

Drug and Alcohol Training

Instructor Notes:

- Display welcome slide as participants enter the room to reassure they are in the correct place.
- Be sure to welcome participants to class – introduce class members and all trainers present.
- Be sure to start on time.

Discussion Points:

- Remember, enthusiasm and positive energy are critical.
- Class participants are embarking on a challenging journey which begins here.
- For some, this may be the first time in a classroom in a very long time, making them feel slightly intimidated. Be sure to make participants feel welcome.
- Review emergency exit locations and facility specific policies, including cell phones and smoking.

Time Recommended: 1 hour

Testing Categories

1. Pre-Employment
2. Random
3. Post Accident
4. Reasonable Suspicion
5. Return to Duty/Follow Up

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Instructor Notes:

- Identify the five testing categories.
- Do not begin to teach from this slide – each category will be covered in greater detail.

Discussion Points:

- None

1. Pre-Employment Drug Testing

- Results must be negative
- Transfer employees also tested
- Alcohol testing is performed pre-employment where required by contract



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Instructor Notes:

- Use the information below to provide participants with details regarding pre-employment drug testing
- ***Provide any local information regarding testing locations or procedure related to this.***

Discussion Points:

- A verified negative drug test result must be received before any applicant shall be permitted to perform any safety sensitive job function.
- A pre-employment drug test must also be performed (and a negative result received) for an employee who transfers from a non-safety sensitive position to a safety sensitive position prior to the employee assuming his or her new position.
- The Company may conduct pre-employment alcohol testing where mandated by contract.

2. Random Drug/Alcohol Testing

- Percentage of employees tested annually
- Process is objective and anonymous
- Employee chances of selection are all equal
- Selection is unannounced
- Employee must respond immediately

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Instructor Notes:

- Use the information below to provide participants with details regarding random drug/alcohol testing.
- **Provide any local information regarding testing locations or procedure related to this.**

Discussion Points:

- The Company will conduct random drug and alcohol tests at a minimum annual percentage of covered employees as required by the FTA/FMCSA (**Note: instructor insert this year's minimum annual percentage number**).
- The random selection process will be completely objective and anonymous and will utilize a scientifically valid method such as a random number table or a computer based random number generator matched with employee's social security numbers, payroll identification numbers, or other comparable identifying numbers.
- This method ensures each employee the same fair and equal chance of selection for testing.
- A covered employee may be randomly tested for prohibited drug use anytime while on duty.
- Covered employees will only be required to submit to random alcohol tests if

they are performing a safety-sensitive function, about to perform a safety-sensitive function, or have just ceased performing a safety-sensitive function.

- The testing will be unannounced and unpredictable.
- The Company will ensure that testing will be reasonably spread throughout the course of the year, all days of the week and hours of the day when safety-sensitive duties are being performed.
- Employees are required to immediately proceed to the designated collection site testing facility following notification of selection.

3. Post Accident Drug/Alcohol Testing

- As soon as possible after accident
- Fatality or bodily injury requiring transport to a medical facility
- All others whose behavior contributed to the accident will be tested in accordance with FTA regulations

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Instructor Notes:

- Use the information below to provide participants with details regarding FTA post accident drug/alcohol testing.
- **Provide any local information regarding testing locations or related procedures.**

Discussion Points:

Thresholds for FTA Post Accident testing:

- Any safety-sensitive employee involved in an qualifying accident shall be required to submit to drug and alcohol test(s) as soon as practicable after the accident.

Fatality:

- In the event of a fatality, any surviving covered employee operating a mass transit vehicle at the time of an accident will be required to submit to tests for alcohol and prohibited drugs as soon as possible.

Non-fatality:

- In the event of a non-fatal accident that otherwise meets the FTA post-accident testing threshold, the decision to administer or not administer a post-accident test shall be based on First Transit's determination of whether or not the

covered employee was a contributing factor to the accident, using the best information available at the time of the accident.

- Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident;
- Or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle will also be drug and alcohol tested.

Whether Fatal or Non-fatal:

- The company also will test any other employee whose performance could have contributed to the accident, in accordance with FTA regulations.

4. Reasonable Suspicion

- Indications of drug or alcohol use while performing duties -as observed by a trained Supervisor
- Zero tolerance



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Instructor Notes:

- Use the information below to provide participants with details regarding reasonable suspicion drug testing
- ***Provide any local information regarding testing locations or procedure related to this.***

Discussion Points:

- The Company shall conduct a drug and/or alcohol test(s) when any First Transit-trained Supervisor has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol use.
- First Transit is zero tolerance employer.

5. Return to Duty

- Indications of drug or alcohol use while performing duties
- Return to Duty follow-up testing
- Zero tolerance



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Instructor Notes:

- Use the information below to provide participants with details regarding reasonable suspicion and return to duty drug testing
- ***Provide any local information regarding testing locations or procedure related to this.***

Discussion Points:

- We are a zero tolerance employer, and therefore does not conduct Return-To-Duty or Follow-up testing.

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Instructor Notes:

Play the FTA Drug and Alcohol Awareness Video

<https://www.youtube.com/watch?v=gLyWLdMbmRo>

Time:

1:06



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Instructor Notes:

- Use this opportunity to evaluate the learning based on what questions are asked from the participants
- If there seems to be an area that lacked general understanding – take the time to clarify the main points
- It is important to be sure everyone is comfortable with moving on to the next section of this training

Discussion Points:

- None

Thank You

**This Section of training
is now complete**

Instructor's Notes:

- None

Discussion Points:

- None

