

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 Board that any school operating its own bus program become a member of the Iowa Drug and Alcohol Testing Program (IDATP). Schools contracting with a private provider must ensure that the provider has a drug and alcohol testing program complying with the federal regulations.

Employees who operate school vehicles are subject to drug and alcohol testing if a commercial driver's license is required to operate the vehicle and the vehicle transports 16 or more persons including the driver, or the vehicle weighs 26 thousand one pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a school vehicle and any volunteers who operate such a vehicle.

The employees operating a school vehicle 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. Employees operating school vehicles shall not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy 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.

Employees with questions about the drug and alcohol testing program may contact the program administrator or the person designated by the administrator to be responsible for this area.

Employees who violate the terms of this policy may be subject to discipline, up to and including termination. Employees who violate this 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 subject to discipline up to and including termination.

The 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.

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](#).
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