing will be paid for by the program.
- G. Tests must indicate negative drug test results. Individuals who fail to meet such drug requirements will not be hired by the program
- H. Such testing will also be required of any employee transferred voluntarily or involuntarily to a position as covered by this policy and the Omnibus Act.
- I. Such testing will also be required of covered employees each time an employee returns to work after a layoff period if the employee was removed from the random testing pool. As long as the employee remains in the random testing pool, additional testing will not be necessary following a layoff.
- J. The program will notify applicants of the result of the drug testing upon request within 60 days of being notified of the disposition of

the employment application.

- K. Refusal to submit to drug testing and/or to provide for the release of information as required by the program will result in immediate termination from employment consideration.
- L. The applicant may request a re-test of the urine sample at his/her own expense. All such requests must be received in writing by the program no later than five working days following notification to the applicant of the positive test results. Re-tests will be conducted at a site selected by the program.
- M. The program will not provide exceptions to the Pre-employment drug testing requirements.

2. Post-Accident Testing:

The program shall conduct post-accident testing as follows:

- A. It is the responsibility of the employee to report for post-accident drug and alcohol testing as soon as practicable following an accident which occurs while the employee is performing program safety-sensitive functions in which any person involved has been fatally injured or the employee receives a citation for a moving violation in connection with an injury or tow-away accident.
 - 1. The employee will report to the designated collection site for post-accident drug and alcohol testing as soon as practicable following the occurrence of the accident.
 - 2. If alcohol testing has not been administered within two hours, the program will prepare and maintain on file a record stating the reasons the test was not promptly administered.
 - 3. If alcohol testing is not administered within eight hours, the program will cease attempts to administer an alcohol test and will prepare and maintain on file a record specifying why the test was not administered.
 - 4. If drug testing has not been administered within 32 hours following the accident, the program will cease attempts to administer such tests and will document why the test was not administered.
 - 5. The employee will inform the program drug and alcohol misuse prevention program coordinator or designee as soon as practicable following the accident.
- B. The program will provide employees with necessary post-accident testing information, procedures, and instructions as part of its employee training program. Additionally, written instructions to follow in the event of an accident will be provided in program vehicles as appropriate. Instructions will include locations of drug

specimen collection and alcohol testing sites and telephone numbers of program drug and alcohol misuse prevention program coordinator or other program officials to contact.

- C. The employee shall remain readily available for testing or may be deemed by the program to have refused to submit to testing. Such refusal is treated as if the program received an alcohol test result of greater than 0.00% or received a positive drug test. Nothing in this requirement shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit an employee from leaving the scene of an accident or to obtain necessary emergency medical care.
- D. Results of a breath or blood test for the use of alcohol or a urine test for the use of drugs conducted by on-site federal, state and/or local law enforcement officials having independent authority for the test shall be considered to meet necessary requirements provided results of the test are obtained by the program and the tests conform to all applicable federal, state and/or local requirements.
- E. An employee who has actual knowledge of an accident in which his/her performance has not been discounted as a contributing factor is prohibited from using alcohol for eight hours after the accident or until the employee undergoes a post-accident alcohol test, whichever occurs first

3. Random Testing:

The program shall conduct random drug and alcohol testing annually as follows:

- A. Not less than 50% of the average number of driver positions shall be tested for drugs and not less than 10% shall be tested for alcohol in accordance with current minimum random testing requirements of the Omnibus Act in a one year period. Any unfilled covered positions will be included as part of the total number of positions counted by the program for testing rate purposes. The program will meet minimum testing rates.
- B. The testing rate may be adjusted annually according to industry rates as established by the Federal Highway Administration.
- C. The testing process shall, in fact, be random. All employees will remain in the pool of drivers for each subsequent period, including vacations, holiday periods and summer recesses whether or not they have been chosen for testing in the past.
- D. The selection of employees for random testing shall be made by a

scientifically valid method. The process selected by the program will ensure that all employees shall have an equal chance of being tested each time selections are made. The program will use the following system: Computerized system—A random number generating program will be loaded into a computer along with names, employee's social security number, payroll identification number or other comparable identification numbers for the drivers.

- E. All such testing shall be unannounced and dates selected spread reasonably throughout the calendar year to avoid predictability and the perception that testing is “done for the year”.
- F. Following notification of testing, selected employees shall proceed to the program selected collection site immediately or as soon as practicable.
- G. Employees shall only be tested for alcohol just before the driver is scheduled to perform his/her safety-sensitive function, during or just after performing such function.
- H. Employees off work due to leaves, vacation, and layoffs will be informed that they remain subject to random testing. Employees drawn for such testing will be notified and tested as soon as practicable upon return to duty.

