

City of Vassar

***U.S. Department of Transportation
Federal Highway Administration
(FHWA)
Drug-Free Workplace Policy***

Effective

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Introduction and Overview

The U.S. Department of Transportation (DOT) has issued regulations (49 CFR, Part 40) which govern the use of drugs and alcohol by employees who operate a commercial motor vehicle (CMV), and are subject to the commercial driver's license requirements of 49 CFR Part 383 (hereinafter referred to as "drivers"). The DOT requires drug and alcohol testing of drivers at the times and under the conditions described in this Policy. Please direct all questions regarding this Policy to _____, the City of Vassar's Drug Program Coordinator (DPC).

Purpose

Vassar acknowledges the impact that illegal drug use and alcohol abuse may have upon the health of our employees and the safe and effective performance of their duties. Vassar also recognizes that the abuse of drugs and alcohol results in increased accidents and medical claims and can lead to the destruction of an employee's health and adversely affect his or her family life. Employees who abuse drugs and alcohol are not only a danger to themselves, but to their fellow employees and the community as well.

The testing of drivers is to ensure a drug and alcohol free transportation and work environment, to reduce and eliminate drug and alcohol related accidents, injuries; fatalities, and damage to Vassar property.

Employees Subject to Testing

Drivers who perform safety-sensitive functions are subject to drug and alcohol testing under this Policy. These are persons designated in 49 CFR Part 382, holding a commercial driver's license that operates commercial motor vehicles for Vassar in a safety sensitive position, as defined below. This includes employees who operate a vehicle that meets one of these criteria:

1. Gross combination weight or gross vehicle weight of 26,001 or more pounds;
2. Designed to transport 16 or more passengers, including the driver; or
3. Used to transport a placardable amount of hazardous material.

Limited appointment, intermittent, and occasional drivers, as well as applicants selected for hire for positions meeting the criteria, are included.

Definitions

Definitions as used under this policy are set forth below and in greater detail in 49 CFR § 382.107.

Alcohol:

The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol

Drug:

Drugs prohibited by this Policy mean controlled substances falling within the following classes or categories: (1) marijuana metabolites; (2) cocaine metabolites; (3) amphetamines; (4) opiate metabolites; and phencyclidine (PCP). The term includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes, and any prescribed drugs not taken in accordance with a prescription.

Confirmation Test:

Alcohol: A second test performed to further support a validity test result.

Drugs: A second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or metabolite.

Disabling Damage:

Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. Disabling damage does not include: (1) damage which can be remedied temporarily at the scene of the accident without special tools or parts, (2) tire disablement without other damage even if no spare tire is available, (3) headlight or taillight damage, (4) or damage to trees signals, horn, or windshield wipers which make them inoperative.

Driver:

Any person who operates a CMV. This includes, but is not limited to, full-time, regularly employed drivers, casual intermittent or occasional drivers, leased drivers and independent owner-operator contractors.

Refusal to Submit: (to a drug and/or alcohol test)

- (1) Failure to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- (2) Failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing;
- (3) Failure to provide adequate amount of urine for drug testing without a valid medical explanation after receiving notice of the requirement for urine testing;
- (4) Failure to provide a urine specimen for any required drug test;
- (5) Engaging in conduct that clearly obstructs the testing process;
- (6) Failure to report to the collection site in the time allotted;
- (7) Leaving the collection facility prior to test completion;
- (8) Failing to undergo a medical examination or evaluation as directed by the MRO as part of the verification (an applicant is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment);
- (9) Failure to permit the observation or monitoring of their provision of a specimen in a case of a directly observed or monitored collection;
- (10) Failure or declining to take a second test the employer or collector has directed to be taken;
- (11) Being reported by the MRO as having a verified adulterated or substituted test result;
- (12) Leaving the scene of an accident without a valid reason before the proper tests have been conducted.

Safety-Sensitive function:

Safety-sensitive function means all time from the time a driver begins to work, or is required to be in readiness to work, until the time he or she is relieved from work and all responsibility for performing work. Safety sensitive functions include:

- All time at an employer plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- All time inspecting equipment or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- All time spent driving a commercial motor vehicle;

- All time, other than driving time, in or upon any commercial motor vehicle;
- All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Tests Required:

Drivers shall be required to submit to a pre-employment/pre-placement drug test, post-accident drug and alcohol test, random drug and alcohol test, a reasonable suspicion drug and alcohol test, return-to-duty test required, or a follow-up drug and alcohol test, as the case may be.

