

**HSC OP:** 70.41, **Drug and Alcohol Testing for Safety-sensitive Positions Requiring a Commercial Drivers License**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or the use of controlled substances by drivers of commercial motor vehicles (CMV) and to comply with the Federal Highway Administration (FHWA) and the Department of Transportation (DOT) regulations requiring drug and alcohol testing for employees in safety-sensitive functions.

This HSC OP applies to all TTUHSC applicants and employees in positions with duties or activities that involve the requirement of a commercial driver's license (CDL); otherwise referred to herein as safety-sensitive functions. The provisions of this alcohol and drug testing policy do not relieve an employee from requirements pursuant to other TTUHSC policies on alcohol and drugs.

**REVIEW:** This HSC OP will be reviewed on January 1 of each even-numbered year (ENY) by the Assistant Vice President for Human Resources, with recommendations for revision forwarded to the Executive Vice President for Finance & Administration by February 1.

**POLICY/PROCEDURE:**

1. **General.**

- a. **Safe Work Environment.** It is the policy of TTUHSC to be a drug-free workplace and to prevent and eliminate drug abuse in the workplace. TTUHSC has an obligation to ensure a safe work environment for all employees; to protect the students and other members of the public against endangerment due to the impairment of our employees' physical and mental



- d. **Reporting Requirements.** Each department having an employee who falls under these requirements must prepare and maintain an annual calendar year summary documenting the implementation and results of this policy. The report must be completed no later than March 15 for the previous calendar year and must be forwarded through the Human Resources Department to the Federal Highway Administration.

5. **Testing.**

- a. Alcohol and drug testing may be conducted by the Family Medicine Clinic, 1<sup>st</sup> floor, Texas Tech Physicians Medical Pavilion in Lubbock, or by an approved alcohol and drug testing agency whose services are contracted to TTUHSC. Safety-sensitive personnel will be tested under controlled procedures for alcohol by a breath alcohol technician. Drug testing will be conducted under controlled procedures by a qualified collection site individual recommended by and whose services are contracted by TTUHSC. The NIDA-5 drug test will screen for the following drugs:

- (1) Amphetamine
- (2) Cocaine
- (3) Marijuana
- (4) Opiates
- (5) Phencyclidine

- b. Work missed due to a positive outcome from an alcohol or drug test will be charged to the employee's leave balance if available, or as leave without pay.

- c. Alcohol and drug testing is required for all safety-sensitive personnel and will be conducted on the basis of the following conditions:

- (1) **Pre-employment Drug Testing.** Testing is conducted before applicants are hired, but after an offer to hire and before actually performing safety-sensitive functions for the first time or when employees transfer to a safety-sensitive position. Applicants selected for hire who refuse to con.1(t)-1..9( )0.528.9(v)4(e )-12.4(ed )01.8(i)3.327.108 -1.157 TdDC -0.009(

When work duty has just been completed by an employee, the supervisor will notify the employee prior to leaving TTUHSC property. Once the employee leaves TTUHSC property and has not been instructed to report for a random alcohol test, the employee shall not be contacted to report for an alcohol test on the employee's time off.

An employee who tests positive is medically unqualified to drive and will be subject to disciplinary action and/or termination.

- (4) **Alcohol and Drug Testing Due to Reasonable Suspicion.** Testing is conducted when a supervisor has cause to believe that an employee is under the influence of alcohol or drugs at any time during which that employee is on duty. The supervisor will visit with the employee to determine if there is any reasonable explanation for the actions of the employee. After this discussion with the employee, if the supervisor determines that a reasonable suspicion alcohol or drug test is required, the supervisor will immediately