4. Reasonable Suspicion Testing:

The program shall conduct reasonable suspicion drug and alcohol testing as follows:

- A. The program will test covered employees whenever there is reasonable suspicion to believe that the employee has engaged in drug use or alcohol misuse.
- B. Reasonable suspicion will be based on specific observations made by a trained supervisor as designated by the program, concerning appearance, behavior, speech, or body odors indicative of employee use of drugs or the misuse of alcohol. Observations of drug use may include indications of chronic and withdrawal effects of drugs and noticeable degradation of job performance that may be associated with the use of drugs.
- C. Hearsay or second hand information is not sufficient to require an employee to submit to testing.
- D. Alcohol testing may be authorized only if observations resulting in reasonable suspicion are made during, just preceding, or just after the period of the work day that the employee is required to be in

compliance with this policy, and the provisions of the Omnibus Act. The observing supervisor is generally prohibited from performing the alcohol test on the employee.

- E. If alcohol testing is not administered within two hours, the program will prepare and maintain on file a record stating the reasons the test was not promptly administered.
- F. If alcohol testing is not administered within eight hours, the program will cease attempts to administer an alcohol test and will prepare and maintain on file a record specifying why the test was not administered.
- G. A written record shall be made of the observations leading to a reasonable suspicion drug test and signed by the supervisor authorized to make such observations within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
- H. The program will ensure that the employee under reasonable suspicion is transported to the designated collection or testing site.

5. Return to Duty Testing:

Employees, who have tested positive for drugs or alcohol, if they continue employment and return to duty, shall comply with the following:

- A. Whenever an employee has previously tested positive for alcohol misuse, the employee must submit to a breath test with results of 0.00% blood alcohol content before they will be allowed to return to work.
- B. Whenever an employee has previously tested positive for drug use, the employee must test with a verified negative test result before they will be allowed to return to work.

6. Pre-training Testing:

- A. For employees who are not trained to drive the bus directly after they are hired, therefore not placed in the random drug testing pool, will have a Pre-training drug test to assure that they are in compliance with our zero tolerance policy before being placed in the random drug testing pool.

7. Follow-up Testing:

Employees who have tested positive for drugs or alcohol, if they

continue employment and have successfully passed the return to duty test, shall comply with the following:

- A. Follow-up testing will be conducted whenever a SAP determines that an employee is in need of resolving problems associated with drug use and/or alcohol misuse.
- B. Follow-up testing will be conducted only when the employee is performing safety-sensitive functions, just before, or just after the driver has performed safety-sensitive functions.
- C. Follow-up drug and alcohol testing will be unannounced.
- D. The number and frequency of such tests shall be determined by the SAP minimally, there shall be:
 - 1. At least six tests in the first 12 months following the driver's return to duty.
 - 2. Testing shall not exceed 60 months from the date of the employee's return to duty. The SAP, however, may terminate the follow-up testing at any time after the first six tests if he/she determines the testing is no longer needed.

Section 4. Drug and Alcohol Testing Procedures

The program, in cooperation with contracted collection and testing facilities, shall maintain drug and alcohol testing procedures as follows:

- 1. **Drugs:**
 - A. The applicant or employee reports to the program designated collection site and provides positive identification.
 - B. A urine sample for drug testing will be given. A "split sample" (two specimen bottles) will be used.
 - C. Following the completion of a chain of custody form, both specimen bottles are forwarded to a Dept. of Health and Human Services (DHHS) certified laboratory for analysis. Initial testing is performed only on one bottle. The second specimen is stored at the lab for later testing should that be necessary.
 - D. Testing results are reported to the program-selected MRO by mail or electronic transmission. Results may not be given over the phone.
 - E. The MRO will verify both negative and positive testing

results.

- F. The MRO will report the verified negative testing results directly to the program.
- G. The MRO will report verified positive testing results to the applicant or employee, discuss the type of illegal substance found, and determine whether there is any valid medical reason for the positive testing results.
- H. A verified medical reason for a positive testing result will be reported as a negative testing result to the program.
- I. If no legitimate medical reason exists for positive testing, the MRO will report verified positive testing and identity of the substance(s) to the program.
- J. The employee or applicant may request within 72 hours of a positive test notice that the second specimen sample be tested. Such retesting costs will be paid for by the employee.
- K. Unlike the original specimen analyzed for specific levels of controlled substances, the second or split sample is analyzed only for the presence of drugs.
- L. The MRO will report results of the re-testing to the employee and the program.
- M. The MRO will meet all Omnibus Act requirements including review of Chain-of-custody control forms, administrative processing of negative testing results, verification of positive testing results, and maintenance of confidentiality requirements as may be applicable.
- N. Detailed drug testing procedures may be obtained by contacting the program's drug and alcohol misuse prevention coordinator or designee.

