

Company Name: _____

DRUG AND ALCOHOL POLICY FOR USE WITH FMCSA / DOT REGULATED CDL EMPLOYEES

Introduction

This company is committed to providing a safe work environment and to fostering the well-being and health of its employees and the general public. That commitment is jeopardized when any commercial driver uses illegal drugs, controlled substances or alcohol while on the job, reports to work under the influence, or possesses, distributes, or sells drugs in the workplace. Therefore, in accordance with this federal law, the company has implemented this drug and alcohol policy.

Federal regulations require that employers conduct alcohol and drug testing of any individuals who operate commercial motor vehicles in excess of 26,000 GVW or who operate a vehicle designed to carry 16 or more passengers including the driver. This includes mechanics, and supervisors with a commercial driver's license who are asked to fill in as a driver. For the purpose of this policy the term employee will be referred to as "driver" and employer will be referred to as "Company." This policy provides guidelines for circumstances under which the Federal Motor Carrier Safety Administration (FMCSA) and the United States Department of Transportation (DOT) mandated testing must be conducted. Of course, all the details of every possible situation can not be anticipated, so the Company reserves the right to determine the appropriate application of this policy and general employment policies to any particular case.

Employees covered by this policy have been provided a copy of these FMCSA/DOT provisions and by your signature, you are verifying that you have read and understand the policy. All drivers have been provided the Driver's Handbook which contains information on the effects of alcohol misuse and controlled substances use on an individual's health, work and personal life as well as signs and symptoms of an alcohol problem and methods of intervening. In addition, drivers may contact their DER or Third Party Administration for referral to appropriate EAP and SAP services. **Drivers should note that in addition to the required DOT regulations they are also subject to the company's drug and alcohol policy and all other policies and procedures as applied to all employees.**

The Company expects all drivers to work drug- and alcohol-free at all times. If you have any questions about this policy, contact the DER listed above. All drivers/employees who operate CMVs as defined above must be subject to testing and participation in the employer's controlled substance and alcohol testing program is a requirement and condition of employment.

The following conditions and activities are expressly prohibited:

The manufacture, sale, use or possession of alcohol, any controlled or illegal substance (except strictly in accordance with medical authorization) or any other substances which impair job performance or pose a hazard, when use or possession occurs on Company premises or property, or during work time, or while representing the Company in any work-related fashion.

Reporting for work having consumed alcohol or used illegal drugs or controlled substances at a time, or in such quantities, or in a manner that may impair work performance. For purposes of this policy, having any detectable level of an illegal or controlled drug, or alcohol with an alcohol concentration of .02 or greater, in one's system while covered by this policy will be considered to be a violation.

Alcohol and Drug Problems

In some cases alcohol and drug abuse can be a result of chemical dependency that can be successfully treated with professional help. Drivers who are having problems with alcohol or drug use are encouraged to seek voluntary counseling and treatment. It is the driver's responsibility to seek help when needed, and to do so before substance abuse causes problems on the job or results in disciplinary action.

Drivers who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, and treatment requirements of 49 CFR Part 382 and 40, provided that:

- 1) The admission is in accordance with the Company's written established voluntary self-identification policy;
- 2) The driver does not self-identify in order to avoid testing;
- 3) The driver makes the admission of alcohol misuse or controlled substances use before performing a safety sensitive function;
- 4) The driver does not perform a safety sensitive function until the Company is satisfied that the driver has successfully completed education or treatment requirements in accordance with the self-identification program guidelines.

Normally, the Company will:

- 1) Not take adverse action against a driver making a voluntary admission of alcohol misuse or controlled substances use provided that the admission occurs before the employee has been subject to disciplinary action or the use/misuse has affected job performance;
- 2) Allow the driver sufficient opportunity to seek an evaluation, education or treatment to establish control over the employee's drug or alcohol problem;
- 3) Permit the employee to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a substance abuse professional.

Definitions

"**Alcohol**" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

"**Alcohol concentration (or content), BAC**" means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under 49 CFR Part 382.

