

Crook County School District #1

PUPIL TRANSPORTATION EMPLOYEE HANDBOOK

Hulett, Moorcroft & Sundance

Name: _____

CROOK COUNTY SCHOOL DISTRICT #1

TRANSPORTATION FLEET PROGRAM

This procedures manual is designed to establish a policy that covers administrative, control, maintenance and safe operation of vehicles used for Crook County School District #1 business needs. The operation of vehicles on and off the road is an integral part of our daily operations. We recognize that not all of our employees are considered to be professional drivers and we have established a program that addresses this limitation. However, strict adherence to the policy described below is a condition of employment. Any difficulties following this policy, which are caused by factors outside your immediate control, should be discussed with your supervisor as soon as possible.

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Section I. GENERAL INFORMATION

1.01 OVERVIEW

As a driver of a vehicle, owned or operated on behalf of the district, the authorized driver has been given certain privileges. He or she assumes the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and following the policies and procedures established in this automobile fleet program.

1.02 VEHICLE FLEET PURPOSE

Vehicles are provided to support business activities of Crook County School District and are to be used only by qualified and authorized employees. They are not to be considered a part of an employee's compensation. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost efficient use.

- Vehicles may not be used for business activities of other organizations.
- Vehicles should be used primarily within the state of Wyoming and may not be taken out of the state without express permission of the superintendent.

1.03 DRIVER LICENSING

Qualified and authorized employees who drive Crook County School District #1 vehicles must have a valid driver's license issued in the state of residence for the class of the vehicle being operated and must be able to drive a vehicle. For all vehicle types larger than a passenger car, drivers will be required to demonstrate that they have experience operating a vehicle of that size. Obtaining a driver's license is a personal expense.

1.04 DRIVER QUALIFICATIONS

Driver qualifications are as follows:

1. Authorized employee
2. Must be at least 21 years of age
3. Have at least one year of experience in the class of vehicle operated. Failing that, the driver must demonstrate the ability to operate the vehicle through a check ride with the vehicle fleet supervisor.
4. Must meet state licensing requirements and, if CDL operator, must meet Federal CDL licensing requirements
5. Will not qualify as a vehicle operator if, during the last 36 months, the driver had any of the following experiences:
 - Been convicted of a felony stemming from vehicle operation
 - Been convicted of sale, handling or use of drugs
 - Had personal automobile insurance canceled, declined, or not renewed by any insurance company due to driver performance or qualification reasons
 - Been removed from an employer's vehicle insurance coverage due to driver performance or qualification reasons
 - Been convicted of an alcohol- or drug-related offense while driving
 - Had driver's license suspended or revoked
 - Been convicted of three or more speeding violations or one or more other serious violations
 - Been involved in two or more chargeable accidents

1.05 REVIEW OF MOTOR VEHICLE RECORD

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the vehicle removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

1.06 PERSONAL USE AND TAKE-HOME VEHICLES

Vehicles are provided for business use only; personal use is not permitted. Take-home vehicles may be assigned to individuals within the organization, but these vehicles are not intended for personal use. Take home vehicles are provided to transport the employee between their home and the workplace, or when on-call, to respond to emergency situations. Crook County School District vehicles shall not be used for illegal purposes or "for hire".

The following rules apply to take-home vehicles:

- Only the authorized employee may drive
- Vehicle is provided for the transportation of the employee between the workplace and home
- When on-call, the employee is authorized to use the vehicle to respond to the on-call situation
- Vehicle is not to be driven while under the influence of alcohol or any controlled substance
- Driver and all passengers must wear available personal restraints
- Report any accident immediately to law enforcement and your manager

Any exception to these rules requires advance, written approval by approved manager. Violation of these rules will result in disciplinary action up to and including discharge.

1.07 MAINTENANCE

Authorized drivers are required to properly maintain Crook County School District vehicles at all times. Vehicles should not to be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions. Preventative maintenance such as regular oil changes, lubrication, tire pressure and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities. You should have preventative maintenance completed on your vehicle as required in the owner's manual or as directed by the transportation coordinator or district-wide mechanic.

Requests for vehicle service or vehicle repair should be forwarded to the transportation coordinator or district-wide mechanic for scheduling or authorization to have the work completed by an approved vendor maintenance facility.

1.08 PERSONAL CARS USED ON CROOK COUNTY SCHOOL DISTRICT BUSINESS

All employees are required to have minimum liability limits of \$300,000 Combined Single Limit for personal vehicles they drive on business. The employee will be required to show proof of insurance coverage at intervals throughout the year. All employees must complete a Private Use of Vehicle Form (Appendix B) and submit to Central Office for approval by the superintendent.

Crook County School District does not assume any liability for bodily injuries or property damage. The employee may become personally obligated to pay for damage and loss arising out of an accident occurring in connection with operation of his/her own car. The mileage allowance to the employee for the operation of his/her car on business includes an allowance for the expense of automobile insurance. Crook County School District does not specify and assumes no responsibility for any other coverage employees carry on their own cars since this is a matter of individual status and preference.

1.09 TRAFFIC VIOLATIONS

Fines for parking or moving violations are the personal responsibility of the assigned operator. The organization will not condone nor excuse ignorance of traffic citations that result in court summons being directed to Crook County School District as the owner of the vehicle.

Each driver is required to report all moving violations to the Business Manager and the Transportation Coordinator within 24 hours. This requirement applies to violations involving the use of any vehicle (including personal or rental) while on business. Failure to report violations will result in appropriate disciplinary action.

Please be aware that traffic violations incurred during non-business (personal use) hours will affect your driving status as well and are subject to review.

1.10 ACCIDENTS

In the event of an accident:

- Do not admit negligence or liability
- Do not attempt settlement, regardless of how minor
- Get name, address, and phone number of injured person and witnesses if possible
- Exchange vehicle identification, insurance company name and policy numbers with the other driver
- Take several photographs of the scene of accident if possible
- Call law enforcement if injury to others is involved. You may want to call law enforcement even if there are no injuries
- Complete the accident report which is found in the glove box of your vehicle

Turn all information over to the Business Manager and the Transportation Coordinator within 24 hours.

1.11 THEFTS

In the event of the theft of a vehicle, notify local law enforcement immediately.

1.12 DRIVER RESPONSIBILITY

Each driver is responsible for the care and use of the vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws
- The use of seat belts and shoulder harnesses is mandatory for driver and passengers
- Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation. While the vehicle maintenance department has a role in scheduling preventative maintenance, it is the driver's responsibility to ensure that preventative maintenance is being completed according to the schedule established by the vehicle maintenance group or the schedule recommended by the vehicle manufacturer.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicles to authorized driver only.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a company vehicle to the Business Manager and the Transportation Coordinator.
- No smoking in vehicles.

Failure to comply with any of these responsibilities will result in disciplinary action.

Assigned vehicles shall not be modified (including towing packages) without approval from the Transportation Coordinator and Superintendent.

1.13 PREVENTABLE ACCIDENTS

Each driver is expected to operate the vehicle in a safe manner, relying on defensive driving techniques and driving awareness principles to avoid accidents. Nevertheless, despite best efforts, vehicle accidents will occur.

Following the report of an accident, long after accident victims have received medical treatment, the accident will be reviewed to determine whether the employee / driver could have prevented the accidents. Preventable accidents are defined as any accident involving a Crook County School District vehicle or any vehicle while being used on Crook County School District business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

Examples of unacceptable driving behaviors that may result in a preventable accident

- Following too closely
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to stop or yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving while intoxicated (DWI) or driving under the influence (DUI)

The accident review process includes determining driver behaviors that (1) reduced the likelihood of an accident occurring, (2) increased the probability of an accident occurring, or (3) minimized the potential for serious injury or damage in an accident situation. The accident review process concludes with recommendations for the organization and the driver to minimize recurrence of the accident.

Department supervisors are authorized to conduct their own investigation of the accident and driving behaviors that contributed to the accident. Department supervisors have the responsibility and authority to discipline employee drivers for unacceptable driving behaviors, regardless of whether those behaviors resulted in an accident.

Section II. DRIVER SELECTION AND SCREENING

2.01 GENERAL INFORMATION

Studies have shown that hiring driver candidates with exemplary driving records leads to exemplary accident results. Conversely, hiring poor drivers leads to a high probability of high accident rates.

There are a few cornerstones of an effective driver selection process:

- a completed application
- motor vehicle record review (MVR)
- background investigation (DCI & FBI)
- check ride with hiring supervisor for driving skills and behaviors
- check ride to demonstrate physical ability to operate the vehicle
- physical

- drug and alcohol screen (required for CDL)
- CDL license qualifications current (for CDL operators only)
- First aid & CPR (highly recommended)

Finally, the interview with the driver candidate should be structured to elicit information about the candidate's experience and ability to operate the vehicle.

The following sections are summarized from Federal Motor Carrier regulations. While the Crook County School District may not fall within the scope of these regulations for non-CDL employee drivers, these regulations provide a basis for the organization's process of screening and selecting driver candidates.