2. **Alcohol:**

- A. The employee reports to the program designated testing site and provides positive identification.
- B. Under the alcohol testing rule, an alcohol test results will be considered positive even if over-the-counter or legally prescribed medication is involved.
- C. All testing will be conducted by a properly certified breath

alcohol technician (BAT) and using evidential breath testing devices. Testing may be conducted at a Department of Health and Human services (DHHS) certified lab or other locations including mobile facilities equipped for such testing as may meet the requirements of the Omnibus Act.

- D. Program supervisors will generally not be used as breath alcohol technician for covered employees. Under certain circumstances, a properly trained program supervisor may conduct such testing in the absence of another breath alcohol technician.
- E. The employee submits to breath alcohol testing. No alcohol testing required for job applicants.
- F. If the result of the testing indicates any alcohol concentration rate (0.01% or greater), a second confirmation breath test is administered at least 15 minutes, but no longer than 20 minutes, after the initial testing.
- G. The breath alcohol technician will report any invalid tests in which the initial positive test and the confirmation test do not match, as confirmed positive and negative results to the program
- H. Employee refusal to sign forms as required shall be considered as refusal to be tested.
- I. The breath alcohol technical will meet all Omnibus Act requirements including such testing procedures, Breath Alcohol Testing forms, and confidentiality requirements as may be required.
- J. Detailed alcohol testing procedures may be obtained by contacting the program drug and alcohol misuse prevention program coordinator or designee.

Refusal To Test

Any employee or applicant who refuses to submit to drug and/or alcohol testing will be considered to have tested positive. Refusal to submit to testing will result in immediate termination. Adulterated tests will be considered the same as a refusal to test.

Consequences of Positive Test Results

- 1. Any employee whose drug and/or alcohol test is returned with a

positive result will be immediately removed from all duty. Said employee will be referred to a substance abuse professional (SAP).

2. Said employee must choose between immediate resignation or evaluation by SAP.
3. If evaluation is chosen, the employee will be placed on unpaid leave pending evaluation results. Evaluation must occur within two weeks of notice of positive test.
4. The SAP will determine what assistance, if any, the employee needs in resolving problems associated with drug use and/or alcohol misuse.
5. If evaluation indicates that short-term re-education is needed, the employee may undergo re-education and return to work upon providing written proof of re-education. Employee will also be subject to all return-to-duty and follow-up testing procedures. The date of receipt of evaluation results to the date of return to work must not exceed 30/45 days. During this period of time, the employee is suspended without pay from all work related duties. Any further positive tests will result in immediate termination.
6. If the evaluation indicates that long-term counseling is needed, the employee will be terminated immediately upon receipt of evaluation results by the program.
7. The procedures stated above are only applicable to current employees. Applicants for employment who test positive or refuse to test will not be employed.
8. Head Start will not pay for any costs, which are incurred by employee due to Evaluation, re-testing, or rehabilitation.

Section 5. Program Coordinator

The Human Resource Technician or a designated individual will serve as the program's drug and alcohol misuse prevention program coordinator. The Human Resource Technician, or designated individual will coordinate the program's responsibilities and compliance efforts with the applicable provisions of the Omnibus Transportation Employees Act of 1991.

The Human Resource Technician or designated individual will:

1. Ensure that all covered employees receive written materials explaining the program's drug and alcohol misuse prevention program requirements including:

- a. The program's policy and administrative regulations.
- b. A contact person knowledgeable about the materials, policy, administrative regulations, and the Omnibus Act.
- c. Categories of employees covered.
- d. Information about the safety-sensitive functions and what period of the work day the employee is required to be in compliance. Safety-sensitive functions shall include such responsibilities as all on-duty time waiting to be dispatched, driving time, assisting or supervising loading or unloading, repairing, obtaining assistance or remaining in attendance upon a disabled vehicle. All time spent providing drug and alcohol samples, including travel time to and from the collection or testing site as needed to comply with random, reasonable suspicion. Post-accident or follow-up testing will also be considered as on-duty time.
- e. Specific information concerning prohibited conduct.
- f. Circumstances under which employees will be tested.
- g. Procedures used in the testing process.
- h. Explanation of what constitutes a refusal to submit to a drug and/or alcohol test.
- i. Consequences of violations (i.e., discipline up to and including dismissal as may be required by the program and removal from safety-sensitive functions as required by the Omnibus Act) and notification of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and the use of drugs including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- j. Information on the effects of drug use and alcohol misuse on the individual's health, work, and personal life; signs and symptoms of an alcohol and drug problem (driver's or co-worker's); and available methods of intervening when such problems are suspected, including confrontation, referral to an employee assistance program as available, and/or referral to the administration.

