



Whidbey → SeaTac

Shuttle & Charter

Policy on Misuse of Alcohol and the Use of Controlled Substances

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Whidbey SeaTac Shuttle & Charter is committed to providing a safe and drug and alcohol-free environment for its employees and the public we serve.

A critical part of the WSSC program is compliance with the Federal Motor Carrier Safety Regulations, CFR 49, Part 382. The following information is provided in accordance with Part 382.601:

Designated Employer Contact

The General Manger is the designated person for providing information on the controlled substances program.

Categories Subject to Testing

All drivers, working part time or full time for WSSC are subject to the controlled substance testing provisions in Part 382.

Safety Sensitive Functions

All drivers are considered to be performing safety sensitive functions during any period they are performing, ready to perform, or immediately available to perform as a driver of a commercial motor vehicle. These functions are further defined as:

- a. Time at a terminal, facility or other property waiting to be dispatched.
- b. Time inspecting equipment as required, or servicing/conditioning a motor vehicle.
- c. Driving.
- d. Time spent in or on any commercial vehicle.
- e. Time spent loading or unloading a vehicle or remaining in readiness to operate a vehicle.
- f. Time spent supervising or assisting loading or unloading a vehicle.
- g. Time spent attending a vehicle being unloaded.
- h. Time spent performing driver requirements relating to accidents.
- i. Time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- j. Time spent providing a breath or urine sample in compliance with the requirements of Part 382.

Prohibited Conduct

Specifically, all drivers who are performing safety sensitive functions must comply with the following:

- a. No driver shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
- b. No driver shall possess alcohol unless the alcohol is manifested and transported as part of a shipment.
- c. No driver shall use alcohol while performing safety sensitive functions.
- d. No driver shall perform safety sensitive functions within four hours of using alcohol.
- e. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he or she undergoes a post-accident alcohol test, whichever occurs first.
- f. No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance testing.
- g. No driver shall report for duty or remain on duty when the driver uses any controlled substance. An exception is when the use of the controlled substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. (The employer may require a driver to inform the employer of any therapeutic drug use.) Note: the use of another individual's prescription medicine may be considered prohibited controlled substance use.
- h. No driver shall report for duty, remain on duty, or perform a safety sensitive function, if the driver tests positive for controlled substances.

Types of Testing

In order for the driver to be allowed to perform safety sensitive functions, a negative result for controlled substances and an alcohol concentration of less than 0.02 will be necessary. (A concentration between 0.02 and 0.039 will result in a 24-hour disqualification. A concentration of 0.04 will result in a positive test)

The following alcohol and controlled substance tests will be performed:

- a. Pre employment: administered prior to a driver performing safety sensitive functions for the first time for an employer. (Controlled substances testing only)
- b. Post-accident: administered as soon as practicable, following an accident involving a commercial motor vehicle, if there is a fatality, or if the driver is cited for a moving traffic violation. (We must test for alcohol within 8 hours of the accident, and controlled substances within 32 hours).
- c. Random: administered if a driver's name is selected in a random drawing, conducted periodically throughout the year. Drivers notified of a random selection must submit immediately for testing.
- d. Reasonable suspicion: administered if the employer has reasonable suspicion to believe the driver is in violation of any of the prohibitions listed.
- e. Return to duty: Administered prior to a driver returning to duty, following a "positive" controlled substance or alcohol test. We must also administer a return to duty test if a driver is disqualified from the random pool for any reason, and then re-enters the random pool.
- f. Follow-up: If a driver has refused to test or has tested positive and wishes to be re-qualified to perform safety sensitive functions, he/she must be counseled by a Substance Abuse Professional (SAP). Follow the recommended program, and then produce a negative "Return to Duty" test result. The SAP will then direct the company to administer a minimum of six "Follow-up" tests in the next 12 months, this may be increased by the SAP. The company will select the times for the follow-up tests.