2.02 D.O.T MINIMUM DRIVER REQUIREMENTS

FEDERAL MOTOR CARRIER SAFETY REGULATIONS – PART 391.11

- Age 21 (usually 18 if intrastate)
- Read and speak English
- Capable of safely operating the type of motor vehicle to be driven
- Knowledge of proper methods to unload, distribute, and secure cargo
- Physically qualified
- Valid CDL or other required license
- List of driving violations
- Not presently disqualified under 391.15
- Successfully completed road test or equivalent
- Application for employment

2.03 DRIVING RECORD REVIEW

1. Verify that the applicant has the proper class commercial driver's license (CDL) and proper endorsements for the equipment to be operated. The driver's state of issue must be the same as the driver's state of residence.
2. Review the MVR for moving violations and accidents that might provide documented evidence of a driver's habits, attitudes, and capabilities.

Although driver applicants are requested to provide a copy of their motor vehicle record with their written application, this organization does not rely on the information provided by the applicant. Before an applicant is offered a position, a copy of the candidate's driving record(s) will be ordered directly by this organization.

The commercial driver's license information system will eventually eliminate the need to order past records from previous states. At present, it is best to order previous records. All states do not have the capability, personnel, or concern to forward violations to other states.

2.04 UNACCEPTABLE MOTOR VEHICLE RECORDS FOR DRIVER CANDIDATES

Examples of MVRs that would be unacceptable for prospective drivers:

- Conviction for driving while impaired (DWI, DUI), within the last five years
- Conviction for death by vehicle, hit and run, racing, careless or reckless driving, implied consent, speeding tickets of 75 mph or more, or more than 15 mph above the legal limit
- Conviction of more than three ordinary traffic violations, or more than one chargeable accident, combined with two or more violations in the past 36-month period
- Suspension or revocation of driver's license within the last three years for extended periods of time or multiple suspensions.

2.05 DRIVING QUALIFICATION STANDARD FOR DRIVER CANDIDATES

Crook County School District evaluates driver performance during annual performance reviews and after vehicular accidents. Standards have been developed for reviewing driver's violation records. These standards distinguish between serious and non-serious violations.

Serious

- Leaving the scene of an accident
- Reckless/careless driving
- Speeding more than 15 mph over the posted limit
- Driving under the influence or impaired by alcohol or drugs
- Use of vehicle in drug trafficking, reckless homicide, soliciting or unlawful use of weapons
- Driving under suspension or revocation
- Fleeing a police officer
- Vehicle theft
- Chemical test refusal

Less serious

- Stop sign and traffic signal offenses
- Speeding less than 15 mph over the limit
- Improper turns, failure to signal, failure to yield, improper backing
- Improper or illegal lane change
- Following too closely
- Operating a defective vehicle
- Failure to observe a funeral procession, crossing a fire hose
- Seat belt violation
- Registration, overweight, or permit violations

2.06 EXPERIENCE

Crook County School District recognizes that experienced drivers are less likely to be involved in accidents and attempts to hire drivers with at least two years' recent experience on the type of vehicle to be operated. Although less-experienced drivers may not have more serious losses than experienced drivers, they do tend to have a higher frequency of accidents.

If a department finds it necessary to hire a driver with less than two years' experience, that department will develop a program to ensure that the driver is adequately trained in operating the vehicle. The department supervisor will establish a supervisory program that includes frequent ride-alongs and check rides for at least the first month of employment.

2.07 BACKGROUND INVESTIGATIONS AND INQUIRIES – FMCSR 391.23

- The driving record for the past five years is most important, but this organization will review driving records as far back as possible
- Verification of all employment for the past three years
- Driving employment will be verified for the past 10 years. Verifications beyond six years can be difficult at times; however, the attempt will be made.
- The safety department conducts the past employment investigations; it is important to have the investigations done by safety-conscious individuals.

Background investigation guidelines:

1. For this organization, there is not a "rush" application process. "Rush" applications are treated with the same diligence in background investigations as any application.
2. If the social security number does not match with background investigation report, the state drivers' department, or previous employers, double check your numbers and verify with the applicant. If the discrepancy is not easily and logically resolved, it is this organization's policy to discontinue processing the employment application.
3. When an MVR comes back "not found", the license number will be double-checked. If there was no mistake on ordering the MVR, the employment application processing will be discontinued.
4. Self-employment must be verified with a reputable source. It verification is not possible; the period of self-employment will be treated as a "gap" in employment history. Unexplained, unverified and excessive "gaps" in employment history will result in the discontinuation of processing of the application.
5. Outside services are used for employment background checks and crosschecked against the application for falsification.
6. The organization has a policy of non-hire for any alcohol or drug related offenses existing on an applicant's MVR during the last five years. Various states have different terminology such as DWI, DUI, and DWAI. Other offenses include chemical test refusal, implied consent, open bottle, and illegal transportation of alcohol.

2.08 ROAD TEST – FMCSR 391.31

All CDL driver applicants will be expected to complete a road test, operating the type of vehicle that the position requires. The road test is used to verify that the driver applicant is capable, safety conscious, and experienced in operating the equipment. In addition to monitoring the driving habits of an applicant, the road test is used to evaluate a driver's attitude.

Specific driving habits being monitored during the road test include speed in residential areas, speed while approaching turns or stops, following distance, general courtesy to other motorists, use of rear-view mirrors, proper signals, right hand turns, lane changes to the right, and following too closely.

2.09 PHYSICAL – FMCSR 391.41

The physical examination requirements are limited to candidates for positions as CDL operators.

- This organization verifies all physical examination data to ensure D.O.T. compliance. Vision and blood pressure are probably the most common disqualifiers on physicals that have been signed by a doctor but fail to meet D.O.T. requirements. Maximum acceptable blood pressure is 160/90. Vision must be 20/40 or better in each eye separately.
- This organization will only accept driver's physical examination reports are current within the last six months.

If a previous physical (within the last six months) is submitted, this organization will place a verification call to the clinic to ensure that the physical examination was performed on the date indicated.

2.10 INQUIRIES TO PAST EMPLOYERS CONCERNING POSITIVE DRUG AND/OR ALCOHOL TESTS – CFR 40.25

For all CDL driver candidates this organization will, with the driver's written authorization, inquire about past positive drug and alcohol tests for the previous two years from past employers. This includes:

1. Alcohol tests with a concentration of .04 or greater
2. Verified positive controlled substance test results
3. Refusal to be tested

2.11 DRUG TESTING AND ALCOHOL TESTING – CFR PART 40

For all CDL driver candidates this organization requires negative alcohol and drug test results before employment or certification. The organization does not hire or certify drivers pending test results.

2.12 D.O.T. DRIVER QUALIFICATION REQUIRED DOCUMENTS – FMCSR 391.51

Crook County School District requires the following documents prior to accepting an applicant as a qualified candidate, non-CDL or CDL, for a driving position within the organization

- Application for employment
- Background investigations
- Driving record
- List of violations
- Annual review of driving record
- Medical examiner's certificate (for CDL operators only)
- Physical waiver if applicable
- Certificate of road test

2.13 IMPORTANCE OF BACKGROUND CHECKS & OTHER QUALIFICATIONS

The following are a few of the benefits to the organization and to the employee driver of a successful automobile fleet safety program.

- Accident reduction
- Minimize employee injuries
- Reduced driver turnover
- Minimize terminations
- Minimize issues with D.O.T.
- Improve public image of public vehicle drivers
- Reduce insurance costs

Appendix A.

Crook County School District #1

Non-CDL Transportation Request Form

I _____, request to use a school district vehicle to transport students.

I understand that I must:

1. Complete 6 hours of annual training
2. Submit an MVR release
3. Physical
4. Read and Sign the Pupil Transportation Employee Handbook

Employee Signature

Approved

Disapproved

Transportation Coordinator's Signature

Date

Appendix B.

Crook County School District #1

Private Use of Vehicle Form

I, _____, request to use my personal vehicle for school district business.

I understand that I must complete the following requirements:

1. A submitted and approved Motor Vehicle Record.
2. Submit a copy of valid insurance and inform the district if there is any change in insurance at any time.
3. The district will not provide coverage for damage to an employee's personal vehicle when the employee drives a personal vehicle on behalf of the district.

I certify that I have read and acknowledge the above requirements.

Employee Signature

Date

Approved

Disapproved

Superintendent Signature

Date

Appendix C.

Acknowledgement

I have read and will abide by the conditions as stated in this document regarding the operation of any vehicle for Crook County School District.

