



**U.S. Department of Transportation  
Federal Transit Administration  
State of Arkansas**

**SUBSTANCE ABUSE TESTING PROGRAM  
POLICY**

**Of**

**City of Jonesboro, Arkansas  
Jonesboro Economical Transit System**

Revised and approved Feb 21, 2006

# **SUBSTANCE ABUSE TESTING PROGRAM POLICY**

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# **SUBSTANCE ABUSE TESTING PROGRAM POLICY**

## **1.0 Policy Statement**

The Arkansas State Highway and Transportation Department ("Department") and Jonesboro Economical Transit System ("Agency") are dedicated to providing safe, dependable, and economical transportation services to Arkansas' transit system passengers. Our employees are our most valuable resource. It is our goal to provide a healthy and satisfying work environment, which promotes personal opportunities for growth. In meeting these goals, it is our policy to

1. Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
2. Create a workplace environment free from the adverse effects of drug abuse and alcohol misuse;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession or use of controlled substances; and
4. Encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

## **2.0 Purpose of Policy**

The purpose of this policy is to assure worker fitness for duty and to protect employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable Federal Regulations governing workplace anti-drug and alcohol programs in the transit industry.

The Federal Transit Administration (FTA) has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the Federal Government published 48 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA. This policy incorporates all requirements for safety-sensitive employees.

### **3.0 Covered Employees**

This policy applies to all safety-sensitive transit system employees, including paid part-time employees, volunteers, contract employees and contractors when they are performing transit-related, safety-sensitive functions, regardless of where these functions take place.

In addition to being subject to all other elements of this policy, employees who perform "safety-sensitive functions" as that term is defined in current Federal Transit Administration regulations (49 CFR Part 655), are subject to drug and alcohol testing and other special requirements. Generally, a safety-sensitive function occurs when an employee is performing, ready to perform, or immediately available to perform any duty related to safe operation of mass transit services. The following are safety-sensitive functions:

1. Operation of a revenue service vehicle, whether or not such vehicle is in revenue service.
2. Controlling dispatch or movement of a revenue service vehicle.
3. Maintaining revenue service vehicles or equipment used in revenue service.
4. Operating a non-revenue service vehicle when required to be operated by a holder of a CDL.
5. Carrying a firearm for security purposes.

A list of Agency's safety-sensitive positions is included in Section 10.0 of this policy. Covered employees will receive a copy of Agency's Substance Abuse Testing Program Policy and will be requested to sign a confirmation of receipt.

### **4.0 Prohibited Substances**

Prohibited substances addressed by this policy shall include the following:

#### **4.1 Illegal Controlled Substances**

Any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15. These include, but are not limited to

<b><u>Substance Type</u></b>	<b><u>Initial Test</u></b>	<b><u>Confirmation Test</u></b>
Marijuana Metabolite (1)	50 ng/mL	15 ng/mL

Cocaine Metabolite (2)	300 ng/mL	150 ng/mL
Amphetamines	1000 ng/mL	-----
Amphetamine	-----	500 ng/mL
Methamphetamine (3)	-----	500 ng/mL
Opiate Metabolites	2000 ng/mL	-----
Morphine	-----	2000 ng/mL
Codeine	-----	2000 ng/mL
6-acetylmorphine (6-AM) (4)	-----	10 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL

(1) Delta 9-tetrahydrocannabinol-9 carboxylic acid; (2) Benzoylcegonine; (3) Specimen must also include amphetamine at a concentration greater than or equal to 200 ng/mL; (4) This test is conducted only when specimen contains morphine at a concentration equal to or greater than 2000 ng/mL.

Illegally used controlled substances include any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

#### **4.2 Legal Drugs**

While the appropriate use of legally prescribed drugs and non-prescription medications is not prohibited, the misuse or abuse of legal drugs while performing safety-sensitive functions is prohibited.

The use of any substance which carries a warning label that indicates that mental functions, motor skills, or judgment may be adversely affected must be discussed by employees with their appropriate health care professional before performing work-related duties. Educational information regarding prescription and over-the-counter medications should be obtained from either a health care professional or pharmacist. Employees are urged strongly to seek and obtain medical advice prior to using prescription or over-the-counter drugs that may adversely affect their ability to safely operate or maintain vehicles.

A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. If the employee tests positive for drugs, he/she must provide within 24 hours a valid prescription. A valid prescription includes the patient's name, the name of the substance, quantity/amount to be taken, and the time period of the authorization.

