



Book	Policy Manual
Section	Special Update - March 2020 - Covered Employees Drug and Alcohol Testing
Title	Special Update - March 2020 - Covered Employees Drug and Alcohol Testing
Code	1 - OVERVIEW
Status	From Neola

## INDIANA OVERVIEW AND COMMENTS

Administrative Guideline Update

### **Special Update - Covered Employees Drug and Alcohol Testing March 2020**

#### **Legal Alert**

Included with this update is legal alert:

1. Annual Random Drug Testing Rate Increase and New FMCSA Clearinghouse

## **BYLAWS AND POLICIES**

### **Policy 4162 - Drug and Alcohol Testing of CDL Holders and Other Employees Who Perform Safety Sensitive Functions (Replacement)**

This policy has been revised to meet the standards established in State law and Federal regulations. These changes include, but are not limited to the following subject areas: specific definitions associated with this policy, information regarding the drug and alcohol testing program, participation in an Employee Assistance Program, when a staff member will be subject to disciplinary action, programs the corporation must establish regarding drug-free awareness, training requirements, notification requirements, reporting test results required by the Federal regulations to the Clearinghouse, provisions of educational materials, and return to duty. Due to the significant number of recommended revisions, it has been issued as a replacement document, however, a version showing all the modifications has been attached to this Overview as a PDF file. The specific notification and reporting requirements have been added to the policy in response to audit recommendations from the Department of Transportation officials. For further information regarding the Federal Motor Carrier Safety Administration (FMCSA) and the FMCSA's Drug and Alcohol Clearinghouse, review the included legal alert.

Revisions to this policy reflect current Federal regulations and State law and should be adopted.

# **ADMINISTRATIVE GUIDELINES**

## **AG 4162B - Alcohol Testing Program for CDL Holders and Employees Who Perform Safety-Sensitive Functions (Revised)**

This guideline has been revised to reflect the changes made to Policy 4162. Further, this guideline details what inquiries the Corporation shall make prior to an employee seeking to begin performing safety-sensitive duties for the first time for the Corporation. Finally, this guideline details the requirement that the Corporation must notify applicants with DOT regulated employment during the preceding three (3) years, through a written document prior to any hiring decision of specific rights.

## **AG 4162B - Handling of Test Results, Record Retention, and Confidentiality (Revised)**

In addition to revisions to make this guideline consistent with the changes made to Policy 4162, the specific language regarding the requirement for record keeping regarding the FMCSA's Drug and Alcohol Clearinghouse has been included.

# **FORMS**

## **4162 F4 - Authorization to Conduct Limited Query (NEW)**

This form has been provided to facilitate recent changes in DOT regulations (see Policy 4162). Although this form does not need to be used, each applicable employee must provide authorization before the district can comply with its obligation to query the Clearinghouse.