1. Pre-Employment/Pre-Placement.

A drug test is required before any driver-applicant will be hired. Prior to taking a Pre-Employment/Pre-Placement drug test, the applicant will be given forms notifying the applicant to report for a drug test. All offers to hire an applicant for are conditioned upon the applicant:

- Taking and providing a negative drug test;
- Providing Vassar written authorization to obtain past drug and alcohol test results from previous employers.
- Passing DOT required physical exam required for driver positions;
- Complying with any other conditions or requirements of which Vassar advises the applicant at the time of the offer.

A drug test with negative test results is required before any existing employee in a non-safety-sensitive position will be assigned or transferred to a safety-sensitive function or otherwise permitted to operate a commercial motor vehicle for the first time.

2. Post-Accident.

A driver who is performing a safety-sensitive function must submit to a Post-Accident drug and alcohol test as soon as possible after involvement in an accident while operating a Vassar vehicle or equipment which results in:

- A loss of human life; or
- The driver receiving a citation under state or local law for a moving traffic violation arising from the accident if the accident involved:
 - Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; and/or

- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver may be directed to submit to a drug and/or alcohol test at the accident scene by a federal, state, or local law enforcement officer. Whenever a test is conducted by a law enforcement officer, the driver is required to immediately contact his/her supervisor or other Vassar official to report the drug and/or alcohol test result and to provide Vassar with the name, badge number, and telephone number of the law enforcement officer who conducted the test.

If a driver is not tested for drugs and/or alcohol by a law enforcement official, the driver is required to immediately contact his/her supervisor or other Vassar official and remain available to be tested. Drivers who do not remain readily available for post-accident testing shall be deemed to have refused to submit to such testing.

Nothing herein shall be construed to require the delay of necessary medical attention for injured people following an accident, or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

Alcohol:

Tests should be administered within two (2) hours of an accident, and in no case shall more than eight (8) hours elapse before the test is administered. Reasons for any delay or inability to test within the prescribed timeframe will be documented. The driver must refrain from consuming alcohol for eight (8) hours after an accident and/or until the testing has been completed.

Drugs:

Tests must be administered within thirty-two (32) hours after an accident. Reasons for inability to test within the prescribed timeframe will be documented.

3. Random.

Every driver shall submit to random testing. All such tests will be unannounced and performed at reasonable intervals throughout the year, and will be done on a percentage basis in a fair and equal manner. Whenever a driver is randomly selected to be tested, he/she will be notified of their selection and instructed to immediately report to the collection site. Drivers are permitted to drive their CMV to collection sites for the purpose of providing a breath sample or urine specimen after being notified of a random selection. A driver who tests positive or refuses to submit to a test is medically unqualified to drive and/or perform any other safety-sensitive function.

Alcohol:

Drivers may be tested at any time while performing safety-sensitive functions, or immediately prior to performing or immediately after performing safety-sensitive functions.

Drugs:

Drivers may be tested at any time while the employee is at work for Vassar.

4. Reasonable Suspicion.

Each driver is required to submit to a drug and/or alcohol test whenever driver's supervisor or a Vassar official has reasonable suspicion to believe that a driver has used drugs and/or alcohol in violation of DOT regulations or this Policy. Reasonable suspicion will exist when a driver's appearance, behavior, speech, and/or body odors indicate drug and/or alcohol use, or the chronic and withdrawal effects of drugs and/or alcohol. Whenever a driver is notified that there is reasonable suspicion to be tested, the driver is expected to report to the test site immediately and will be escorted.

Alcohol:

Drivers may be tested after observation giving rise to reasonable suspicion made just before, during, or just after the performance of a safety-sensitive function. Tests should be administered within two (2) hours of, and in no event later than eight (8) hours after, observation. If unable to test within the two (2) hour period, Vassar will document the reasons for the time delay. If the test is not performed within eight (8) hours, Vassar will document the reason(s) why the test was not conducted.

If reasonable suspicion exists and a test has not yet been performed, a driver will not report for duty or remain on duty requiring the performance of a safety-sensitive function until:

- An alcohol test has been performed and the confirmed test result is less than 0.02; or
- Twenty-four (24) hours have passed following the reasonable suspicion determination.