Name (Printed) _____

Signature _____ **Today's date** _____

Witness _____ **Today's date** _____

Crook County School District #1

PERSONNEL POLICIES AND PROCEDURES

Policy Number	Policy Name
GA	Personnel Policies Goals
GAA	Fingerprinting and Background Checks
GBA	Equal Opportunity Employment
GBAA/ACM	Sexual Harassment
GBB	Staff Involvement In Decision Making
GBCA	Staff Ethics/Conflict of Interest
GBD	Board-Staff Communication
GBL	Personnel Records
GBM	Staff Complaints and Grievances
GD	Staff Support
GDA	Support Staff Positions
GDB	Support Staff Employment & Compensation Plans
GDBA	Support Staff Salary Schedule
GDBB	Support Staff Supplementary Pay Plan
GDBC	Support Staff Fringe Benefits
GDBD	Support Staff Leaves and Absences
GDBE	Support Staff Vacations and Holidays
GDC	Support Staff Recruiting and Hiring
GDI	Support Staff Assignments and Transfers
GDJ	Support Staff Time Schedule
GDN	Evaluation of Support Staff
GDPB	Resignation of Support Staff Members
GDPC	Retirement of Support Staff Members
GDPD	Suspension and Dismissal of Classified Staff

Crook County School District #1

BUS DRIVER POLICIES AND PROCEDURES

Policy Number	Policy Name
GDAE-R	Job Description-Bus Driver
EBCA	Emergency Closings
EEA	Student Transportation Services
EEAA	Isolation and Maintenance Payments
EEAAA	Student Transportation
EEAB & EEAB-E	School Bus Scheduling and Routing
EEACC & EEACC-R	Student Conduct on School Buses
EEAE & EEAE-R	Bus Safety Program
EEAEA	Bus Driver Requirements, Training & Responsibilities
GBCB	Staff Use of School Vehicles
GBCCB	Alcohol & Controlled Substances Testing

Crook County School District #1

SCHOOL FORMS AND INFORMATION

Hulett, Moorcroft & Sundance

Revised: January 2013

Buses

Students who are transported by Crook County School Buses are expected to follow all rules listed below. These standards for behavior are necessary in order to provide safe and efficient school transportation.

As with any school personnel, bus drivers have authority over children. Students' misbehavior on the bus, particularly if it threatens the health and safety of other students or diverts the attention of the driver, may result in students losing bus riding privileges on a short-term or permanent basis. School buses have videos that video record students while on the school bus and students who are transported on school buses do not have any expectation of privacy as to their conduct while on the school bus. A summary of the bus rules and disciplinary procedures are as follows:

Bus rules:

1. Obey driver directions promptly and without argument.
2. Sit where assigned.
3. Wear seat belts, when available.
4. Always keep limbs and head inside bus windows.
5. No loud talking or radios while in transit.
6. No profanity.
7. No horse-play, scuffling, or throwing things.
8. Remain seated until the bus comes to a complete stop.
9. No controlled substances are allowed for any riders.
10. Other rules stipulated by drivers as needed.
11. Notify the bus driver if you are not riding the bus in the morning or afternoon.

Disciplinary procedures:

The following offenses may incur a denial of transportation:

1. Smoking (Signs will be posted).
2. Fighting.
3. Pushing.
4. Causing damage to the vehicle (Cost of damage will be borne by parents/guardians).
5. Injuring another student.
6. Swearing or using objectionable language and behaviors.
7. Disobeying the instructions of the driver.

These infractions should be reported to the Principal on the day of the occurrence. The Transportation Coordinator will be notified of the action taken.

Depending on the gravity of the student's offense the Principal may impose the following:

1. A written warning to the parents by the principal.
2. Up to one (1) week denial of transportation for the second offense.
3. A one (1) month denial of transportation for the third offense.
4. Denial of transportation for the remainder of the school year for the fourth offense.

Parent Signature

Date

Student Signature

Date

Crook CO. School District No. One

Pupil Evacuation Drill

A pupil evacuation drill is required on all school buses at least twice each year. This is to be done by the bus driver, following the general guidelines listed below. Please submit the certification of evacuation drill on this form as soon as possible.

Bus No. _____

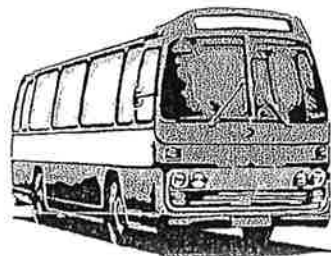
I certify that a student school bus evacuation drill was completed for students on my bus on _____, 20____.

Driver

General guidelines for conducting pupil evacuation drills :

1. Instruct students in safe riding practices, proper loading and unloading techniques, and proper street crossing.
2. Show pupils how fire extinguisher works and it's location.
3. Demonstrate how to use the cell phone in an emergency.
4. Discuss which exit to evacuate through in different emergencies, and the chain of command on your bus.
5. Discuss any other ideas regarding safe evacuation of pupils.
6. Show students how to override electrically and air operated doors, how to open all doors (front,side,rear), emergency windows, and roof hatches.
7. Perform a *timed* evacuation drill through emergency doors, taking precautions for the safety of the children.
8. Record time of drill in comments section.

Comments:



Daily Vehicle Inspection

		Monday		Tuesday		Wednesday		Thursday		Friday		Other	
		a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.
Under The Hood	1	Water Level											
	2	Oil Level											
	3	Belts & Hoses											
	4	Fluid Leaks											
Inside The Bus	5	Clean Floor, Seats & Windows											
	6	Emergency Equipment											
	7	Seat & Mirrors Adjusted											
Start Engine & Leave On	8	Oil Pressure											
	9	Fuel Level											
	10	Heater & Defrosters											
	11	Wipers & Washers											
	12	Dome Lights											
	13	Service Door & Light											
	14	High Beam Indicator											
	15	Left Turn Indicator											
	16	Amber Warning Lights											
	17	Horn											
Outside The Bus Rear & Sides	19	Rear Clearance Lights											
	20	Amber Warning Lights											
	21	Left Turn Signal											
	22	Brake & Taillights											
	23	Exhaust System											
	24	Rear Tires & Wheels											
Move To Front	25	Headlights High Beam											
	26	Clearance Lights											
	27	Amber Warning Lights											
	28	Left Turn Signal											
	29	Front Tires & Wheels											
	30	Both Crossover Mirrors											
Re-enter The Bus	32	Switch To Low Beam											
	33	Right Turn Signal											
	34	Red Warning Lights											
Outside The Bus	35	Right Turn Signal Rear											
	36	Red Warning Lights Rear											
	37	Right Turn Signal Front											
	38	Red Warning Lights Front											
Re-enter The Bus	39	Service Brake											
	40	Parking Brake											
Air Brake Busses Only	42	Air Pressure											
	43	Turn Bus Off & Check For Air Leak											
Odometer Readings	Beginning												
	Ending												

Dates: From _____ To _____

Crook County School District #1 Route Driver's Daily Log

Bus Driver's Name _____ Vehicle # _____

Date _____ Route Name _____ Route Time _____

Date	5	6	7	8	9	10	11	noon	1	2	3	4	5	6	7	Total Hours	Code
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Other																	

Leave Codes:
 V = Vacation
 P = Personal
 S = Sick
 N = Non Paid
 E = Emergency

Notes: _____

Drive Hours	
Leave Hours	
Other Duties	
Total Hours	

 Driver's Signature

Activity Vehicle Inspection

		Day One	Day Two	Day Three	Day Four	Day Five	Day Six
Under The Hood	1	Water Level					
	2	Oil Level					
	3	Belts & Hoses					
	4	Fluid Leaks					
Inside The Bus	5	Clean Floor, Seats & Windows					
	6	Emergency Equipment					
	7	Seat & Mirrors Adjusted					
Start Engine & Leave On	8	Oil Pressure					
	9	Fuel Level					
	10	Heater & Defrosters					
	11	Wipers & Washers					
	12	Dome Lights					
	13	Service Door & Light					
	14	High Beam Indicator					
	15	Left Turn Indicator					
	16	Amber Warning Lights					
	17	Horn					
18	Emergency Exits & Buzzers						
Outside The Bus Rear & Sides	19	Rear Clearance Lights					
	20	Amber Warning Lights					
	21	Left Turn Signal					
	22	Brake & Taillights					
	23	Exhaust System					
	24	Rear Tires & Wheels					
Move To Front	25	Headlights High Beam					
	26	Clearance Lights					
	27	Amber Warning Lights					
	28	Left Turn Signal					
	29	Front Tires & Wheels					
	30	Both Crossover Mirrors					
	31	Both Side Rear View Mirrors					
Re-enter The Bus	32	Switch To Low Beam					
	33	Right Turn Signal					
	34	Red Warning Lights					
Outside The Bus	35	Right Turn Signal Rear					
	36	Red Warning Lights Rear					
	37	Right Turn Signal Front					
	38	Red Warning Lights Front					
Re-enter The Bus	39	Service Brake					
	40	Parking Brake					
Air Brake Busses Only	42	Air Pressure					
	43	Turn Bus Off & Check For Air Leak					
Odometer Readings	Beginning						
	Ending						

Dates: From _____ To _____

Crook County School District # 1 Activity Driver's Log

Bus Driver's Name _____

Vehicle # _____

Date _____

Type of Activity _____

Destination _____

	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
1ST DAY																									
Wait Time																									
Drive Time																									

	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
2ND DAY																									
Wait Time																									
Drive Time																									

	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
3RD DAY																									
Wait Time																									
Drive Time																									

	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS	
4TH DAY																									
Wait Time																									
Drive Time																									