#### **4.3 Alcohol**

The use of beverages containing alcohol or substances (including any medication, mouthwash, food, candy or any other substance)

such that alcohol is present in the body while performing safety-sensitive duties is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liter of breath as measured by a breath-testing device.

## **5.0 Prohibited Conduct**

### **5.1 Manufacture, Distribution, Dispensation, Possession, or Use**

All transit system employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of prohibited substances on transit authority premises, in transit vehicles, in uniform, or while on transit authority business, in accordance with The Drug-Free Workplace Act. Employees who violate this provision will be terminated under agency authority. Law enforcement shall be notified, as appropriate, when criminal activity is suspected.

### **5.2 Positive Tests**

A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.

Any safety-sensitive employee who has a confirmed positive drug or alcohol test will be removed from his or her position, informed of available educational and rehabilitation programs, and referred to a Substance Abuse Professional (SAP) for assessment. It is Agency's policy that scheduling arrangements and costs for rehabilitation, assessment, or treatment will be the employee's responsibility. Safety-sensitive employees who test positive will be terminated in accordance with Agency's "zero tolerance" policy.

### **5.3 Alcohol Usage**

No safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned duties is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee shall use alcohol within four (4) hours of reporting for duty, or during the hours that they are on call. Violation of these provisions is prohibited and employment will be terminated under Agency's "zero tolerance" policy.

#### **5.4 Alcohol Test - (0.02 – 0.04)**

If an employee tests at or above 0.02 but less than 0.04 on an alcohol test, the employee will be immediately removed from service for eight hours unless a retest result measures a concentration of less than 0.02. If the retest does not measure less than 0.02, the employee will remain off duty until the start of the next scheduled duty period, but not less than eight hours.

#### **5.5 Testing Requirements, Compliance, and Behavior Constituting a Refusal**

Under FTA guidelines, all safety-sensitive employees will be subject to urine drug testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and will be considered as having a positive test. Under Agency's "zero tolerance" policy, the employee will be terminated. Any safety-sensitive employee who is suspected of providing false information in connection with a test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection. Verification of these actions will result in the employee's removal from duty and employment terminated.

A refusal for drug and alcohol testing includes the following circumstances: (*Ref. 40.191, 40.261*)

1. Failure to provide breath or urine specimen
2. Failure to provide sufficient volume of urine or breath without valid medical explanation
3. Tampering, contaminating, adulterating or substituting specimen
4. Leaving the scene of a accident without just cause prior to submitting to a test
5. Failure to appear for any test within a reasonable time, after being directed to do so by Agency, except a pre-employment test
6. Failure to remain at the testing site until the testing process is complete
7. Failure to cooperate with any part of the testing process
8. Refusal to sign the certification at Step 2 of the alcohol testing form
9. Failure to undergo a medical examination or evaluation as required by a MRO or DER
10. Failure to permit monitoring or observed testing
11. Failure to take a second test when required
12. Verification of a test that was adulterated or substituted.



## **5.6 Dilute (Positive and Negative) Specimens**

Positive – If a drug test is reported by the MRO as a dilute positive, the test result will be treated as a verified positive test result.

Negative – If a drug test is reported as a dilute negative, Agency, under its own authority, will retest the applicant, transferee, or current employee with no advance notice and without direct observation of the specimen collection, unless there is another basis for direct observation. If the MRO directs the DER to conduct a recollection under direct observation (creatinine concentration is equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL) the collection will take place immediately. The result of the second test becomes the test of record, even if the second test result is also dilute negative. (Ref. 40.67 and 40.197)

## **5.7 Notifying Agency of Criminal Drug Conviction**

Apart from FTA regulations, but under Agency's own authority, all employees must notify Agency of any criminal drug statute conviction for a violation within five working days after such conviction.

## **5.8 Application of the Policy**

Agency is dedicated to assure fair and equitable application of its substance abuse policy. Therefore, supervisors and managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor or manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination from employment.

## **5.9 Confidentiality**

Agency affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. Laboratory reports or test results shall not appear in an employee's general personnel file. Information of this nature will be contained in a separate confidential folder that will be kept under the control of the Drug & Alcohol Program Manager (DAPM). The reports or test results may only be disclosed without an employee's consent when

1. The information is compelled by law or by judicial or administrative process;

2. The information has been placed at issue in a formal dispute between the employee and employer.

The employee must sign a new release form each time substance-testing information is to be disclosed or released to the employee, subsequent employers, or to any other third party designated by the employee.