Drugs:

Testing should be administered as soon as possible, and in no event later than thirty-two (32) hours, after making a reasonable suspicion determination. The documentation of the employee's conduct must be prepared and signed by a witness within twenty-four (24) hours of the observed behavior, or before the results of the drug test are released, whichever is earlier. If unable to drug test within thirty-two (32) hours, Vassar will document the reason(s) why the test was not conducted.

5. Return-to-Duty.

Any driver who tests positive for drugs or alcohol is subject to disciplinary action, up to and including dismissal. Any such driver who is not discharged but has been removed from his/her safety-sensitive function, must be evaluated by a Substance Abuse Professional ("SAP"), successfully complete the prescribed treatment program, and submit to and provide a negative drug test and/or alcohol test with a confirmed test result of less than 0.02 before being allowed to return to the safety-sensitive function.

The Return-to-Duty test may not be limited to a specific substance (i.e., drugs or alcohol separately). If upon evaluation the SAP determines that a multiple-substance abuse problem exists, a drug test may be performed in conjunction with an alcohol test.

6. Post-Rehabilitation Follow-Up.

In the event that a driver is allowed to return to duty following referral, evaluation, and treatment, a minimum of six (6) unannounced alcohol and/or drug tests will be required during the next twelve (12) months of employment. Follow-up testing may continue for up to sixty (60) months following return to duty at Vassar's discretion, based upon recommendations from the SAP.

The SAP may terminate the requirement for Follow-Up testing at any time after the first six (6) tests have been administered, if the SAP determines that such testing is no longer necessary.

Alcohol testing will be conducted just before, during, or just after a driver performs a safety-sensitive function. Drug testing may be performed at any time the driver is at work for Vassar.

Drug and Alcohol Prohibitions

Involvement with and use of drugs and/or alcohol can adversely affect the work environment, job performance, and safety of all employees. Violation of the prohibitions of this Policy and the Vassar Substance Abuse Policy is considered to be serious misconduct and may result in termination.

1. Drug Prohibitions.

In addition to any prohibitions set forth in the Vassar Substance Abuse Policy, Vassar prohibits any drug use that could affect performance of a safety-sensitive function, including:

- Reporting for duty or remaining on duty which requires the performance of safety-sensitive functions when the driver uses any drugs, except for drugs taken by doctor's prescription, and then only if the doctor has advised the driver that the drug will not adversely affect the driver's ability to safely operate a CMV.

- Reporting for duty, remaining on duty or performing a safety-sensitive function if the driver tests positive or has adulterated or substituted a test specimen for drugs.
- Refusal to submit to a required drug test.

NOTE: Drivers are required to inform Vassar of any therapeutic drug use.

2. Alcohol Prohibitions.

In addition to any prohibitions set forth in the Vassar Substance Abuse Policy, Vassar prohibits any alcohol use that could affect performance of a safety-sensitive function, including:

- Reporting for duty or remaining on duty which requires the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
- Using alcohol while performing safety-sensitive functions or performing safety-sensitive functions within four (4) hours after using alcohol.
- If required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident, or before undergoing a post-accident alcohol test, whichever occurs first.
- Refusing to submit to an alcohol test.
- Performing safety-sensitive functions while the driver possesses alcohol. However, this does not apply to possession of alcohol which is manifested and transported as part of a shipment.

Consequences for Policy Violations

1. Discipline

Any driver who tests positive for drugs or alcohol or otherwise violates the prohibitions and requirements set forth in this Policy or the Vassar Substance Abuse Policy is subject to disciplinary action, up to and including discharge, at Vassar's discretion.

2. Removal From Safety-Sensitive Function.

In addition to disciplinary action, up to and including discharge, any driver who refuses to submit to a test, has a verified positive drug test result, or has a confirmed alcohol test result of 0.02 or greater will be immediately removed from his/her safety-sensitive position and duties and, if not terminated, shall not perform nor continue to perform safety-sensitive functions for at least twenty-four (24) hours.

3. Referral to SAP.

Any driver who has a verified positive drug test result and/or has an alcohol breath test with a confirmed test result of 0.02 or greater will be advised of resources available in evaluating and resolving drug and/or alcohol problems, including the names, addresses, and telephone numbers of SAPs and counseling and treatment programs, regardless of employment status.

