

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

Auxiliary Services

Bus Driver Drug and Alcohol Testing

Schools must have a designated company employee (DER) who serves as the key employee for the bus driver drug and alcohol program functions.

Schools may administer the Department of Transportation (DOT) drug and alcohol testing program in one of three ways:

- Administer the program internally
- Outsource some of the program functions to service agents
- Outsource all of the program functions to a vendor, called a “consortium” or a “third party administrator” and a DER on staff.

It is recommended that schools contract with an outside consortium/third-party administrator (C/TPA) as they must assure their clients that the services it provides comply with DOT regulations and that its service agents are qualified. 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.

Regulation Adopted: November 16, 2009

Regulation Revised: March 25, 2013