
TRANSPORTATION DRUG AND ALCOHOL (TRA-P021)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure outlines the process to ensure that all new, current and temporary Transportation employees are drug and alcohol free.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 D&A – Drug and Alcohol
- 4.2 CDT – Comprehensive Drug Testing

5.0 PROCEDURE:

- 5.1 All prospective employees are drug tested.
- 5.2 The hired candidates information is placed in the D&A folder.
- 5.3 CDT is notified of the candidate's employment.
- 5.4 Employees are randomly selected for testing.
- 5.5 Form is completed for each selected candidate.
- 5.6 Form is sent to appropriate supervisor.
- 5.7 Employee is called for immediate testing.
- 5.8 Report is sent to transportation office.
- 5.9 If the report is negative, report is filed in employee file.
 - 5.9.1 If report is positive, employee is terminated.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Federal drug testing control form
- 6.2 Drug and alcohol testing notifications and fact sheet
- 6.3 United States Department of Transportation alcohol testing form
- 6.4 Medical review officer report

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Federal drug testing control form	On Site	5 Years	Discard as desired	Locked cabinet
Drug and alcohol testing notification and fact sheet	On Site	5 Years	Discard as desired	Locked cabinet
United States Department of Transportation alcohol testing form	On Site	5 Years	Discard as desired	Locked cabinet
Medical review officer report	On Site	5 Years	Discard as desired	Locked cabinet

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/05/04	A	Initial Release

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