4. Post-Positive/Return-to-Duty Procedures.

If not discharged, before a driver can return to a safety-sensitive position, he or she must:

- Be evaluated by a Substance Abuse Professional (SAP);
- Properly follow all recommended rehabilitation;
- Submit to and provide a negative Return-to-Duty drug and/or alcohol test with a confirmed test result of less than 0.02; and
- Submit to Post-Rehabilitation/Follow-Up testing

Any such employee who is not discharged will be required as a condition of continued employment to undergo a drug and alcohol assessment and participate in a treatment program as recommended by the SAP.

Summary of Alcohol Testing Procedures

The DOT regulations addressing alcohol testing procedures are provided in greater detail at 49 CFR Part 40.

1. Alcohol testing is done at locations determined by Vassar in a private setting. The testing technician, who has been trained, will ask test subjects to verify their identity. Drivers must cooperate with that request. Drivers may ask the technician for identification also. The driver's identity will be recorded on a DOT alcohol testing form.
2. A breath or saliva testing device approved by the federal government will be used for all alcohol tests. A screening test will be done first. If a breath testing device is used, drivers will be instructed to exhale forcefully into the mouthpiece of the screening device. If a saliva testing device is used, a swab will be placed in a driver's mouth and saturated with saliva. After the saliva is collected, the swab will be inserted into the saliva testing device.
3. The technician will show the result displayed on the screening device to the driver. If the reading is less than 0.02, the driver has passed the alcohol test and the DOT alcohol testing form will be completed.
4. If the screen test result is more than 0.02, a confirmation breath test, using a federally approved evidential breath testing device, will be performed to verify the initial test. The confirmation test will be conducted no less than 15 minutes and no more than 30 minutes after the initial test. During that time, for their own protection, drivers should not

eat or drink anything. In the event the initial and confirmation tests results are different, the confirmation test result is deemed to be the final result upon which any action/discipline under the terms of this Policy shall be based.

5. For the confirmation test, the driver will have to exhale into the evidential breath testing device until the technician tells the driver to stop. The driver will be shown the printed and displayed results.

6. If a driver tries, but fails to provide a breath specimen adequate for testing, the driver will be told to try again. If the driver still does not provide an adequate specimen, the driver's failure will be noted on the DOT alcohol testing form, and Vassar will immediately be informed. Vassar will direct the driver to see a doctor, acceptable to Vassar, as soon as possible concerning the driver's medical ability to provide an adequate amount of breath. If the doctor provides a written statement to Vassar's Medical Review Officer ("MRO") concluding that it is highly probable a medical condition prevented the driver from providing an adequate breath specimen, the driver will not be disciplined for refusing to cooperate. If the doctor provides a written statement concluding that there is no medical reason to prevent the driver from providing an adequate amount of breath, the driver will be deemed to have refused to take the test, and will be subject to action/discipline under this Policy.

Summary of Drug Testing Procedures

The DOT regulations addressing drug testing procedures in provided in greater detail at 44 CFR, Part 40.

1. Drivers subject to drug testing will be directed to provide a urine specimen at a designated facility. The driver will be driven or sent to the facility and required to verify his or her identity. In return, a driver may ask collection site personnel to disclose their identity.

2. The driver's urine specimen will be collected by a trained collection site person (the "Collector") in accordance with DOT rules, using a DOT Chain-of-Custody form ("CCF"). To protect themselves, drivers should ensure that the entries on CCF are accurate, that their collected urine specimens have been sealed, and that their specimens are labeled with the same number as appears on the CCF and are placed in a container with copies of the correct CCF.

3. The Collector shall require drivers to remove unnecessary outer garments that might conceal items used to tamper with the collection process. The Collector shall also retain personal belongings like briefcases and purses. Drivers may keep their wallets and ask for a receipt for any belongings they surrender.

4. Drivers will be given a collection container and allowed to provide a specimen in private. A split sample method of collection will be used. At least 45 ml of urine must be

collected, 30 ml to be used as the primary specimen, and 15 ml to be used as the split specimen.