Notes: _____

Total Hours Wait Time

Total Hours Drive Time

Driver's Signature _____

CROOK COUNTY SCHOOL DISTRICT BUS DRIVER SUMMARY LOG

NAME:

SCHOOL:

	WEEK 1 TOTALS From: To:									WEEK 2 TOTALS From: To:								
	ELM	JH	HS	STAFF	RTE	OTHER	TOTAL	OT	INITIALS	ELM	JH	HS	STAFF	RTE	OTHER	TOTAL	OT	INITIALS
A	WAIT TIME (TOTAL LINE 1)																	
B	ACT DRIVE TIME (TOTAL LINE 2)																	
C	WAIT TIME-WORK (TOTAL LINE 3)																	
D	RTE TIME (TOTAL LINE 4)																	
E	LEAVE (TOTAL LINE 5)																	
F	OTHER DUTIES (TOTAL LINE 10)																	
G	HRS TOWARD OT (B-F)																	
H	GRAND TOTAL (TOTAL LINE A-F)																	

	WEEK 3 TOTALS From: To:									WEEK 4 TOTALS From: To:								
	ELM	JH	HS	STAFF	RTE	OTHER	TOTAL	OT	INITIALS	ELM	JH	HS	STAFF	RTE	OTHER	TOTAL	OT	INITIALS
A	WAIT TIME (TOTAL LINE 1)																	
B	ACT DRIVE TIME (TOTAL LINE 2)																	
C	WAIT TIME-WORK (TOTAL LINE 3)																	
D	RTE TIME (TOTAL LINE 4)																	
E	LEAVE (TOTAL LINE 5)																	
F	OTHER DUTIES (TOTAL LINE 10)																	
G	HRS TOWARD OT (B-F)																	
H	GRAND TOTAL (TOTAL LINE A-F)																	

	WEEK 5 TOTALS From: To:									MONTHLY TOTALS							
	ELM	JH	HS	STAFF	RTE	OTHER	TOTAL	OT	INITIALS	ELM	JH	HS	STAFF	RTE	OTHER	OT	TOTAL
A	WAIT TIME (TOTAL LINE 1)																
B	ACT DRIVE TIME (TOTAL LINE 2)																
C	WAIT TIME-WORK (TOTAL LINE 3)																
D	RTE TIME (TOTAL LINE 4)																
E	LEAVE (TOTAL LINE 5)																
F	OTHER DUTIES (TOTAL LINE 10)																
G	HRS TOWARD OT (B-F)																
H	GRAND TOTAL (TOTAL LINE A-F)																

PLEASE SEE ATTACHED SIGNATURE ON INDIVIDUAL LOGS

BUS DRIVER SIGNATURE _____ DATE _____

COORDINATOR'S SIGNATURE _____ DATE _____

ADMINISTRATOR'S SIGNATURE _____ DATE _____

FOR CENTRAL OFFICE USE ONLY									
	DRIVE TIME			WAIT TIME			OT	TOTAL	INITIALS
	RTE	STAFF	ACT	RTE	STAFF	ACT			
BUS RTE	-			BD RTE WAIT	-				
BD STAFF		-		BD WAIT-STAFF		-			
BD ACT-ELM			-	BD ACT WAIT-ELM			-		
BD ACT-JH			-	BD ACT WAIT-JH			-		
BD ACT-HS			-	BD ACT WAIT-HS			-		
SUB TOTAL									
OTHER									
TOTAL HOURS									
OT									

PROCEDURE FOR BUS DRIVING HIRING:

DONE

- 1) COMPLETE BUS DRIVER APPLICATION
- 2) DRIVING RECORD IS CHECKED. IF IT IS PASSED, THEN:
- 3) FINGERPRINTING AND HIRING FORMS FILLED OUT. IF BACKGROUND IS CLEAR

AND DRIVING/CDL TESTING IS COMPLETE, THEN:

- 4) PHYSICAL THEN:
- 5) RECOMMENDATION GOES TO THE BOARD. IF BOARD APPROVES, THEN:
- 6) DRUG TESTING DONE. I WILL SET THAT UP.
- 7) ONCE DRUG TESTING RESULTS ARE BACK, YOU AND THE DRIVER

WILL BE NOTIFIED. THE DRIVER CAN'T BE USED UNTIL THEN.



RELEASE FOR DRIVING RECORD & PERSONAL INFORMATION

- ▶ To request a copy of your own driving record complete Section A.
- ▶ To authorize the release of your driving record to another party complete Section B.

*(The fee for a driving record is \$5.00 - Check or Money Order payable to WYDOT must accompany request)
(Government agencies are exempt from payment)*

Information released will include: name, address, date of birth, social security number (if displayed on the license), driver license information and driver history.

SECTION A:	Please indicate the type of record you need:	<input type="checkbox"/> 3/5 year record	<input type="checkbox"/> 10 year record
Name of Licensee:	_____	and Date of Birth:	_____
Driver's License Number:	_____	or Social Security Number:	_____
_____	Signature of Licensee	_____	Date
Mail to:	_____	_____	_____

SECTION B.	Please indicate the type of record you need:	<input type="checkbox"/> 3/5 year record	<input type="checkbox"/> 10 year record
Name of Licensee:	_____	and Date of Birth:	_____
Driver's License Number:	_____	or Social Security Number:	_____
Release to:	_____		
Attention:	_____		
Mailing Address:	_____		
Telephone:	_____	Fax:	_____
_____	Signature of Licensee	_____	Date
<i>Authorized recipients are required to maintain information obtained for not less than five (5) years and to make such records available upon request for inspection by the Wyoming Department of Transportation. This release does NOT authorize the recipient to resell or re-disclose the information obtained.</i>			

Mail request to: Wyoming Department of Transportation (WYDOT)
Driver Services/Driving Records
5300 Bishop Boulevard
Cheyenne, WY 82009-3340
Phone: (307) 777-4800
www.dot.state.wy.us

SCHOOL BUS INCIDENT REPORT

Bus No. _____

Date _____

DEAR PARENTS:

All students in our School System who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home.

Any misbehavior which distracts the driver is a **very serious hazard** to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

_____ has been cited for an infraction of the rules checked below:

- | | | |
|---|--|---|
| <input type="checkbox"/> FAILURE TO REMAIN SEATED | <input type="checkbox"/> SMOKING ON BUS | <input type="checkbox"/> DISOBEYING BUS MONITOR |
| <input type="checkbox"/> REFUSING TO OBEY DRIVER | <input type="checkbox"/> THROWING OBJECTS OUT OF BUS | <input type="checkbox"/> BOTHERING OTHERS (See Comment) |
| <input type="checkbox"/> FIGHTING | <input type="checkbox"/> THROWING OBJECTS ON BUS | <input type="checkbox"/> VANDALISM (See Comment) |
| <input type="checkbox"/> PROFANITY | <input type="checkbox"/> HANGING OUT OF WINDOW | <input type="checkbox"/> OTHER (See Comment) |
| <input type="checkbox"/> LIGHTING MATCHES | <input type="checkbox"/> SPITTING | |

COMMENT: _____

DATE OF THIS OFFENSE _____ FIRST OFFENSE SECOND OFFENSE THIRD OFFENSE

PRINCIPAL'S ACTION: _____

A copy of this action has been given to the student's bus driver
Form No. 759 — Pioneer Publishing Co., Kearney, Nebr. 68847



SIGNED: _____

After action taken, White copy - Parent; Yellow copy - Originator; Pink copy - Office.

Crook County School District #1

WHAT EMPLOYEES NEED TO KNOW ABOUT DRUG TESTING

Hulett, Moorcroft & Sundance

Revised: January 2013



U.S. Department of Transportation
Office of the Secretary of Transportation

Office of Drug & Alcohol Policy & Compliance



What Employees Need To Know About DOT Drug & Alcohol Testing





U.S. Department of Transportation
Office of the Secretary of Transportation

Disclaimer

This publication was produced by the U.S. Department of Transportation (DOT) to assist safety-sensitive employees subject to workplace drug & alcohol testing in understanding the requirements of 49 CFR Part 40 and certain DOT agency regulations. Nothing in this publication is intended to supplement, alter or serve as an official interpretation of 49 CFR Part 40 or DOT agency regulations. This publication is for educational purposes only.

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Electronic Access to Publication

This publication can also be accessed electronically through the internet at www.dot.gov/odapc.

For questions, please contact DOT's Office of Drug & Alcohol Policy & Compliance at 202-366-DRUG (3784) or visit our website at www.dot.gov/odapc.

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What Employees Need To Know About DOT Drug & Alcohol Testing

U.S. Department of Transportation (DOT)
Office of the Secretary (OST)
Office of Drug & Alcohol Policy & Compliance (ODAPC)

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U.S. Department of Transportation
Office of the Secretary



“Why is this program so important?”



Safety is our no. 1 priority at the U.S. Department of Transportation. And a cornerstone of our safety policy is ensuring that transportation providers across all modes – on roads, rails, water, or in the air, over land and underground – employ operators who are 100 percent drug- and alcohol-free. We want – and we insist upon – safety-conscious employees at all times and under all circumstances.