"**Alcohol use**" means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

"**Commercial driver**" means any person who operates a commercial motor vehicle.

"**Commercial motor-vehicle**" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- Has a gross vehicle weight rating of 26,001 or more pounds; or
- Is designed to transport 16 or more passengers, including the driver; or
- Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, subpart F).

"Controlled substances" mean those substances identified in 49 CFR Part 40.85: marijuana, cocaine, opioids including heroin, amphetamines, MDMA (Ecstasy), and phencyclidine.

"DOT Agency" means an agency (or "operating administration") of the United States Department of Transportation administering regulations requiring alcohol and/or drug testing (14 CFR parts 61, 63, 65, 121, and 135; 49 CFR parts 199, 219, 382, 653, 654 and 655), in accordance with 49 CFR Part 40.

"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

"Drug" has the meaning of any controlled substances, prescription, or over-the-counter medication.

"EBT (or evidential breath testing device)" means an EBT approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Products List of Evidential Breath Measurement Devices" (CPL), and identified on the CPL as conforming to the model specifications available from the National Highway Traffic Safety Administration, Office of Alcohol and State Programs.

"Employer" means an entity employing one or more employees (including an individual who is self-employed) that is subject to DOT agency regulations requiring compliance with 49 CFR Part 382. The term refers to the entity responsible for overall implementation of DOT drug and alcohol program requirements, as well as those individuals employed by the entity who take personnel actions resulting from violations of 49 CFR Part 382 and any applicable DOT agency regulations. Service agents are not employers.

"Licensed medical practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.

"Medical Review Officer (MRO)" means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

"Performing (a safety-sensitive function)" means a driver is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Refuse to submit (to an alcohol or controlled substances test)" means that a driver:

- Fails to show up for any test within a reasonable time after being directed to do so by the Company or to remain at the testing site until the testing process is complete. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a Consortium/Third Party Administrator);
- Fails to provide a urine specimen for any drug test required by 49 CFR Part 382;
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the provision of a specimen;
- Fails to provide a sufficient amount of breath or urine when directed, unless it has been determined, through a required medical evaluation, that there was an adequate medical explanation for the failure to provide.
- Fails or declines to take a second test the employer has directed following a negative dilute result;
- Tampering with or attempting to adulterate the specimen

- Fails to undergo an additional medical examination, as directed by the MRO as part of the verification process, or as directed by the Designated Employer Representative (DER) concerning the evaluation as part of the "shy bladder" procedures in 49 CFR Part 40, subpart I;
- Fails to cooperate (e.g. leaves the test site before the collection process is completed, refuses to empty pockets) or otherwise interferes with any part of the testing process.

"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/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

- (1) All time at an employer or shipper 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;
- (2) All time inspecting equipment as required by 49 CFR 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All time spent at the driving controls of a commercial motor vehicle in operation;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 49 CFR 393.76);
- (5) 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
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct

The following is considered prohibited conduct under this policy:

1. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
2. No driver shall use alcohol while performing safety-sensitive functions.
3. No driver shall perform safety-sensitive functions within four hours after using alcohol.
4. No driver required to take a post-accident alcohol test under 49 CFR 382.303 shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
5. No driver shall refuse to submit to a post-accident, random, reasonable suspicion, or follow-up controlled substance and/or alcohol test required by 49 CFR Part 382.
6. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

Prescription Medications: No driver may possess any prescription medication or report to work while using any prescription, except when he/she is under a doctor's care and the doctor has advised the driver that the substance does not affect his/her ability to operate a commercial motor vehicle. The use of medication that could affect a driver's safe job

performance is prohibited while working. The driver shall report to the supervisor, the use of any prescribed medication and, without identifying the medication, shall provide a certificate from the driver's doctor that the use of the medication will not impair the his/her ability to safely perform his/her duties. If, as a result of testing under this policy, the driver is found to have the presence of controlled substances in the body which is a result of the use of his/her legally prescribed medication that has not been reported, the driver shall be removed from service without pay until it is determined that the use of medication will not impair his/her ability to safely perform assigned duties.