5. If the driver does not provide a large enough specimen for testing, the Collector will discard the specimen (unless the specimen was out of temperature range or evidenced tampering or adulteration), instruct the driver to drink up to 40 ounces of fluid, distributed through a period of up to three (3) hours, or until a sufficient urine specimen has been provided, whichever first occurs. If the driver refuses to make the attempt to provide a new urine specimen or leaves the collection site before the collection process is complete, the Collector shall notify Vassar of the driver's refusal to cooperate, which shall be deemed a refusal to test. If the driver cooperates, but still does not provide an adequate specimen, testing will stop and the driver will be sent to a doctor acceptable to Vassar. If that doctor states in writing to the MRO that it is highly probable that a medical condition prevented or did prevent the driver from providing an adequate specimen, the driver will not be subject to discipline.

6. If the driver does provide an adequate specimen, it will be inspected by the Collector. If the specimen temperature is out of the acceptable temperature range, or the Collector believes tampering or adulteration has occurred, a second specimen shall be collected immediately under the supervision of a same gender Collector. Further, Vassar may require same gender direct supervision in accordance with applicable regulations. Collected specimens will be poured into two bottles. The driver will then be told to initial a label for the bottles and the bottles will be sealed and labeled with a unique specimen number in the driver's presence.

7. Both specimen bottles will be sent to a federally-certified laboratory designated by Vassar. The lab will review the CCF and check specimens for apparent tampering. Any apparent tampering or CCF problems will be reported to Vassar.

8. If the specimen appears to be in order, the lab will run a screen test on it. If the screen test is negative, the lab will report that the driver has passed the drug test. If the screen test is positive, the lab will analyze the specimen using Gas Chromatography/Mass Spectrometry (GC/MS). It will send test results to Vassar's medical review officer ("MRO").

9. The MRO is a licensed physician retained by Vassar to review test results and to evaluate any explanation a driver may have for positive drug test results. The MRO will telephone drivers at the numbers given on the CCF. If a driver believes a mistake was made at the collection site or lab, or on the CCF, or that drug test results are caused by lawful substance use, the driver should tell the MRO. Drivers should cooperate with the MRO; if a driver does not cooperate, Vassar will be notified and the driver may be removed from duty and disciplined pursuant to Vassar's independent authority (or not hired, if the driver is an applicant).

10. If a driver wants his or her split specimen to be tested by another certified lab, at the driver's expense, the driver should tell the MRO within 72 hours of notice of positive drug test results. The split specimen will then be sent to a different certified laboratory for re-analysis. If that second lab does not find any evidence of the drugs the first lab found or

the split specimen is unavailable, inadequate for testing or cannot be tested, the MRO will cancel the test and report cancellation and the reasons for it to the DOT, Vassar and driver. If the second laboratory finds any evidence of the drugs the first laboratory found, the MRO will tell Vassar the split specimen was positive.

Education and Training

Vassar provides information, education and training to employees and supervisors regarding problems associated with drug and alcohol abuse in the workplace and otherwise.

Consent

As a condition of employment/continued employment, employees must sign the attached consent form.

Confidentiality

Except as required or authorized by state or federal law, DOT regulations, the DOT, or except as expressly authorized by the employee, Vassar shall not release individual test results or medical information obtained and/or maintained pursuant to this Policy. Information may be released to a subsequent employer upon receipt of the employee's written request.

Reservation of Rights

The City of Vassar reserves the right to interpret and administer this Policy, and at any time and at its sole discretion amend, or change this Policy, in whole or in part, with or without notice. This Policy automatically incorporates any changes to the Federal Highway Safety Regulations (49 CFR, Part 40) or related regulations or statutes which govern the use of drugs and alcohol by employees who hold a CDL and drive a CMV. This Policy is not an express or implied contract of employment nor is it to be interpreted as such. Additionally, this Policy does not in any way affect or change the status of any at-will employee. Nothing in this Policy is a promise or guarantee or should be construed as a promise or guarantee that the City of Vassar will follow in any particular circumstances any particular course of action; disciplinary, rehabilitative or otherwise.

ATTACHMENT TO DRUG-FREE WORKPLACE POLICY

Signs and Symptoms of a Drug-Alcohol Problem

Drugs and alcohol can result in such work-related problems as absenteeism and tardiness, lower productivity, missed deadlines, poor work quality, unsafe driving, and increased injuries and accidents. Problems relating to or communicating with supervisors, co-workers or customers, following directions, concentrating or remembering things may also indicate a drug or alcohol problem.

