

DIOCESE OF DES MOINES

Catholic Schools Policies/Regulations

STAFF PERSONNEL

Bus Drivers -Drug and Alcohol Testing

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that any school operating its own bus program must become a member of the Iowa Drug and Alcohol Testing Program (IDATP). Schools who wish to contract with a different private provider must ensure that the provider has a drug and alcohol testing program complying with the federal regulations and must receive written permission from the superintendent. All schools with a bus program must also implement a written drug and alcohol testing policy that complies with the requirements of the federal regulations. IDATP has policy samples and resources to assist with creating this policy.

The IDATP also has identified a preferred vendor to serve as a consortium/third-party administrator (C/TPA) for school DOT drug and alcohol testing programs. A C/TPA assists their clients with compliance with DOT regulations and testing procedures. A C/TPA will coordinate the required drug and alcohol testing services for the schools. These services include conducting initial urine collections for drug testing; designation of randomly selected bus drivers for testing; laboratory testing; alcohol testing; breath and alcohol technician (BAT), medical review officer (MRO) and/or substance abuse technician (SAP) if needed; and preparation of annual Management Information System (MIS) reports.

Schools with a bus program must comply with federal Department of Transportation Drug and Alcohol Testing requirements for any employee that drives a Commercial Motor Vehicle (CMV). A qualifying CMV is any motor vehicle that transports 16 or more people (including the driver) or that has a gross vehicle weight of 26,001 pounds or more. Any applicants who have been offered a position to operate a school CMV and any volunteers who operate such a vehicle are also required to be tested.

The employees operating a school CMV as described above are subject to pre-employment drug testing and random, reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing. The IDATP has policy templates and forms to assist the school in complying with the drug and alcohol testing requirements, and the Diocese encourages schools to use those resources. There are many rules governing when and how employees must be testing, and what happens after employees are involved in accidents or awaiting test results. The IDATP and its preferred testing administrator have resources to help schools comply. Any school employees who will operate a CMV shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Federal drug and alcohol testing regulations do not govern whether employees will suffer discipline or termination for any violations. The school, in its policy, can provide that Employees who violate the terms of the testing policy may be subject to discipline, up to and including termination. Employees who violate a school's testing policy may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. Employees required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program may be subjected to discipline up to and including termination.

The school's administrator or designee shall inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment, on the application form and personally at the first interview with the applicant.

Schools must have an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. This individual must be an employee of the diocese. IDATP and its preferred testing vendor have information describing the requirements for this position. This person has an extremely important role in the success of this mandated testing program and the schools' compliance with DOT Regulations. The designated employee representative should review and become familiar with the U.S. DOT publication, *What Employers Need to Know About Drug and Alcohol Testing*. This and other helpful information can be read or downloaded from the [IASB Web site](#).

See Diocesan Policies 728, 728.1, 728.2

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