7. No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances. The Company shall not permit a driver to continue to perform safety sensitive functions if the Company has actual knowledge of a driver violating any of the aforementioned prohibitions. The Company can obtain actual knowledge based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substances use, except as discussed in the Company's voluntary self-identification program.

Other Related Alcohol Conduct

A driver tested under the requirements of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall be removed immediately from performing safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following the test administration.

Controlled Substances and Alcohol Testing

Regulated Drugs: Under 49 CFR, the law requires that drivers be evaluated for alcohol and the following of drugs:

- Marijuana
- Cocaine
- Amphetamines
- Opioids
- Phencyclidine (PCP)

Drivers will be subject to testing as follows:

Pre-Employment: Drivers will be tested for controlled substances unless the applicant participated in a DOT testing program within the past 30 days and:

- (1) passed a DOT controlled substance test within the past six (6) months; or
- (2) was subject to DOT random controlled substance testing program for the previous 12 months; and
- (3) has not violated any prohibitions of 49 CFR Part 382 within the past six (6) months.

A driver/applicant who tests positive on a pre-employment test will not be hired and is not eligible to reapply for employment with the Company. In addition, an applicant who has tested positive on any other employer's DOT mandated pre-employment drug test, after August 1, 2001, must provide documentation of the applicant's successful completion of DOT return-to-duty requirements (i.e. an evaluation by a substance abuse professional, education and/or treatment, and a negative DOT pre-employment test all of which meet the requirements of 49 CFR Part 40). The driver/applicant will be responsible to pay for the pre-treatment evaluation, education and/or treatment. In addition, the prospective new hire must authorize the company to complete a drug and alcohol history and safety performance check of all previous DOT regulated employment in the previous 3 years.

Post-Accident: As soon as practicable following an occurrence involving a commercial motor vehicle operating on a public road in commerce, each surviving driver shall be tested for controlled substances and alcohol:

- (1) who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life (fatality); or
- (2) the driver received a citation for a moving violation and the accident involved bodily injury to any person who, as a result of the accident, immediately receives medical treatment away from the scene of the accident; or
- (3) the driver received a citation for a moving violation and the accident involved 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 not consume alcohol for eight (8) hours following an accident that requires the DOT alcohol test. The alcohol test must be completed within two (2) hours of the accident, if not the driver must advise the Company the reasons for the delay, and shall continue to have the test conducted up to eight (8) hours following the accident. After eight (8) hours the attempt to test will be ceased; the driver must again provide the reasons for the test not being administered.

A controlled substances test shall be administered as soon as practicable up to 32 hours following the accident. After 32 hours the attempt to test will be ceased, the driver must provide the reasons for the test not being administered promptly. A driver must remain readily available for testing, or may be deemed by the Company to have refused to submit to testing.

Any employee involved in any commercial motor vehicle resulting in an injury requiring immediate medical attention away from the accident scene, regardless whether a citation has been issued; or any vehicle required to be towed away because of disabling damage, regardless whether a citation has been issued will be subject to non-DOT testing.

Testing will be to determine the presence, use, or any involvement with alcohol or drugs unless the company determines, at its discretion, that the accident could not have been caused by or related to alcohol or drug use.

The driver will submit to an alcohol test within eight (8) and a controlled substances test within 32 hours of the accident. The driver must advise the collection site and alcohol testing personnel that the test being required is a company required test not a mandated DOT test.

As soon as possible after the accident, the driver shall notify their immediate supervisor of the accident. The driver should not delay testing in the event he/she is unable to contact their immediate supervisor. Testing will be conducted under the guidance previously stated.