Fortunately, the transportation industry over time has worked hard to reduce the number of accidents and crashes directly related to drug and alcohol use. Nevertheless, human risk factors remain – and some transportation workers do use illicit drugs, or abuse alcohol, despite serious efforts to deter them.

We must never stop trying to improve our safety record where substance abuse is concerned. We can start by making sure that employees are properly educated on the personal and professional consequences of drug use and alcohol misuse. Supervisors must be appropriately trained to identify signs and symptoms of drug and alcohol use.

Employers must also have strong drug and alcohol testing programs. And employees must be removed from safety-sensitive duties immediately after they violate drug and alcohol testing rules. It is very important that employees are not returned to safety-sensitive duty until they are referred for evaluation and have successfully complied with treatment recommendations.

I know you will support these important measures, so that we can assure the traveling public that our transportation system is the safest it can possibly be.

A handwritten signature in black ink, appearing to read 'Ray LaHood'.

Ray LaHood
Secretary of Transportation
U.S. Department of Transportation
July 2009

Office of Drug and Alcohol Policy and Compliance

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What Employees Need To Know About DOT Drug & Alcohol Testing

Just entering the transportation industry? Performing tasks defined by the US Department of Transportation (DOT) as safety-sensitive, such as working on pipelines, driving a truck, operating a ferry or a train, or repairing an airplane? Then, you are subject to DOT workplace drug & alcohol testing. Here are the basics you need to know about DOT's program.

Who is subject to DOT testing?

Anyone designated in DOT regulations as a safety-sensitive employee is subject to DOT drug & alcohol testing. What follows is an overview of what jobs are defined as safety-sensitive functions subject to testing.

Aviation FAA	Flight crews, flight attendants, flight instructors, air traffic controllers at facilities not operated by the FAA or under contract to the U.S. military, aircraft dispatchers, aircraft maintenance or preventative maintenance personnel, ground security coordinators and aviation screeners. Direct or contract employees of 14 CFR Part 121 or 135 certificate holders, Section 91.147 operators and air traffic control facilities not operated by the FAA or under contract to the US Military. See FAA regulations at 14 CFR Part 120.
Commercial Motor Carriers FMCSA	Commercial Drivers License (CDL) holders who operate Commercial Motor Vehicles, 26,001 lbs. gvwr. or greater, or operate a vehicle that carries 16 passengers or more including the driver, or required to display a DOT placard in the transportation of hazardous material. ¹ See FMCSA regulation at 49 CFR Part 382.
Maritime USCG ²	Crewmembers operating a commercial vessel. See USCG regulations at 46 CFR Parts 4 & 16.
Pipeline PHMSA	Operations, maintenance and emergency response. See PHMSA regulations at 49 CFR Part 199.
Railroad FRA	Hours of Service Act personnel, engine & train, signal service or train dispatchers. See FRA regulations at 49 CFR Part 219.
Transit FTA	Vehicle operators, controllers, mechanics and armed security. See FTA regulations at 49 CFR Part 655.

Links to these regulations can be found on-line at www.dot.gov/odapc.

Remember: The tasks you actually perform qualify you as a safety-sensitive employee, not your job title. Also, some employees, like managers and supervisors, may be qualified for these jobs but not currently performing them. Do they have to be tested as well? In most cases, yes...if that employee may be asked at a moment's notice or in an emergency to perform a safety-sensitive job. Be sure to check industry specific regulations for further clarification.

¹ In some instances, states allow waivers from this qualification, such as operators of fire trucks and some farm equipment. Check with your state department of motor vehicles for more information.

² An agency of the U.S. Department of Homeland Security.

Why are safety-sensitive employees tested?

The short answer is for the safety of the traveling public, co-workers and yourself. The longer answer is that the United States Congress recognized the need for a drug & alcohol free transportation industry, and in 1991 passed the Omnibus Transportation Employee Testing Act, requiring DOT Agencies to implement drug & alcohol testing of safety-sensitive transportation employees.³

Within DOT, the Office of the Secretary's Office of Drug & Alcohol Policy & Compliance (ODAPC) publishes rules on *how* to conduct those tests, *what* procedures to use when testing and *how* to return an employee to safety-sensitive duties. Encompassed in 49 Code of Federal Regulations (CFR) Part 40, ODAPC publishes and provides authoritative interpretations of these rules.

DOT agencies and the U.S. Coast Guard write industry specific regulations, spelling out *who* is subject to testing, *when* and in *what* situations. Industry employers implement the regulations that apply to them.

The benefit to all employees affected by DOT regulations is that each agency's regulations must adhere to DOT's testing procedures found at 49 CFR Part 40, commonly known as "Part 40." For example, you may work in the rail industry and later work in the motor carrier industry, but the procedures for collecting, testing and reporting of your tests will be the same under Part 40.

What information must employers provide when I first begin performing DOT safety-sensitive functions?

Depending on the DOT agency over-seeing your industry, your employer may be required to provide you with educational materials and a company policy that explain the requirements of DOT's drug & alcohol testing regulations and the procedures to help you comply. If you have not received this information, be sure to ask your employer about it.

What conduct is prohibited by the regulations?

As a safety-sensitive employee...

- You must not use or possess alcohol or any illicit drug while assigned to perform safety-sensitive functions or actually performing safety-sensitive functions.
- You must not report for service, or remain on duty if you...
 - Are under the influence or impaired by alcohol;
 - Have a blood alcohol concentration .04 or greater; (with a blood alcohol concentration of .02 to .039, some regulations do not permit you to continue working until your next regularly scheduled duty period);
 - Have used any illicit drug.
- You must not use alcohol within four hours (8 hours for flight crew members and flight attendants) of reporting for service or after receiving notice to report.

³ The Omnibus Act's testing requirements do not apply to PHMSA.

- You must not report for duty or remain on duty when using any controlled substance unless used pursuant to the instructions of an authorized medical practitioner.
- You must not refuse to submit to any test for alcohol or controlled substances.
- You must not refuse to submit to any test by adulterating or substituting your specimen.

Keep these in mind when preparing to report to work.

What drugs does DOT test for?

DOT drug tests are conducted only using urine specimens. The urine specimens are analyzed for the following drugs/metabolites:

- Marijuana metabolites/THC
- Cocaine metabolites
- Amphetamines
(including methamphetamine, MDMA)
- Opiates
(including codeine, heroin (6-AM), morphine)
- Phencyclidine (PCP)

Specimens Collected for Drug & Alcohol Testing*	
Drugs:	Urine
Alcohol:	Breath & Saliva
* The FRA requires blood specimens as part of their Post-Accident testing.	

To learn more about the effects of these and other drugs visit the following sites:

- Drugs and Human Performance Fact Sheet. National Highway Traffic Safety Administration (NHTSA) www.nhtsa.dot.gov.
- Driving While You Are Taking Medications. National Highway Traffic Safety Administration (NHTSA) www.nhtsa.dot.gov.
- Common Drugs of Abuse. National Institute for Drug Abuse (NIDA) www.nida.nih.gov.
- Substance Abuse. Substance Abuse and Mental Health Administration (SAMHSA) www.workplace.samhsa.gov.
- Drug Facts. Office of National Drug Policy Control (ONDCP) www.whitehousedrugpolicy.gov.
- Prevention On-line. National Clearinghouse for Alcohol and Drug Information (NCADI) www.health.org.

Can I use prescribed medications & over-the-counter (OTC) drugs and perform safety-sensitive functions?

Prescription medicine and OTC drugs may be allowed.⁴ However, you must meet the following minimum standards:

- The medicine is prescribed to you by a licensed physician, such as your personal doctor.

⁴ The FRA requires that if you are being treated by more than one medical practitioner, you must show that at least one of the treating medical practitioners has been informed of all prescribed and authorized medications and has determined that the use of the medications is consistent with the safe performance of your duties.

- The treating/prescribing physician has made a good faith judgment that the use of the substance at the prescribed or authorized dosage level is consistent with the safe performance of your duties.

Best Practice: To assist your doctor in prescribing the best possible treatment, consider providing your physician with a detailed description of your job. A title alone may not be sufficient. Many employers give employees a written, detailed description of their job functions to provide their doctors at the time of the exam.

- The substance is used at the dosage prescribed or authorized.⁵
- If you are being treated by more than one physician, you must show that at least one of the treating doctors has been informed of all prescribed and authorized medications and has determined that the use of the medications is consistent with the safe performance of your duties.
- Taking the prescription medication and performing your DOT safety-sensitive functions is not prohibited by agency drug & alcohol regulations. However, other DOT agency regulations may have prohibitive provisions, such as medical certifications.

Remember: Some agencies have regulations prohibiting use of specific prescription drugs, e.g. methadone, etc.... If you are using prescription or over-the-counter medication, check first with a physician, but do not forget to consult your industry-specific regulations before deciding to perform safety-sensitive tasks. Also be sure to refer to your company's policy regarding prescription drugs.

When will I be tested?