## **6.0 Procedures for Drug and Alcohol Testing**

Urine drug testing and breath testing for alcohol shall be conducted as required by federal regulations. All applicants for safety-sensitive positions shall be subject to drug testing prior to employment or transfer into a safety-sensitive position. Safety sensitive employees shall be subject to drug and alcohol testing for reasonable suspicion, random selection, and following an accident as defined in this policy.

All testing shall be conducted in a manner to assure a high degree of accuracy and reliability using techniques, equipment, and laboratory facilities that have been approved by the U. S. Department of Health and Human Services (DHHS). All testing shall be conducted consistent with the procedures described in 49 CFR Part 40, as amended.

### **Drug Testing**

The drugs that will be tested for are marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. All drug testing laboratory results will be released to and reviewed only by a qualified Medical Review Officer (MRO) to verify and validate test results. The MRO will release findings only to the Designated Employer Representative (DER). The MRO shall be a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result. (Ref. 40.121) Before verifying that an employee has a positive test result, the MRO is responsible for contacting the employee, directly and confidentially, to determine whether the employee wishes to discuss the test or present a legitimate explanation for the positive result. An MRO staff person may make the contact; the MRO's medically licensed or certified staff person may gather information. If, after reasonable efforts, the MRO is unable to reach the employee directly within 24 hours, the MRO may contact Agency's DER for assistance in contacting the employee. The DER will take maximum precautions to preserve the employee's confidentiality.

If, after making all diligent and reasonable efforts, neither the MRO nor the DER is able to contact the employee within ten (10) days of the date the MRO received the confirmed positive test result from the laboratory, the MRO may verify the test result as positive. The MRO may also verify the test result as positive if the employee does not contact the MRO within seventy-two (72) hours of being contacted by the DER, or the employee expressly declines the opportunity to discuss the test result. The MRO may reopen the verification of a positive test if the employee presents documentation of serious injury or illness or other circumstances that unavoidably prevented the employee from being contacted within the designated time period, and if the employee then presents a legitimate (in the MRO's opinion) explanation for the positive test, the MRO shall declare the test to be negative.

The MRO will review and interpret an individual's medical history (including any medical records and biomedical information provided), afford the individual an opportunity to discuss the test result, and then decide whether there is a legitimate medical explanation for the result, including legally prescribed medication.

The MRO can declare a test invalid or canceled based on the regulations specified in 49 CFR Part 40. A canceled/invalid test is considered neither a positive nor a negative test. An example of a canceled test is a urine sample being rejected by the laboratory. The MRO shall cancel the test and report the cancellation and the reasons for it to the employer and employee. Cancellations due to failure to reconfirm a split specimen will also be reported to the USDOT Office of Drug and Alcohol Policy and Compliance.

### **Alcohol Testing**

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved evidential breath-testing device (EBT) operated by a trained breath alcohol technician (BAT). All breath alcohol test results will be reported only by a BAT to the Designated Employer Representative (DER). If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test.

A safety-sensitive employee who has a confirmed alcohol concentration of 0.02 or greater but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less than 0.02. The inability to perform a safety-sensitive duty due to an alcohol test result equal to or greater than 0.02 but less than 0.04 shall be considered an unexcused absence subject to Agency's disciplinary procedures.

An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and in violation of the requirements set forth in 49 CFR Part 655 for safety-sensitive employees.

### **6.1 Compensation for Substance Abuse Testing**

Current agency employees will be considered on-duty for the purpose of compensation while taking a drug or alcohol test.

Drug and alcohol test costs will be paid by Agency for employees and applicants, except for split specimen testing as described in Section 6.2.

### **6.2 Split Specimen Testing**

All safety-sensitive employees who question the results of a required drug test under this policy may request that an additional test be conducted. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer (MRO) within 72 hours of notice of the original sample's verified test result. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

The employee pays all costs for such testing unless the result of the split sample testing invalidates the result of the original test. Under Agency authority, not the FTA's, the expense for the split specimen testing shall be borne by the employee and will be collected via a one-time payroll deduction after the employer receives the invoice for the split specimen result.

### **6.3 Pre-Employment Testing**

All safety-sensitive position applicants shall undergo urine drug testing following the offer of employment or transfer into a safety-sensitive position. Receipt by the transit system of a negative drug test result is required prior to allowing the employee to perform safety-sensitive duties. Pre-employment drug tests will be administered after the applicant has signed both the "Request for Pre-Employment Positive Tests or Refusals to Test" form and the "Release of Information from Past Employers" form. All covered employees are required to submit to drug and alcohol tests as a

condition of employment in accordance with 49 CFR Part 655, as amended. Under Agency's "zero tolerance" policy, failure of a pre-employment drug test will disqualify the applicant from further employment opportunities with Agency.