Random:

- (1) Random selection of drivers will be made by a scientifically valid method using a computer-based random number generator that is matched with drivers' Social Security numbers.
- (2) Each driver shall have an equal chance of being drawn each time selections are made.
- (3) Selections for testing are unannounced and reasonably spread throughout the calendar year.
- (4) Random selections are made to ensure testing for controlled substances and alcohol are conducted at not less than the minimum annual rates established by FMCSA. These rates are subject to change each year as determined by FMCSA.
- (5) A driver shall only be tested for alcohol just before, during, or after performing safety-sensitive functions, however, he/she may be tested for controlled substances anytime while performing work for the employer.
- (6) Once a driver is notified of selection for random alcohol and/or controlled substances testing he/she shall proceed to the test site immediately.

Reasonable Suspicion: Drivers will be tested for alcohol and/or controlled substances whenever the employer has reasonable suspicion that the driver has violated any of the drug and alcohol policy (for example, if the employers observes physical signs of drug or alcohol use, such as slurred speech, unsteady gait, dilated pupils, odor of alcohol or controlled substances, etc.; or if observed unusual behavior suggesting the use of controlled substances or alcohol in violation of Company policy). Drivers required to be tested under reasonable suspicion testing will be removed from

performing safety sensitive functions pending the outcome of the test result(s) and be transported to the testing facility by the Company.

Reasonable suspicion must be documented in writing at or near the time of observation on the Observed Behavior Reasonable Suspicion Record. Observations shall be by a supervisor who has had 60 minutes of training in the signs and symptoms of alcohol misuse and 60 minutes of training in the signs and symptoms of controlled substance use. The supervisor or manager who has reasonable suspicion that the observed behavior or appearance of an employee is characteristic of drug use or alcohol misuse will take the employee aside to a private area, express his/her observations, and require the employee to submit to a drug and/or alcohol test in accordance with this policy.

Return-to-Duty: No driver found to be in violation of the Company drug and alcohol policy will be permitted to return-to-duty involving safety-sensitive functions until the driver has been evaluated by a Substance Abuse Professional (SAP) and completed a return to duty test. A SAP must provide written authorization to perform a return-to-duty test. All return to duty tests must be collected under direct observation.

Follow-Up: Required for any driver who violated the FMCSA drug and alcohol testing regulations. The SAP determines the number and frequency of tests. All follow-up tests must be collected under direct observation.

Failure to Cooperate

Employees who are subject to this policy are expected to comply fully with any required testing. Failure to do so (including, for example, refusing to sign consent or refusing to test, obstructing the testing process, failing to make yourself available for a required test, failing to provide an adequate sample for testing, attempting to adulterate or substitute a specimen, or in any way tampering with a required test, failure to empty pockets or follow instructions as requested by collection site personnel) will cause the driver to be immediately relieved from performing safety-sensitive functions, and will also be considered a violation of Company policy that will subject the employee to discipline, up to and including termination of employment. Any individual deemed a refusal to test is must be evaluated by a substance abuse professional and comply with requirements including return to duty and follow up testing to become a qualified commercial driver for any company. The Company also reserves the right to involve law enforcement officials for any conduct, which it believes, might be in violation of state or federal law.

Testing Procedures

Urine Specimen Collection: Specimen collections will be conducted in accordance with the procedures of 49 CFR Part 40, as amended. The collection procedures are designed to ensure the security and integrity of the specimen provided by each driver, and those procedures will strictly follow federal chain-of-custody guidelines. Moreover, every reasonable effort will be made to preserve the individual's privacy as much as possible consistent with ensuring an accurate result. Drivers will be required to empty their pockets before providing the drug test specimen.

Laboratory Analysis: As required by 49 CFR Part 40, only a laboratory certified by the Department of Health and Human Services (DHHS) will be retained by the Company to perform the analysis of the urine specimen for controlled substances. The initial screening test will be performed by immunoassay and will test for substances and at cutoff levels required by 49 CFR Part 40, as amended. All specimens identified as positive on the initial screening test will be confirmed using gas chromatography/mass spectrometry techniques at cutoff levels required by 49 CFR Part 40, as amended.

Breath Alcohol: Testing will be conducted by a qualified technician according to 49 CFR Part 40 procedures. Either a breath or saliva test by an EBT device will be used for the testing.

