

EMPLOYEE STANDARDS OF CONDUCT
SEARCHES AND ALCOHOL/DRUG TESTING

DHB
(LOCAL)

REASONABLE
SUSPICION
SEARCHES

The College District reserves the right to conduct searches when the College District has reasonable grounds to believe that a search will uncover evidence of work-related misconduct. The College District may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on College District premises or worksites or used in College District business.

DEPARTMENT OF
TRANSPORTATION
TESTING PROGRAM

In compliance with the federal Department of Transportation's Omnibus Transportation Employee Testing Act of 1991, the College District requires that all College District employees who drive a College District vehicle designed to transport the driver and 15 or more passengers and are required to have a commercial driver's license be tested for drug/alcohol use as follows:

1. Pre-employment Testing. Prior to the first time a covered employee performs a safety-sensitive function for the College District, such as driving the College District bus, the employee shall be tested for alcohol and controlled substances.
2. Random Testing. The College District's drug/alcohol testing contractor is required to conduct random tests for alcohol and controlled substances. The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method in which each covered employee has an equal chance of being tested each time selections are made.
3. Post-accident Testing. It is the responsibility of any employee, as soon as practicable, but in no case later than six hours following an accident involving a commercial vehicle, to be tested for alcohol and/or controlled substances, if:
 - a. He or she was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life; or
 - b. He or she received citation under state or local law for a moving traffic violation arising from the accident.

All testing shall be performed by a laboratory certified by and accepted under Department of Transportation guidelines and regulations. Covered College District employees are provided with the name, telephone number, and address of the College District's approved drug/alcohol testing contractor.

4. Reasonable Suspicion Testing. The College District requires a covered employee to submit to an alcohol/controlled substance test when reasonable suspicion exists that the em-

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ployee has violated the prohibitions of the Department of Transportation rules concerning the use of alcohol/controlled substance.

In the event that a violation of this policy or related College District procedures is confirmed, the employee shall not be permitted to perform any safety-sensitive duty until he or she is cleared and in compliance with program guidelines. Violation of this policy or related College District procedures shall also result in disciplinary action as outlined in College District policy, which may include termination of employment.

OTHER MANDATORY
DRUG TESTING -
SAFETY SENSITIVE
POSITIONS

In addition to employees covered by the Department of Transportation Testing Program, any College District employee whose job position has been designated as "safety-sensitive" may be subject to mandatory pre-employment, reasonable suspicion, and random drug/alcohol testing.

DRUG/ALCOHOL
TESTING AS PART OF
MEDICAL
EXAMINATION

Employee drug/alcohol testing may also be required as part of a medical examination pursuant to Board policies CKE(LEGAL) or DBB(LOCAL).