



COMMERCIAL DRIVERS LICENSES – DRUG & ALCOHOL TESTING

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Contents:

- I. Background
- II. Covered Employees
- III. Application
- IV. Pre-employment Testing
- V. Random Testing
- VI. Post-accident Testing
- VII. Reasonable Suspicion Tests
- VIII. Proponent Unit
- IX. Cancellation

I. BACKGROUND

The Department of Transportation (DOT) Regulations, Federal Highway Administration Title 49 CFR Subtitle B, Chapter III, Parts 382, 391, 392, 395 and 49 CFR Part 40 establishes drug and alcohol test requirements for employees who operate vehicles requiring Commercial Drivers' License (CDL). Anne Arundel County procedures for meeting DOT requirements are contained in "Drug and Alcohol Testing Information for CDL Holders" published by the Office of Personnel January 1995. The Command Post and the Youth Activity buses are the vehicles in the Police Department which require operators to be CDL Holders. Specific drug and alcohol test procedures for CDL Holders include pre-employment screening, random testing, suspicion based testing, post-accident testing, and follow-up testing.

II. COVERED EMPLOYEES

DOT regulations and County procedures require that sworn personnel, civilian employees and volunteers, who operate the Command Post or Youth Activity buses, be subject to drug and alcohol testing under DOT regulations. Employees who possess a CDL, but who do not drive for Anne Arundel County are excluded from this procedure.

III. APPLICATION

Supervisors and Commanders will insure that only employees and volunteers, who are in the random Drug and Alcohol Test base, operate the Command Post and/or Youth Activity buses. Police Personnel will maintain a list of these individuals. Supervisors and Commanders are responsible for notifying Police Personnel of any changes to operators of the Command Post and Youth Activity buses.

IV. PRE-EMPLOYMENT TESTING

The pre-employment drug screening of Police Department employees will serve as the pre-employment testing for CDL Holders.

V. RANDOM TESTING

Police Personnel will be notified by the County's Program Coordinator of employees, whose names have been selected for random testing. Police Personnel will contact these employees and direct them to random test in accordance with procedures in the County publication. Random test for covered employees will include a DOT drug screen and a breath alcohol test administered at a collection facility designated by Anne Arundel County. Employees, tested under this program will be provided a copy of their test order, a PSC passport and a DOT chain of custody form.

VI. POST-ACCIDENT TESTING

In the event that the driver of the Command Post or Youth Activity Bus is involved in an accident drug and alcohol testing are required as outlined in the "Drug and Alcohol Testing Information for CDL Holders" published by the Office of Personnel, January 1995. It is the employee's responsibility to immediately notify Police Personnel or the County's Program Manager. In the event that the employee is unable to comply with the reporting requirement, the on scene supervisor will assume responsibility for this notification.

VII. REASONABLE SUSPICION TESTS

Anne Arundel County will require a CDL Holder to submit to a drug and/or alcohol test when there is reasonable suspicion to believe that the driver has violated the prohibitions of the DOT regulation and County policy. The suspicion based test order will be administered by a CDS Manager or a supervisor trained in DOT regulations. Prior to the issuance of the test order, the concerned manager or supervisor will consult with the Police Personnel Manager or the County's Program Manager.

All employees covered by this program will receive information on DOT requirements and County regulations distributed by the Police Personnel Section.

VIII. PROPONENT UNIT: Personnel Section.

IX. CANCELLATION: None. Prior date: 05-31-95.