Testing Procedures

All testing will be performed in accordance with procedures that are outlined in the Code of Federal Regulations, Part 40. These procedures are designed to protect the driver, maintain integrity in the testing process and safeguard the validity of the test results.

Consequences of Prohibited Conduct

Any driver who engages in conduct prohibited by Part 382 will immediately be removed from performing any safety sensitive function. Under the company's current policy, the driver who tests positive may be terminated and any possibility of reinstatement will be subject to the driver submitting to a treatment assessment by an authorized Substance Abuse Professional (SAP) following and completing the recommended treatment. In addition, the driver will be required to submit to a Return to Duty controlled substance and/or alcohol test.

Refusal to Test

If any driver refuses to test under the conditions outlined in Part 382, the refusal will be treated as a positive result, and will be terminated.

Washington State's Medical and Recreational use of marijuana

WSSC must follow Federal guidelines and prohibit the use of marijuana either recreationally or medically prescribed under Washington State law. Any driver found to be using this drug will be subject to the testing and consequences outlined previously.

Clearinghouse information

Alcohol Testing Reporting Procedures

Effective January 6, 2020 the following regulation has been added to the Code of Federal Regulations Title 49: **Part 382 – Subpart G.**

What is the purpose of the Clearinghouse ?

This nationwide database has been established to assist Commercial Motor Carrier employers and the Department of Transportation (DOT) to identify specific CDL holders who are in violation of any drug & alcohol testing regulations.

What is your responsibility?

1. Register for the Clearinghouse at <https://clearinghouse.fmcsa.dot.gov/>. Registration will grant you access to any/all information that has been reported; as well as allow you to choose your notification method of any violations reported.
2. For all drivers hired after January 6, 2020, employers will be required to run a pre-employment query of the Drug & Alcohol Clearinghouse before allowing the driver to perform a safety-sensitive function. Drivers will be required to electronically consent to this query on the Clearinghouse website.
3. On an annual basis, employers will be required to run a query to verify information has been reported to the Clearinghouse. You will be required to provide your employer and the Third-Party Administrator consent to perform a limited query on your Clearinghouse records.
4. If the initial query indicates information has been reported, you will be required to log in to the Clearinghouse website within 24 hours to grant consent for the motor carrier to obtain you full Clearinghouse record.
5. If at any time you refuse to provide consent to obtain Clearinghouse information, you will be immediately removed from safety-sensitive functions (driving) and your refusal may lead to termination.

What constitutes a violation* that will be reported to the Clearinghouse?

1. A verified positive, adulterated, substituted controlled substance result.
2. An alcohol result of 0.04 or higher.
3. Refusing to take a required drug and/or alcohol test.
4. Documented "actual knowledge" violations which include:
 - a. On-duty drug and/or alcohol use, including a DUI violation.
 - b. Use of alcohol within 4 hours of going on-duty.
 - c. Use of alcohol within 8 hours following a qualifying accident.
 - d. Use of a Schedule 1 drug or non-prescribed use of prescription medication.

*Violations received prior to January 6, 2020 will not be reported to the Clearinghouse.

Additional information that will be reported to the Clearinghouse

Completion of the Return-to-Duty process following a violation. This includes:

1. Substance Abuse Professional (SAP) reports.
2. A negative Return-to-Duty drug and/or alcohol test.
3. Completion of any required Follow-Up drug and/or alcohol tests.

Information

The following pages contain information regarding the symptoms and effects of the use of alcohol and controlled substances.

All employees are encouraged to be familiar with this document and with the requirements of the Federal Motor Carrier Safety Regulations, Parts 382, and Part 40.