Drugs and alcohol slow reaction times, cause confusion, harm coordination and motor skills and can impair decision-making and memory. People misusing alcohol and using illegal drugs may be withdrawn, lethargic, depressed, erratic, "hyper" or unusually anxious, hostile or paranoid.

Drugs and alcohol misuse can also result in health problems like chronic gastritis, headaches, chronic respiratory infections and liver problems. They may also show up as poor hygiene, a sloppy appearance, financial problems, DUIs or family problems.

Evidence of use can include paraphernalia such as pipes, syringes, foil packets, pills, powders and empty alcohol containers. Physical symptoms of use can include:

- marijuana and alcohol odors
- puffy or droopy eyelids, bloodshot eyes, dilated or pinpoint pupils
- nosebleeds, excessive sniffing, chronic sinus problems, nasal sores
- needle tracks or blood spots on clothing
- tremors, racing or irregular heartbeats
- slurred or incoherent speech
- confusion, anxiety, paranoia
- coordination problems
- lethargy and sleepiness

Effects of Alcohol and Drugs

Drugs and alcohol can harm health and the workplace in a variety of ways.

Alcohol

Alcohol is a central nervous system depressant which acts like a poison if used in large quantities. Each year the lives of tens of thousands of Americans are shortened or ended by alcohol misuse.

Alcohol quickly reaches the brain after drinking. It impairs self-control and other learned behaviors. This loss of self-control can lead to aggressive driving (or overly cautious driving), as well as the other kinds of aggressive behaviors associated with drinking. Even

small doses of alcohol - i.e., a single drink - can harm driving performance. In large doses, alcohol significantly impairs coordination, memory and judgment.

Over time, alcohol misuse damages the liver, the heart, the digestive system and can cause permanent brain damage. On average, alcoholics shorten their life span by about 10 years.

Alcohol misuse harms the ability to think clearly, harms judgment and can affect the ability to get along with and work constructively with co-workers and customers. Alcoholics often have attendance and work performance problems and get fired because of the consequences of alcohol misuse. Because of its adverse effects on coordination, reflex time, vision, driving ability, judgment and the ability to evaluate and quickly process information, alcohol is especially dangerous for drivers of commercial motor vehicles.

A small glass of wine, a can of beer and a one and one-half ounce shot of liquor all contain about the same amount of alcohol. It takes the body about one hour to metabolize and eliminate each "drink" of alcohol. Coffee, exercise and cold showers do not speed up this process or magically produce sobriety. While individuals differ greatly, each drink on an empty stomach by an average-sized adult male may lead to an alcohol concentration of about .02. Thus, drinking more than two drinks raises a serious risk of having an alcohol concentration in excess of DOT rules, especially for people with low body weights. Any drinking while on duty or during the 4 hours before working violates DOT rules.

Cocaine

Cocaine is a powerful stimulant which can be inhaled up the nose, injected or smoked. It greatly increases heart rate and blood pressure. Partly because of its effects on the circulatory system, cocaine use can lead to seizures. Every time cocaine is used, there is some unquantifiable risk of a fatal stroke or heart attack. Cocaine can also cause tremors, convulsions, vomiting and raise body temperature to dangerous levels. Repeated snorting damages nasal tissues, sometimes permanently. Needle use carries risks of infection and overdose.

Initially, cocaine use brings a rush of euphoria and exaggerated over confidence. Sometimes these effects are so strong that safe driving is impossible. Cocaine wears off in about an hour after it is snorted and in just a few minutes after it is smoked. When it wears off, the user may become depressed, anxious, paranoid and exhausted.

Cocaine users may exhibit rapid mood swings and changes in activity level. They may grind their teeth, repeatedly wash their hands or engage in other compulsive behaviors.

Amphetamines

Amphetamines, also known as "speed," are powerful stimulants that are often abused by truck drivers because they make it easy to stay awake. Amphetamines, however, are dangerous drugs with a high potential for abuse. Amphetamines may also be known as uppers, black beauties, white crosses or dexies.

Use brings feelings of alertness and a loss in appetite. The user may also become very talkative or physically active or feel very strong after ingesting amphetamines. In a few hours however, the amphetamines wear off and restlessness, anxiety, paranoia and headaches set in.

In large doses, amphetamines can produce serious toxic effects. The user's blood pressure can rise to the point where strokes or heart attacks occur. Long-term users often have acne, tooth problems and may exhibit symptoms of permanent brain damage.

