

**SOMERSET COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURES
POLICY # 200-19**

SCHOOL VEHICLE/ BOAT OPERATORS DRUG TESTING PROGRAM

The Drug Testing Program has four (4) components which will be implemented in accordance with the following time frame:

Pre-Employment

Post Accident

Reasonable Cause

Random Testing - September/October; November/December; January/February;
March/April; May/June

A. Where Tests Will Be Conducted:

The McCready Foundation is Somerset County Public Schools' designated testing laboratory. The driver will be provided with a list of approved collection sites. Alcohol screening is completed at McCready Foundation as well.

Specimens for pre-employment, random testing, and in most cases, reasonable cause testing, will be collected at the McCready Foundation. Specimens for post-accident testing will also be collected at these sites if the accident occurs between the hours of 8:00 a.m. and 4:00 pm., Monday through Friday, and 8:00 a.m. and 12:00 noon on Saturday.

Should an accident or reasonable cause situation present itself at any time other than those enumerated above, collection shall be at the McCready Foundation as well.

B. Pre-Employment Testing:

This process is handled by staff of the Pupil Transportation Department. When a prospective driver completes all the preliminary paperwork, a personal interview with the Transportation Supervisor, and is approved by the Somerset County Board of Education, the applicant is given instructions to get their physical from the doctor of choice and the drug test is to be done at the McCready Foundation. Specimen collection for the drug test must be completed within 2 hours. The applicant will not be trained until the results from both the physical and the drug test are known.

C. Random Testing:

Each driver's name and/or social security number will be sent to the McCready Foundation and entered into a confidential data base computer program. Five times during each year, as defined in C.O.M.A.R., ten percent of the drivers will be randomly selected for a drug test. Each driver will be contacted by the Transportation Supervisor/designee and told to report within 2 hours for the drug and/or alcohol test. A driver who fails to take a drug test within 2 hours is permanently disqualified from operating

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a school vehicle unless the Transportation Supervisor determines and documents in writing that the driver had good and sufficient reason not to take the test within 2 hours. In this case, the driver may not operate a school vehicle until the driver has passed a drug and /or alcohol test, which is to be administered at a time determined by Transportation Supervisor. A computer program will choose five (5) names from our list for random Drug Testing. The first one (1) will also be tested for alcohol.

D. Post-Accident Testing:

The tests will be performed on school vehicle/boat operators involved in an accident resulting in the loss of any human life; personal injury; property damage; a vehicle having to be towed away from the scene; whenever students are on board; or whenever the school vehicle/boat operator receives a citation as a result of the accident. It is imperative that the Supervisor of Transportation and Operations is notified immediately to ensure that post-accident testing procedures are followed. Specimen collection must be completed within four (4) hours after the accident.

If a school vehicle driver/boat operator is involved in an accident at any time when none of the approved collection locations are opened, the following procedures will be followed: The Supervisor of Transportation and Operations, or his/her designee will initiate post-accident testing by contacting Dr. Michael Atkins, MD/MRO at 443-614-0652. Dr. Atkins will meet the driver at McCready Hospital in Crisfield, Maryland to administer a urine and breath alcohol test and establish a chain of custody. If any injuries are sustained, in the accident, the driver will report to the emergency room at McCready for treatment. If there is an injury, the individual's well-being will be the first consideration.

E. Reasonable Cause Testing:

When possible, the conduct or event giving rise to the reasonable cause should be witnessed by two (2) administrators. In an emergency, if only one (1) administrator is available then only one administrator need witness the conduct or event in order to support an order to test.

Under this provision, any of the Pupil Transportation administrative personnel (including driver trainers) are empowered to require a bus/boat operator to submit to a drug/alcohol test if they feel there is reasonable cause. Refusal to take a drug/alcohol test is grounds for dismissal, and the driver should be advised of that fact. If he/she still refuses to be tested, then the driver is not to be allowed to operate a bus/boat, and is immediately referred for appropriate action. If the administrator determines that a reasonable cause test is warranted, the driver may not continue to drive at that time. Specimen collection must be completed within two (2) hours. Alcohol testing may be required immediately.

Pupil Transportation administrative personnel will receive training in order to better prepare them for making a reasonable cause decision.

F. Type of Tests Performed:

Pre-Employment Urine Drug Test

Post Accident Urine/Drug Test or Blood/Breathalyzer Alcohol Test
Reasonable Cause Urine/Drug Test or Blood/Breathalyzer Alcohol Test
Random Urine Drug Test And/Or Blood/Breathalyzer Alcohol Test

G. Positive Results (USDOT Drugs) After Medical Review Officer (MRO) Review

Pre-Employment	No job offer
Post-Accident	Disqualified for 10 years
Reasonable Cause	Disqualified for 10 years
Random	Disqualified for 10 years

**SOMERSET COUNTY PUBLIC SCHOOLS
NOTICE TO
BUS/BOAT OPERATOR APPLICANTS**

The Somerset County Public Schools prohibits the use, possession, purchase, sale, distribution and being under the influence or impaired by drugs or alcohol on school property during school hours or while on school business for all bus/boat operators.

PRE-EMPLOYMENT DRUG TEST REQUIRED

AS A PART OF THEIR PRE-EMPLOYMENT PHYSICAL EXAMINATION, BUS/BOAT OPERATOR CANDIDATES ARE REQUIRED TO COMPLETE A DRUG TEST. ANY PROSPECTIVE DRIVER WHO TESTS POSITIVE FOR PROHIBITED DRUGS OR WHO REFUSES TO TAKE THE TEST WILL NOT BE HIRED.

POST-EMPLOYMENT DRUG TESTING REQUIRED

If you are hired as a bus/boat operator to operate for Somerset County Public Schools, you will be subject to drug and/or alcohol testing at random scheduling, after any accident or incident and whenever there is reasonable cause to suspect that you may have abused drugs or alcohol.

Effective January 1, 2015