

PERSONNEL

Federal Highway Administration Mandated Drug and Alcohol Testing Program

The Board of Directors directs the superintendent to establish programs and procedures as mandated by and in accordance with Federal Highway Administration (FHWA) controlled substances and alcohol testing rules.

Records Retention and Reporting: The superintendent is responsible for developing procedures for securely retaining records collected under this policy with controlled access and for the time periods established by the federal regulations. The superintendent is also responsible for developing procedures for reporting data collected under this policy as required by the federal regulations.

Education, Training and Referral Services: The superintendent shall adopt educational materials that explain the requirements of this policy related Central Kitsap School District procedures and the federal program. The educational materials shall be distributed to each driver prior to the start of the testing program and to each driver subsequently hired or transferred into a position covered by this policy. Each driver, after receiving a copy of the materials, shall sign a receipt, which shall be maintained by the District. The collective bargaining representative of the drivers, if any, shall be notified of the availability of this information.

Cross References:

(cf. 5201 Drug-Free Schools, Community and Workplace)
(cf. 5203 Staff Assistance Program)
(cf. 5281 Disciplinary Action and Discharge)

Legal Reference:

49 CFR 40.1 - 40.111 Procedures for Transportation Workplace Drug Testing Programs
49 CFR 382.101 - 382.601 Federal Motor Carrier Safety Programs

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Revised: May 23, 2001