Any applicant for a safety-sensitive position who has failed or refused a pre-employment test for another agency under DOT authority must show evidence of treatment. Should a safety-sensitive new hire be unavailable to perform job duties for a period of ninety (90) days or more following date of hire, the employee will be required to submit to a pre-employment drug screen prior to beginning safety-sensitive duties. Employees who do not perform safety-sensitive duties for ninety (90) days, and who have been removed from the testing pool, must pass a pre-employment drug test prior to resuming their safety-sensitive duties. Employees transferring into a safety-sensitive position will be required to pass a pre-employment drug test prior to performing the duties.

#### **6.4 Reasonable Suspicion Testing**

A drug and/or alcohol test will be conducted when Agency has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing shall be made on the basis of specific, contemporaneous, and articulable observations concerning appearance, behavior, speech, or body odors of the employee consistent with the short-term effects of prohibited drug abuse or alcohol misuse.

Reasonable suspicion alcohol testing can be conducted just before, during, or just after an employee performs safety-sensitive functions.

Reasonable suspicion referrals must be made by at least one supervisor or other authorized official who is trained on the facts, circumstances, physical evidence, physical signs and symptoms, or patterns of performance and/or behaviors associated with drug use and/or alcohol misuse. Agency's "Reasonable Suspicion" form shall be completed by the official making the determination and a copy given to the employee.

#### **6.5 Post-Accident Testing**

All safety-sensitive employees shall be required to undergo a breath alcohol test and a urine drug test if they are involved in an accident, as defined by FTA regulations, associated with the operation of a revenue service vehicle (regardless of whether or not

the vehicle is in revenue service) which results in one or more of the following:

1. A human fatality, which always requires a test
2. Injuries requiring immediate transportation to a medical treatment facility, unless employee can be completely discounted as a contributing factor to the accident
3. One or more vehicles incur disabling damage that requires towing from the site, unless employee can be completely discounted as a contributing factor to the accident.

Safety-sensitive employees on duty in the vehicle and any safety-sensitive employee whose performance could have contributed to the accident will be tested. Accident does not necessarily mean collision. If an individual falls on a vehicle and needs to be transported to a hospital, then an accident has occurred and a post-accident test is required unless the safety-sensitive employee can be completely discounted as a contributing factor to the accident. This definition only applies to non-fatal accidents. Accidents with fatalities will always result in safety-sensitive employees being tested as outlined below.

Following an FTA accident, the safety-sensitive employee will be required to submit to an alcohol and drug test. (Post-Accident testing is stayed while an employee assists in resolution of the accident or receives medical attention following the accident.) However, employees must remain readily available during the time periods stated below. Post-accident testing will be done as soon as practicable, but no later than eight (8) hours after the accident for alcohol testing and thirty-two (32) hours after the accident for drug testing. Any alcohol test conducted after two (2) hours following an accident must be documented by a supervisor or other designated Agency official. An employee involved in an accident must not use alcohol until after the employee undergoes alcohol testing or eight (8) hours have elapsed, whichever occurs first. Attempts to conduct a post-accident alcohol test after eight (8) hours or a drug test after thirty two (32) hours must cease and documentation must be updated explaining the reason.

Nothing in Agency's policy shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, any employee who, under the above circumstance, fails to remain available for alcohol and drug testing (including notifying the Agency of his/her location), or who otherwise leaves the scene

of the accident without appropriate authorization prior to alcohol and drug testing, will be considered to have refused the test.

49 CFR Part 40 allows Agency to acquire post-accident test results obtained by Federal, State, or local law enforcement personnel in instances when Agency is unable to conduct FTA-regulated post-accident testing. The results of a blood, urine or breath test for the use of prohibited drugs and alcohol misuse, conducted by Federal, State, or local officials having independent authority for the test shall be considered to meet the FTA requirements provided such tests conform to the applicable Federal, State, or local testing requirements and that the test results are obtained by Agency.

## **6.6 Random Testing**

Employees in safety-sensitive positions will be subjected to random, unannounced testing. The selection of safety-sensitive employees for random drug and alcohol testing shall be made using a scientifically-valid method ensuring each covered employee will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year. The FTA determines the testing percentages annually.

A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

All safety-sensitive employees shall be placed in a common selection random pool. Each employee in this pool will be matched with a unique random selection number. Through the use of a computer-based random number generation program, the required number of persons will be selected for each testing cycle throughout the year. All employees in the pool will remain in the random selection pool at all times throughout the year regardless of whether or not they have been previously selected. Employees who are not available for testing during the testing period will be removed from the random pool prior to the random selection drawing. Agency's Drug and Alcohol Program Manager or Designated Employer Representative will access the names selected from the random pool.