Safety-sensitive employees are subject to drug or alcohol testing in the following situations:

- Pre-employment.
- Reasonable Suspicion/Cause.
- Random.
- Return-to-duty.
- Follow-up.
- Post-Accident.

Pre-Employment

As a new hire, you are required to submit to a drug test. Employers may, but are not required to, conduct alcohol testing.⁶ Only after your employer receives a negative drug test result (and negative alcohol test result - if administered) may you begin performing safety-sensitive functions. This also applies if you are a current employee transferring from a non-safety-sensitive function into a safety-sensitive position (even if it is the same employer).

⁵ While a minority of states allow medical use of marijuana, federal laws and policy do not recognize any legitimate medical use of marijuana. Even if marijuana is legally prescribed in a state, DOT regulations treat its use as the same as the use of any other illicit drug.

⁶ Not every DOT agency requires a pre-employment alcohol test.

Reasonable Suspicion/Cause

You are required to submit to any test (whether drug, alcohol or both) that a supervisor requests based on reasonable suspicion. Reasonable suspicion means that one or more trained supervisors reasonably believes or suspects that you are under the influence of drugs or alcohol. They cannot require testing based on a hunch or guess alone; their suspicion must be based on observations concerning your appearance, behavior, speech and smell that are usually associated with drug or alcohol use.

Random

You are subject to unannounced random drug & alcohol testing. Alcohol testing is administered just prior to, during or just after performing safety-sensitive functions. Depending on the industry specific regulations, you may only be subject to random drug testing.⁷

No manager, supervisor, official or agent may select you for testing just because they want to. Under DOT regulations, employers must use a truly random selection process. Each employee must have an equal chance to be selected and tested.

Just prior to the testing event, you will be notified of your selection and provided enough time to stop performing your safety-sensitive function and report to the testing location. Failure to show for a test or interfering with the testing process can be considered a refusal.

Post-Accident

If you are involved in an event (accident, crash, etc.) meeting certain criteria of the DOT agency, a post-accident test will be required. You will then have to take a drug test and an alcohol test.⁸ You are required to remain available for this testing and are not permitted to refuse testing.

Remember: Safety-sensitive employees are obligated by law to submit to and cooperate in drug & alcohol testing mandated by DOT regulations.

Return-to-Duty

If you have violated the prohibited drug & alcohol rules, you are required to take a drug and/or alcohol test before returning to safety-sensitive functions for any DOT regulated employer. You are subject to unannounced follow-up testing at least 6 times in the first 12 months following your return to active safety-sensitive service. Return-to-duty tests must be conducted under direct observation.

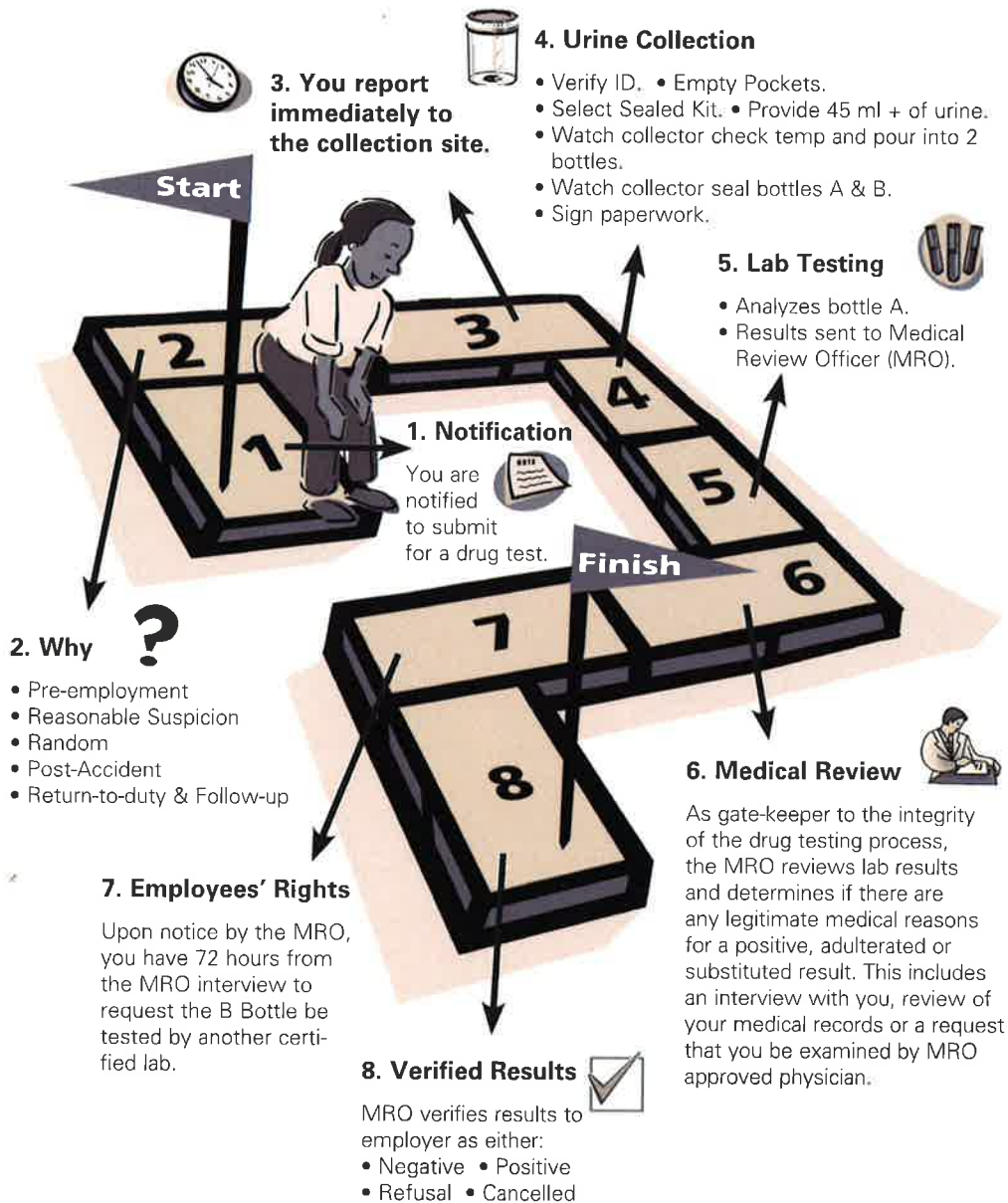
Follow-up

The amount of follow-up testing you receive is determined by a Substance Abuse Professional (SAP) and may continue for up to 5 years. This means the SAP will determine how many times you will be tested (at least 6 times in the first year), for how long, and for what substance (i.e. drugs, alcohol, or both). Your employer is responsible for ensuring that follow-up testing is conducted and completed. Follow-up testing is in addition to all other DOT required testing. All follow-up tests will be observed.

⁷ USCG & PHMSA do not perform random alcohol tests.

⁸ In post-accident testing, the FRA requires a blood specimen for drug testing.

Overview of DOT Drug Testing



How is a urine drug test administered?

Regardless of the DOT agency requiring the drug test, the drug testing process always consists of three components:

- The Collection. (49 CFR Part 40, Subparts C, D, E)
- Testing at the Laboratory. (49 CFR Part 40, Subpart F)
- Review by the Medical Review Officer. (49 CFR Part 40, Subpart G)

What follows is a summary of the procedures for each step. For a more detailed account, please visit 49 CFR Part 40, which can be found in its entirety at www.dot.gov/odapc.

The Collection

During the collection process, a urine specimen collector will:

- Verify your identity using a current valid photo ID, such as driver's license, passport, employer issued picture ID, etc.
- Create a secure collection site by:
 - Restricting access to the site to only those being tested.
 - Securing all water sources and placing blue dye in any standing water.
 - Removing or securing all cleaning products/fluids at the collection site.
- Afford you privacy to provide a urine specimen.
 - Exceptions to the rule generally surround issues of attempted adulteration or substitution of a specimen or any situation where general questions of validity arise, like an unusual temperature.
- Ask you to remove any unnecessary garments and empty your pockets (you may retain your wallet).
- Instruct you to wash and dry your hands.
- Select or have you select a sealed collection kit and open it in your presence.
- Request you to provide a specimen (a minimum of 45 mL) of your urine into a collection container.
- Check the temperature and color of the urine.
- In your presence, pour the urine into two separate bottles (A or primary and B or split), seal them with tamper-evident tape, and then ask you to sign the seals after they have been placed on the bottles.

Remember: Neither you nor the collector should let the specimen out of your sight until it has been poured into two separate bottles and sealed.

- Ask you to provide your name, date of birth, and daytime and evening phone numbers on the Medical Review Officer Copy (Copy #2) of the Federal Drug Testing Custody and Control Form (CCF).
 - This is so the Medical Review Officer (MRO) can contact you directly if there are any questions about your test.
- Complete necessary documentation on the Test Facility (Copy #1) of the CCF to demonstrate the chain of custody (i.e. handling) of the specimen.
- Give you the Employee Copy (Copy # 5) of the CCF and may suggest you list any prescription and over-the-counter medications you may be taking on the back of your copy of the CCF (this may serve as a reminder for you in the event the MRO calls you to discuss your test results).
- Package and ship both sealed bottles and completed CCF to a U.S. Health and Human Services (HHS) certified testing laboratory as quickly as possible.