Alcohol and Controlled Substances

Physical Symptoms, Uses and Effects

General Signs of Abuse of alcohol and controlled substances include:

- Tardiness or absenteeism
- Borrowing money from co-workers
- Problems with relationships
- Increased irritability
- Decreased attention span
- Difficulty remembering instructions
- Taking criticism personally
- Denial of any problem
- Paraphernalia present

Types of paraphernalia:

- Roach clips
- Cigarette papers
- Pipes, bongs
- Razor blades, small mirrors
- Small spoons and straws
- White powder
- Syringes; needles
- Eye droppers
- Rubber tubing

Physical Symptoms

Uses and Effects

Marijuana

Red eyes

Some medical uses for THC

Pale face

Effect lasts 2-4 hours; stays in system for several days/weeks, stored in fat tissue cells

Strong odor, like burning rope

Loud, boisterous in early stages

Smoked or taken orally

Sleepy, stuporous in later stages

Causes euphoria, increased appetite, disoriented behavior; relaxed inhibitions; negative effect on peripheral vision

Overdose can cause fatigue; paranoia; not fatal

Physical Symptoms

Cocaine

Uses and Effects

Runny nose, nasal problems

May be used as a local anesthetic

Needle marks on arms

Highly addictive

Dizziness

Effect lasts 1-2 hours

Dilated pupils

Sniffed, smoked, or injected

Dry mouth and nose

Increased alertness; euphoria; excitation; increased pulse and blood pressure; insomnia; loss of appetite

Bad breath, frequent lip licking

Overdose can cause agitation; hallucination; convulsions; possible death

Lack of interest in food and sleep

Opiates

Drowsiness: lethargy

Used as pain killer; cough medicine

Slurred speech

Highly addictive (codeine is moderately addictive)

Constricted pupils

Effect lasts 3-6 hours

Needle scars

Sniffed, injected, smoked, taken orally

Loss of appetite

Causes euphoria; drowsiness; nausea

Nausea, flushed face

Overdose can cause slow, shallow breathing; clammy skin; convulsions; possible death

Physical Symptoms

PCP

Increased heart rate/blood pressure

Flushing, sweating, dizziness,
numbness, drowsiness

Pupils dilated

Rigid muscles, deadened actions

Symptoms of intoxication
without smell of alcohol

Uses and Effects

No medical uses

highly addictive; effect lasts several
days

Smoked, injected, taken orally

Causes illusions, hallucinations

Overdose may cause more intense
trips; possible death

Opiates

Increased heart and breathing
rates

High blood pressure; high fever

Dilated pupils

Decreased appetite, dry mouth

Sweating; headache; blurred
vision; dizziness

Unable to sleep

Used for weight control; to treat
narcolepsy; attention deficit disorder

Highly addictive

Effect lasts 2-4 hours

Injected or taken orally

Increased alertness, pulse, and blood
pressure; insomnia; loss of appetite,
euphoria; excitation

Overdose may cause agitation;
convulsions; possible death

Alcohol

Sloppiness

Slurred speech

Trouble walking

Has the “shakes”

Blackouts
Hangover (headaches)

Smell of alcohol

Limited medicinal use, over the
counter sleep aids, cough syrups

Addictive; may be genetic

Moody, emotionally unstable

Accident-prone

Withdrawn; may be violent; overly talkative

RECEIPT

I _____ certify I have received and read the Whidbey SeaTac Shuttle & Charter Policy on misuse of alcohol and the use of controlled substances dated January 1, 2021.

I understand as a condition of employment as a driver I must comply with these guidelines and do agree I will remain medically qualified by following these procedures and maintaining my registration in the FMCSA Drug Clearinghouse.

Signature

Date

I understand I must follow the Federal Guidelines prohibiting the use of Medical and recreational marijuana.

Signature

Date

RECEIPT

_____ certify I have received and read the **Whidbey SeaTac Shuttle & Charter Policy on the misuse of alcohol and the use of controlled substances dated January 1, 2021.**

I understand as a condition of employment as a Customer Service Representative, I must comply with these guidelines and do agree I will remain medically qualified by following these procedures.

Signature

Date

I understand I must follow the Federal Guidelines prohibiting the use of Medical and recreational marijuana.

Signature

Date