2. Ensure that employees sign statements certifying that they have received the materials.
3. Ensure that supervisors designated to determine reasonable suspicion received at least 60 minutes of drug abuse training and an additional 60 minutes of alcohol misuse training. Training will include the physical, behavioral, speech, and performance indicators of probable drug abuse and alcohol misuse.
4. Ensure program compliance with applicable provisions of the Omnibus Act's requirements regarding the program's management information system, retention, and confidentiality of records.

5. Ensure selection of a site with appropriately trained personnel for the collection of specimens for drug testing.
6. Ensure selection of a site with a certified breath alcohol technician and evidential breath testing devices for alcohol testing.
7. Ensure selection of a laboratory certified by the DHHS to conduct drug specimen analysis.
8. Ensure selection of a qualified medical or osteopathic doctor to serve as a Medical Review Officer (MRO) to verify laboratory drug test results
9. Ensure selection of qualified personnel to provide education and training to employees and supervisors in accordance with employee assistance program requirements as specified in the Omnibus Act.
10. Ensure the program's drug and alcohol misuse prevention program is maintained in at least outline form, on file and available for inspection at the administrative office. The program shall maintain the following:
 - a. The effects and consequences of drug and alcohol use on personal health, safety, and the work environment.
 - b. The manifestations and behavioral changes that may indicate drug and alcohol use or abuse.
 - c. Documentation of training given to employees and supervisory personnel.
 - d. Documentation that drug and alcohol training for all covered employees has consisted of at least 60 minutes.
 - e. Documentation that drug training for all supervisory personnel has consisted of at least 60 minutes.
 - f. Documentation that alcohol training for all supervisory personnel has consisted of at least 60 minutes.
11. Ensure the establishment of clearly defined communication procedures to include the method (i.e., mail, fax) and frequency (i.e., monthly, daily, weekly) as well as the authorized individuals to impart and receive information to meet the documentation and confidentiality requirements of the Omnibus Act.
12. Ensure employee organizations receive written notice of the availability of all pertinent drug and alcohol misuse prevention program information.

Section 6.

Training – Drivers and Supervisors

1. All safety-sensitive employees and their supervisors are required, either one-on-one or in a group, to attend one (1) hour training.

This training must include:

- a. The effects of illegal drug use and alcohol misuse on the workplace.
 - b. The program's drug and alcohol testing policies.
 - c. Information including hotline phone numbers and substance abuse programs available to employees in the area.
2. At this training, employees must be given copies of:
- a. The program's Drug and Alcohol Testing Policy with a sign-off page which verifies attendance at the training (to be kept on file).
 - b. The booklet "Alcohol & Drug Rules: An Overview", a DOT publication.
 - c. Various information handouts. (optional)
3. New employees must receive the one (1) hour training and materials listed above. A sign-off page must be obtained and kept on file.
4. Major revisions or additions of new elements to the policy will necessitate additional training and a sign-off page (to be kept on file).
5. Supervisors must have two (2) hours additional training. Training must include information about the supervisor's role in documentation for reasonable suspicion drug or alcohol testing.

Training is to include:

- a. One (1) hour of drug training including information pertaining to the recognition of the physical, behavioral, and performance indicators of probable alcohol misuse. A sign-off page must be obtained and kept on file.
- b. One (1) hour of alcohol training including information pertaining to the recognition of the physical, behavioral, and performance indicators of probable alcohol misuse. A sign-off page must be obtained and kept on file.