If you are unable to provide 45 mL of urine on the first attempt, the time will be noted, and you will be:

- Required to remain in the testing area under the supervision of the collection site personnel, their supervisor, or a representative from your company,
 - Leaving the testing area without authorization may be considered a refusal to test
- Urged to drink up to 40 oz. of fluid, distributed reasonably over a period of up to three hours,
- Asked to provide a new specimen (into a new collection container).
- If you do not provide a sufficient specimen within three hours, you must obtain a medical evaluation⁹ within five days to determine if there is an acceptable medical reason for not being able to provide a specimen. If it is determined that there is no legitimate physiological or pre-existing psychological reason for not providing a urine specimen, it will be considered a refusal to test.

How do you know if you are taking a federal or a private company drug test?

All DOT drug tests are completed using the *Federal Drug Testing Custody and Control Form*. Those words appear at the top of each form.

Testing at the Laboratory

At the laboratory, the staff will:

- Determine if flaws exist. If flaws exist, the specimen is rejected for testing.
- Open only the A bottle and conduct a screening test. Specimens that screen positive will be analyzed again using a completely different testing methodology.
 - If the specimen tests negative in either test, the result will be reported as a negative.
 - Only if the specimen tests positive under both methods will the specimen be reported to the medical review officer as a positive test.
- Report the findings of the analysis of the A bottle to the Medical Review Officer (MRO).
- Store the A and B bottles for any reported positive, adulterated, or substituted result for at least 12 months.

Remember: The Lab will conduct specimen validity tests (SVTs) to determine if the specimen was adulterated or substituted. Tests found to be adulterated or substituted are also reported to the MRO and may be considered a refusal to test.

Review by the Medical Review Officer (MRO)

Upon receipt of the test result from the laboratory, the MRO will:

- Review paperwork for accuracy.
- Report a negative result to the Designated Employer Representative (DER).
- If the result is positive, conduct an interview with you to determine if there is a legitimate medical reason for the result. If a legitimate medical reason is

⁹ The physical exam is scheduled after the designated employer representative consults with the medical review officer. The physician chosen to complete the evaluation must have expertise in the medical issues raised and be acceptable to the Medical Review Officer.

established, the MRO will report the result to the DER as negative. If not, the MRO will report the result to the DER as positive.

- If the result is an adulterated or substituted test, conduct an interview with you to determine if there is a legitimate medical reason for the result. If a legitimate medical reason is established, the MRO will report the result to the DER as cancelled. If not, the MRO will report the result to the DER as a refusal.
- Report a non-negative test result to the DER if:
 - You refused to discuss the results with the MRO;
 - You did not provide the MRO with acceptable medical documentation to explain the non-negative test result.
- Inform you that you have 72 hours from the time of the verified result to request to have your B "split" bottle sent to another certified lab for analysis for the same substance or condition that was found in the A "primary" bottle.

What are Medical Review Officers (MRO)?

Under DOT regulations, MROs are licensed physicians with knowledge and clinical experience in substance abuse disorders. They must also complete qualification training courses and fulfill obligations for continuing education courses. They serve as independent, impartial gatekeepers to the accuracy and integrity of the DOT drug testing program. All laboratory results are sent to an MRO for verification before a company is informed of the result. As a safeguard to quality and accuracy, the MRO reviews each test and rules out any other legitimate medical explanation before verifying the results as positive, adulterated or substituted.

How is an alcohol test administered?

The DOT performs alcohol testing in a manner to ensure the validity of the testing as well as provide confidentiality of the employee's testing information.

How do you know if you are taking a federal or a private company alcohol test?

All DOT alcohol tests are documented with a form with the words *Department of Transportation* at the top.

At the start of the test, a Screening Test Technician (STT) or a Breath Alcohol Technician (BAT), *using only a DOT-approved device*, will:

- Establish a private testing area to prevent unauthorized people from hearing or seeing your test result.
- Require you to sign Step #2 of the Alcohol Testing Form (ATF).
- Perform a screening test and show you the test result. If the screening test result is an alcohol concentration of less than 0.02, no further testing is authorized, and there is no DOT action to be taken. The technician will document the result on the ATF, provide you a copy and provide your employer a copy.

If the screening test result is 0.02 or greater, you will be required to take a confirmation test, which can only be administered by a BAT using an Evidential Breath Testing (EBT) device. The BAT will:

- Wait at least 15 minutes, but not more than 30 minutes, before conducting the confirmation test. During that time, you are not to be allowed to eat, drink, smoke, belch, put anything in your mouth or leave the testing area.

Remember: Leaving the testing area without authorization may be considered a refusal to test.

- Perform an “air blank” (which must read 0.00) on the EBT device to ensure that there is no residual alcohol in the EBT or in the air around it.
- Perform a confirmation test using a new mouthpiece.
- Display the test result to you on the EBT and on the printout from the EBT.
- Document the confirmation test result on the ATF, provide you a copy and provide your employer a copy.
- Report any result of 0.02 or greater immediately to the employer.

If after several attempts you are unable to provide an adequate amount of breath, the testing will be stopped. You will be instructed to take a medical evaluation to determine if there is an acceptable medical reason for not providing a sample. If it is determined that there is no legitimate physiological or psychological reason, the test will be treated as a refusal to test.

Confirmation test results are the final outcome of the test.

Result	Action
Less than 0.02	No action required under 49 CFR Part 40.
0.02 - 0.039	Varies among DOT agencies. For example, FMCSA requires that you not resume safety-sensitive functions for 24 hours [382.505], while the FRA requires 8 hours [219.101(a)(4)]. The FTA & PHMSA require only that you test below 0.02 or cannot work until the next scheduled duty period but not less than 8 hours from the time of the test [655.35 & 199.237 respectively]. And, the FAA requires only that you test below 0.02, if the employer wants to put you back to work within 8 hours [14 CFR Part 120, Subpart F, 120.217(g)]. Also, be sure to check other agency specific regulations for their restrictions.
0.04 or greater	Immediate removal from safety-sensitive functions. You may not resume safety-sensitive functions until you successfully complete the return-to-duty process.

Should I refuse a test if I believe I was unfairly selected for testing?

Rule of Thumb: Comply then make a timely complaint.

If you are instructed to submit to a DOT drug or alcohol test and you don't agree with the reason or rationale for the test, take the test anyway. Don't interfere with the testing process or refuse the test.

After the test, express your concerns to your employer through a letter to your company's dispute resolution office, by following an agreed upon labor grievance or other company procedures. You can also express your concerns to the appropriate DOT agency drug & alcohol program office. (See contact numbers listed in the Appendix.) Whomever you decide to contact, please contact them as soon as possible after the test.

What is considered a refusal to test?

DOT regulations prohibit you from refusing a test. The following are some examples of conduct that the regulations define as *refusing* a test (See 49 CFR Part 40 Subpart I & Subpart N):

- Failure to appear for any test after being directed to do so by your employer.
- Failure to remain at the testing site until the testing process is complete.
- Failure to provide a urine or breath sample for any test required by federal regulations.
- Failure to permit the observation or monitoring of you providing a urine sample. (Please note tests conducted under direct observation or monitoring occur in limited situations. The majority of specimens are provided in private.)
- Failure to provide a sufficient urine or breath sample when directed, and it has been determined, through a required medical evaluation, that there was not adequate medical explanation for the failure.
- Failure to take a second test when directed to do so.
- Failure to cooperate with any part of the testing process.
- Failure to undergo a medical evaluation as part of “shy bladder” or “shy lung” procedures.
- Failure to sign Step #2 of the ATF.
- Providing a specimen that is verified as adulterated or substituted.
- Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- Failure to follow the observer’s instructions [during a direct observation collection] 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.
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- Admit to the collector or MRO that you adulterated or substituted the specimen.

What happens if I test positive, refuse a test, or violate an agency specific drug & alcohol rule?

If you test positive, refuse a test, or violate DOT drug & alcohol rules:

- A supervisor or company official will immediately remove you from DOT-regulated safety-sensitive functions.
- You will not be permitted to return to performing DOT regulated safety-sensitive duties until you have:
 - Undergone an evaluation by a Substance Abuse Professional (SAP);
 - Successfully completed any education, counseling or treatment prescribed by the SAP prior to returning to service; and
 - Provided a negative test result for drugs and/or a test result of less than 0.02 for alcohol. (Return-to-duty testing)

- Upon return to a safety-sensitive job, you will be subject to unannounced testing for drugs and/or alcohol no less than 6 times during the first 12 months of active service with the possibility of unannounced testing for up to 60 months (as prescribed by the SAP). These tests (including the return-to-duty test) will be directly observed.

What are SAPs?