Marijuana

Marijuana is a hallucinogen which alters the user's sense of time and reduces the user's ability to perform tasks requiring coordination, swift reactions and concentration. Taken in large quantities, marijuana can act like a depressant.

While some people may regard marijuana as harmless, there is evidence its use is unhealthy and dangerous for the driver. Marijuana causes significant increases in blood pressure and pulse rate and, thus, can aggravate or cause heart disease. Marijuana smoke also contains a number of known carcinogens. Many experts believe that marijuana is actually more unhealthy to smoke than tobacco.

Studies have shown that smoking marijuana affects the ability to perform tasks like driving, which require both thinking and motor skills, for at least 24 hours. Users, however, often believe that all the impairing effects of smoking have worn off after 4 to 6 hours. Marijuana significantly impairs short-term memory and can harm the user's ability to concentrate or plan for and achieve long-term goals. There is also significant evidence that marijuana harms the reproductive systems of men and women and is dangerous for children and non-smokers, who live with the user.

Opiates

Opiates are a class of narcotics and sedatives derived from the opium poppy plant. Heroin is the strongest opiate. Heroin use has been increasing in recent years because of the availability of cheap, strong heroin from Asia. This new stronger heroin can be smoked or snorted. Heroin can also be injected using needles.

Morphine and codeine are opiates that are often used to relieve pain or induce sleep. However, they can be stolen from hospitals or pharmacies and abused.

Opiate misuse causes a number of health problems. Because of variations in dosages and strength, heroin use carries a risk of overdose and death. Addicts who use needles also risk contracting AIDS or hepatitis. Heroin is often contaminated with other drugs or toxins or combined with other narcotics.

Opiate use slows down and depresses a number of body functions, including brain functioning. Heroin users may act sleepy or euphoric for awhile and then become anxious or irritated after

the heroin wears off. Heroin users tend to have a number of related health problems and to also abuse alcohol and tobacco. Together, these drugs and the unhealthy lifestyles of heroin users result in decreased life expectancy.

PCP

Phencyclidine, or PCP, is also called angel dust or dust. PCP is an extremely dangerous hallucinogen which has unusual and unpredictable side effects. It was developed as an anesthetic in the late 1950's and used for a while as a tranquilizer both for humans and animals. Because of its dangers, it now has no legal uses and is no longer legally manufactured. Rather, PCP is manufactured in underground laboratories. It often contains dangerous adulterants but is very dangerous all by itself.

PCP can produce violence and bizarre behavior in anyone who uses it. Occasionally, PCP users attack nurses and policemen or jump out of windows because they believe they can fly. PCP somehow scrambles the brain's internal stimuli and seriously changes how users feel, see and deal with their environment.

In low doses, PCP produces a feeling of numbness. Increased doses produce excitement, confusion and delirium. The user's body may become rigid or go into convulsions. Routine activities like driving become dangerous and unpredictable.

Users may walk with strange uncoordinated steps. PCP users may have a blank stare, sweat heavily, have thick slurred speech or engage in some of the violent and bizarre behaviors mentioned above.

Acknowledgement of Receipt of Policy and Consent to Testing

I certify that I have received and understand Vassar's Drug-Free Workplace Policy ("Policy").

I agree to comply with the Policy and understand failure to comply is grounds for disciplinary action, up to and including termination.

I consent to submit to drug and/or alcohol testing as outlined in the Policy.

I consent to provide specimens at the assigned collection site(s) and further consent to have urine specimens tested for drugs at a U.S. Department of Health & Human Services/Substance Abuse & Mental Health Services Administration (DHHS/AMHSA)-certified laboratory.

I consent to the release of the laboratory test results in accordance with the Policy to the selected Medical Review Officer (MRO). I will be given an opportunity to discuss a positive drug test result with the MRO before the result is reported to the company as a verified positive.

I consent to the release of results of a saliva alcohol test and/or an Evidential Breath Test (EDT) by a certified technician to Vassar. In the event of a post-accident test, the drug and/or alcohol test result(s) may also be provided to the workers' compensation insurance carrier.

Employee Name: _____ Date: _____

Employee Social Security Number: _____

Employee Signature: _____

Company Name: _____

NOTE: This certificate should be retained in a secured file.