Notification will be made to those who must submit a specimen or complete an alcohol breath test. The employee shall be immediately escorted or directed to the collection site for the test.

As soon as the urine specimen is collected or breath test is completed, the employee will be required to return to work as scheduled, unless the breath test is 0.02 or greater.

**6.7 Return-To-Duty Testing**

There shall be no Return-to-Duty testing as defined by FTA regulations for safety-sensitive employees who have confirmed positive results for drug or alcohol tests. Agency has a "zero tolerance" policy, and employees who test positive for drugs or alcohol will be terminated.

**6.8 Follow-Up Testing**

There shall be no Follow-Up testing as defined by FTA regulations for safety-sensitive employees who have confirmed positive results for drug or alcohol tests. Agency has a "zero tolerance" policy, and employees who test positive for drugs or alcohol will be terminated.

**7.0 Substance Abuse Professional (SAP) Referral and Evaluation**

Employees who test positive for substance abuse or alcohol misuse, as set forth in 49 CFR Part 40, as amended, shall be referred to a Substance Abuse Professional (SAP). A SAP is a licensed or certified physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol or drug-related disorders. The SAP will make an evaluation to determine what assistance is needed to address prohibited drug abuse and/or alcohol misuse problems.

**8.0 Positive Test Consequences**

Agency maintains a "zero tolerance" policy for the following types of tests: pre-employment, post-accident, random, and reasonable suspicion. Under Agency's authority, any employee who tests positive on a drug or alcohol test will be terminated.



## 9.0 **Designated Contacts for Additional Information**

A complete copy of 49 CFR Part 40, as amended, and 49 CFR part 655, as amended, shall be available for review in the Drug and Alcohol Program Manager's office. Questions regarding any aspect of Agency's Substance Abuse Testing Program should be addressed to the following transit system representatives:

### **Drug and Alcohol Program Manager (DAPM) and Designated Employer Representative (DER):**

Name:  
Title:  
Address:  
Telephone Number:  
FAX Number:

### **Assistant DAPM and DER:**

Name:  
Title:  
Address:  
Telephone Number:

### **Medical Review Officer (MRO):**

Name:  
Title:  
Address:  
Telephone Number:

### **Substance Abuse Professional (SAP):**

Name:  
Address:  
Telephone Number:

### **Collection Site(s):**

Name:  
Address:  
Telephone Number:

**10.0 TRANSIT AGENCY Safety-Sensitive Positions**

**[SAMPLE LIST]**

Revised: [Date]

**Transit:**

Fixed Route Bus Operator (Full-Time)  
Fixed Route Bus Operator (Part Time)  
Fixed Route Dispatcher  
Fixed Route Supervisor

**Paratransit:**

Paratransit Bus Operator (Full-Time)  
Paratransit Bus Operator (Part-Time)  
Paratransit Dispatcher (Full-Time)  
Paratransit Dispatcher (Part-Time)  
Paratransit Route Supervisor  
Paratransit Scheduler

**Maintenance:**

Mechanic  
Maintenance Director  
Utility Person  
Tire Person  
Service/Cleaner (Full-Time)  
Service/Cleaner (Part-Time)

**11.0 Governing Board Resolution Adopting Agency's Substance Abuse Testing Program Policy****RESOLUTION**

**WHEREAS**, the City Council of Jonesboro, Arkansas of the Jonesboro Economical Transit System is dedicated to providing safe and dependable passenger transportation services; and

**WHEREAS**, it is our policy to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner and that our workplace environment is free from the adverse effects of drug abuse or alcohol misuse; and

**WHEREAS**, it is also our policy that the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited and that we encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affects their ability to perform their assigned duties; and

**WHEREAS**, the U.S. Department of Transportation, Federal Transit Administration has mandated a compliant Drug and Alcohol Testing Program regulated by 49 CFR Part 655, as amended, and 49 CFR Part 40, as amended, for safety-sensitive employees of public transportation agencies as a condition of federal funding; and

**WHEREAS**, the attached Drug and Alcohol Testing Program Policy meets the requirements of the FTA regulations;

**THEREFORE, IT IS RESOLVED**, that the City Council of Jonesboro, Arkansas of the Jonesboro Economical Transit System, hereby adopts the attached Substance Abuse Testing Program Policy revised February 9, 2006, in compliance with FTA regulations.

Adopted this 2/09 day of February, 2006.