Under DOT regulations, SAPs are *Substance Abuse Professionals*. They play a critical role in the work place testing program by professionally evaluating employees who have violated DOT drug & alcohol rules. SAPs recommend appropriate education, treatment, follow-up tests, and aftercare. They are the gate-keepers to the re-entry program by determining when a safety-sensitive employee can be returned to duty.

SAPs are required to have a certain background and credentials, which include clinical experience in diagnosis and treatment of substance abuse-related disorders. They must also complete qualification training and fulfill obligations for continuing education courses. While SAPs do make recommendations to the employer about an employee's readiness to perform safety-sensitive duties, SAPs are neither an advocate for the employee or the employer, and they make return-to-duty recommendations according to their professional and ethical standards as well as DOT's regulations.

Remember: Even if a SAP believes that you are ready to return to work, an employer is under no obligation to return you to work. Under the regulations, hiring and reinstatement decisions are left to the employer. Also, under FAA regulations, SAPs cannot return a pilot to duty without the prior approval of the FAA's Federal Air Surgeon.

How do I find a SAP?

If you violate a DOT drug or alcohol rule, your employer is required to provide you with a list of SAPs' names, addresses, and phone numbers that are available to you and acceptable to them.¹⁰ This is true even if your employer terminates your employment.

Will I lose my job if I violate drug & alcohol regulations?

DOT regulations do not address employment actions such as hiring, firing or granting leaves of absence. All employment decisions are the responsibility of the employers. Under Federal regulations, the main requirement for employers is to immediately remove employees from performing DOT safety-sensitive jobs. Be aware that a positive or refused DOT drug or alcohol test may trigger additional consequences based on company policy or employment agreement.

While you may not lose your job, you may lose your certification or license to perform that job. Be sure to check industry specific regulations. For example, someone operating a commercial motor vehicle may not lose their state-issued CDL, but they will lose their ability to perform any DOT regulated safety-sensitive tasks.

¹⁰ Employers cannot charge employees for the SAP list.

Will my results be confidential?

Your test results are confidential. An employer or service agent (e.g. testing laboratory, MRO or SAP) is not permitted to disclose your test results to outside parties without your written consent. But, your test information may be released (without your consent) in certain situations, such as: legal proceedings, grievances, or administrative proceedings brought by you or on your behalf, which resulted from a positive or refusal. When the information is released, the employer must notify you in writing of any information they released.

Will the results follow me to different employers?

Yes, your drug & alcohol testing history will follow you to your new employer, if that employer is regulated by a DOT agency. Employers are required by law to provide records of your drug & alcohol testing history to your new employer. This is to ensure that you have completed the return-to-duty process and are being tested according to your follow-up testing plan.

What should I do if I have a drug or alcohol abuse problem?

Seek help. Jobs performed by safety-sensitive transportation employees keep America's people and economy moving. Your work is a vital part of everyday life. Yet, by abusing drugs or alcohol, you risk your own life, your co-workers lives and the lives of the public.

Most every community in the country has resources available to confidentially assist you through the evaluation and treatment of your problem. If you would like to find a treatment facility close to you, check with your local yellow pages, local health department or visit the U.S. Department of Health and Human Services treatment facility locator at <http://findtreatment.samhsa.gov/>. This site provides contact information for substance abuse treatment programs by state, city and U.S. Territory.

Also, many work-place programs are in place to assist employees and family members with substance abuse, mental health and other problems that affect their job performance. While they may vary by industry, here is an overview of programs that may be available to you:

Employee Assistance Programs (EAPs)

While not required by DOT agency regulations, EAPs may be available to employees as a matter of company policy. EAPs are generally provided by employers or unions.




Note: Many employees believe they only need to contact an EAP counselor if they have a positive drug and/or alcohol test. Not true!

EAP programs vary considerably in design and scope. Some focus only on substance abuse problems; others undertake a broad brush approach to a range of employee and family problems. Some include prevention, health and wellness activities. Some are linked to the employee health benefit structures. These programs offer nearly full privacy and confidentiality, unless someone's life is in danger.

Do you know what programs are available at your job? Be sure to ask your employer!

Voluntary Referral Programs

Often sponsored by employers or unions, referral programs provide an opportunity to self-report to your employer a substance abuse problem *before* you violate testing rules. This gives you an opportunity for evaluation and treatment, while at times guaranteeing your job. Be sure to check your company to see if there is a voluntary referral program.

 **Remember:** Self-reporting just after being notified of a test does not release you from your responsibility of taking the test, and it also does not qualify as a voluntary referral.

Peer Reporting Programs

Generally sponsored by employers or unions, you are encouraged or required to identify co-workers with substance abuse problems. The safety of everyone depends on it. Using peers to convince troubled friends and co-workers with a problem is one of the strengths of the program, often guaranteeing the co-worker struggling with substance abuse issues the same benefits as if he had self-reported.


Education and Training Programs (required by all Agencies)

Topics may include the effects of drug & alcohol use, company testing policies, DOT testing regulations and the consequences of a positive test. Materials may also contain information on how employees can get in touch with their Employee Assistance Programs and community service hot-lines.

In addition, supervisors sometimes receive additional training in the identification and documentation of signs and symptoms of employee's drug and/or alcohol use that trigger a reasonable suspicion drug or alcohol test.

Did you know?

Did you know that 6 out of 10 people suffering from substance abuse problems also suffer from mental conditions like depression?¹¹ Research has long documented that people suffering from depression try to self-medicate themselves through alcohol and other drugs. Typically, many of these individuals fail to remain clean and sober after rehabilitation because their underlying medical problem is not addressed and the cycle of self-medication begins again.

 **Remember:** If you have substance abuse issues, there is a 60% chance that you are also suffering from an underlying mental condition like depression.

Increase your chances of rehabilitation. Be sure to ask your doctor or other mental health professionals about depression as it relates to substance abuse issues.

¹¹ *The Dual Challenge of Substance Abuse and Mental Disorders*, NIDA Director Nora D. Volkow, M.D., *NIDA Notes*, Vol. 18, No. 5.

But, I have more questions?

ODAPC is available to help answer anyone's questions regarding DOT drug & alcohol testing regulations. Please contact us at 202-366-DRUG (3784) or visit our website at www.dot.gov/odapc for frequently asked questions, official interpretations of the regulations and regulatory guidelines.

If you have questions regarding DOT agency regulations on a specific industry, contact the agencies drug & alcohol abatement offices listed in the Appendix.

Appendix

Drug & Alcohol Program Manager Contact Information

U.S. Department of Transportation

· FAA	Aviation	(202) 267-8442	www.faa.gov
· FMCSA	Motor Carrier	(202) 366-2096	www.fmcsa.dot.gov
· FTA	Public Transportation	(617) 494-2395	www.fta.dot.gov
· FRA	Railroads	(202) 493-6313	www.fra.dot.gov
· PHMSA	Pipeline	(202) 550-0629	www.phmsa.dot.gov

U.S. Department of Homeland Security

· USCG	Maritime	(202) 372-1033	http://marineinvestigations.us
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**U.S. Department
of Transportation**

U.S. Department of Transportation
Office of the Secretary

Office of Drug & Alcohol Policy & Compliance
1200 New Jersey Avenue, SE
Room W62-300
Washington, DC 20590

202.366.DRUG (3784)
202.366.3897 fax
odapcwebmail@dot.gov
www.dot.gov/odapc

REV. JANUARY 2012

Drug and Alcohol Testing Information Sheet

Here are a few reminders for the random drug and alcohol testing as well as other testing situations:

- 1) Proceed immediately to the drug testing site upon notification.
- 2) Bring the attached notification of Selection sheet with you to the testing. You will need to give it to the tester. Sign this sheet in front of the tester.
- 3) Bring your driver's license or other photo identification with you to the appointment.

All quarterly draws for testing are random – you may be drawn 2 or 3 times in a row or go a few times without being selected. The school district has no input or control over who will be selected in the random quarterly draw.

DRUG AND ALCOHOL MANUAL

ACKNOWLEDGEMENT OF RECEIPT OF SUBSTANCE ABUSE POLICY

I have been give a copy of the Drug and Alcohol policy for

CROOK COUNTY SCHOOL DISTRICT #1

on _____
(enter date)

- 1) I understand that it is my duty to read and ask questions about any parts I do not understand and that I must abide by this policy to ensure my safety, that of my fellow workers and students of Crook County School District #1 (CCSD#1), as well as the reputation of CCSD#1.
- 2) I understand that as a driver/employee of CCSD#1, I may be required to take and alcohol and/or drug test, and that refusal to submit to such a test will be considered grounds for termination and could be treated as if the test result (if taken) were positive.
- 3) I understand that if I am a job applicant, I am required to pass a drug and/or alcohol test and that if I fail such tests, I will be denied employment.
- 4) I understand that this policy may be changed from time to time with the only notification being the posting of changes on the employee bulletin board at my school within CCSD#1.
- 5) I acknowledge receipt of materials contained in the manual, including information concerning the effects of alcohol and drugs on an individual's health, work and personal life, including signs, symptoms and where to get help for myself or a coworker.

Employee's Signature

Date