Section 7. Record Keeping/Record Reporting

The program shall maintain records of its drug and alcohol misuse prevention program as follows:

1. Records related to the collection process:
 - a. Documents relating to the random selection process.
 - b. Documents generated in connection with decisions to administer

- reasonable suspicion drug or alcohol testing.
 - c. Documents generated in connection with decisions on post-accident testing.
 - d. Documents verifying the existence of an explanation of the inability of an employee to provide adequate breath or to provide urine specimen for testing.
 - e. An annual calendar year report summarizing results of the program's drug and alcohol misuse prevention program to meet applicable provisions of the Omnibus Act's Management Information system reporting requirements. By March 15 of each year, the program shall complete the annual summary covering the previous calendar year. The Federal Highway Administration may request that the program's annual report be submitted for review. Such requests will generally be made in January. The program's annual report shall be submitted no later than March 15 of the year of the request. The program will submit such other information and reports as may be required including separate reports for any post-accident or reasonable suspicion tests for alcohol not administered within 8 hours.
2. Records related to a driver's test results, including:
- a. The program's copy of the alcohol test form, including the test results.
 - b. The program's copy of the controlled substance test chain-of-custody and control forms.
 - c. Documents sent by the MRO to the program.
 - d. Documents related to the refusal of any employee to submit to drug and/or alcohol testing.
 - e. Documents presented by a driver to dispute the results of a drug and/or alcohol test administered in connection with the requirements of the Omnibus Act.
3. Records related to evaluations as follows:
- a. Records pertaining to a determination by SAP concerning a driver's need for assistance.
 - b. Records concerning a driver's compliance with recommendations of the SAP.
4. Records related to education and training as follows:
- a. Materials on drug use awareness and alcohol misuse including a copy of the program's policy and administrative regulations on drug use and alcohol misuse and related information.
 - b. Driver's signed receipt of education materials.
 - c. Documentation of training provided to supervisors for the purpose of qualifying the supervisors to make a determination concerning the need for drug and/or alcohol testing based on

- reasonable suspicion.
 - d. Certification that any training conducted in compliance with the Omnibus Act meets all pertinent requirements for such training.
5. Records related to drug testing as follows:
- a. Agreements with collection site facilities, laboratories, MRO's and consortia as applicable.
 - b. Names and positions of officials and their role in the programs drug and alcohol testing program.
 - c. Monthly laboratory statistical summaries of urinalysis as required by the Omnibus Act and as reported by the lab. The program will document lab failures to provide statistical summaries and any program follow-up efforts to obtain such reports.
6. Records will be retained by the program as follows:
- a. Five years—
 - 1. Records of employee alcohol testing results with results indicating any alcohol concentration (0.01% or greater).
 - 2. Records of verified positive drug testing results.
 - 3. Documentation of refusals to take required drug and/or alcohol tests.
 - 4. Employee evaluation and referrals.
 - 5. A copy of each annual calendar year report summary.
 - b. Two years—
 - 1. Records related to the drug and alcohol collection process (except calibration of evidential breath testing devices) and training.
 - c. One year—
 - 1. Records of negative and cancelled drug testing results.
7. Records will be maintained in a secure location with controlled access to ensure confidentiality requirements are met as follows:
- a. Drug and alcohol misuse prevention program records will be maintained at the program office. Records relating to individual employee drug and/or alcohol testing, evaluation and treatment will be maintained separately from the employee's personnel file.
 - b. Employees are entitled upon written request to obtain copies.
 - c. The program may disclose information in connection with employee benefit proceedings, Department of Transportation agency action against an employee, or National Transportation Safety Board investigations.
 - d. The program will disclose such information to subsequent employers upon written request from the employee.

Section 8.

Referral Agencies for Drug and Alcohol Counseling and Treatment

Hot-line and Help-line phone numbers:

Alcohol & Drug Help-line	1-800-621-1642
Cocaine Anonymous Hot-line	1-800-662-7032
Alcohol & Drug Information Line	1-800-662-7032
Narcotics Anonymous Hot-line	(541) 388-9752
Central Oregon Alcoholics Anonymous	1-800-700-5724

Counseling and Treatment Programs:

Alcoholics Anonymous
754 SW 11th St.
Redmond, OR 97756
(541) 923-8199

Serenity Lane
Alcohol & Drug Treatment
601 NW Harmon Blvd
Bend, OR 97701
(541) 383-0844

Alcohol & Drug Counseling
Deschutes County Mental Health
2577 NE Courtney Dr.
Bend, OR 97701
(541) 322-7500

Central Oregon Fellowship
Hall Counseling Program
225 NE Thurston St.
Bend, OR 97701
(541) 389-5203

Cascade Professional Group
Evaluation, Treatment & Education
1655 SW Highland Ave.
Redmond, OR 97756
(541) 548-4709

BestCare Treatment Services
(541) 617-7365 Bend
(541) 504-9577 Redmond

Lutheran Family Services—Crook County
Alcohol & Drug Counseling Services
203 N Court St
Prineville, OR 97754
(541) 416-1095