Medical Review

All controlled substances test results will be reviewed by a Medical Review Officer (MRO) before results are reported to the company. The MRO will attempt to contact the driver to discuss the test results before reporting positive results to the company.

Notification of Results

The company will notify the affected driver of any controlled substances test that is reported as positive by the MRO. The company will notify driver-applicants of the results of pre-employment controlled substances testing if the applicant requests that information in writing within 60 days after we notify the applicant that he/she has or has not been hired.

Reanalysis of Original Specimen

Within 72 hours of the MRO notifying the driver of a verified positive controlled substances test, an adulterated or substituted specimen, the driver may request the reanalysis of the original specimen. This is referred to as testing the split sample. Only the MRO may authorize such a reanalysis, and such a reanalysis may take place only at laboratories certified by the Department of Health and Human Services (DHHS). If the reanalysis fails to reconfirm the presence of the drug or drug metabolite, the MRO shall cancel the test. All drivers have a right to request the reanalysis of the original specimen for which the employee will be responsible to pay.

Positive Test for Commercial Drivers

Positive Alcohol Test: A positive alcohol test is a test result of 0.02 or greater. If the result of an employee's test is between 0.02 and 0.039, the following action must be taken:

1. The employee must be removed from driving or any safety sensitive function for a minimum of 24 hours.
2. Disciplinary action may be taken up to and including termination.

If the result of the employee's alcohol test is 0.04 or greater the employee must be removed from safety sensitive duty and be evaluated by a SAP.

Confirmation Test: In accordance with 49 CFR, any result of an EBT test above 0.02 requires a confirmation test to verify the result. The Breath Alcohol Technician (BAT) will observe the employee for 15 minutes and then conduct the second test for confirmation.

Positive Drug Test: If the MRO releases a positive drug test result, disciplinary action may be taken up to and including termination.

Role of the Medical Review Officer (MRO): All drug test results must be reviewed by a physician designated as a Medical Review Officer (MRO). Upon the discovery of a positive drug screen, the MRO will contact the driver who tested positive before the company is notified. The MRO will make the determination if the driver has truly tested positive for a controlled substance or if the positive finding could be the result of authorized drug use.

Insufficient Sample/Shy Bladder Syndrome: A medical doctor must determine if there is a legitimate medical reason why the individual was unable to give a breath or urine sample. This determination must be made within 5 days of the attempted test.

Employee Assistance Program (EAP)/Rehabilitation: As required by law, this company will make the names and numbers of SAP services available to drivers who either test positive or request assistance in dealing with a drug or alcohol problem. In addition to the EAP/SAP available to all employees, all drivers are provided a handbook that contains information on the effects of alcohol misuse and controlled substance use on health, work and personal life as well as signs and symptoms of a problem. The company is not required to pay for any rehabilitation.

FMCSA Clearinghouse

Effective January 6, 2020 in accordance with 49 CFR, all drivers shall be subjected to a query of the FMCSA Clearinghouse prior to employment as well as yearly throughout the driver's employment with this company.

Drivers should also note that the following information will be reported to the Clearinghouse:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to a drug or alcohol test;
- An employer's report of actual knowledge, as defined at 49 CFR § 382.107;
- On duty alcohol use pursuant to 49 CFR § 382.205;
- Pre-duty alcohol use pursuant to 49 CFR § 382.207;
- Alcohol use following an accident pursuant to 49 CFR § 382.209;
- Drug use pursuant to 49 CFR § 382.213;
- A SAP's report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and,
- An employer's report of completion of follow-up testing.

Confidentiality

Records required under this policy, including test results, will be maintained in a secure location with controlled access. Each driver, shall upon written request, be entitled to receive copies of his/her own records, and to have copies of his/her records made available to any subsequent employer. Information may also be disclosed to the relevant state or federal agencies, or in connection with judicial, administrative or related proceedings (e.g., grievances and arbitration) initiated by or behalf of the driver. Test results will only be released to the employee, the employer or the employer representative entrusted with the responsibility of the company drug and alcohol program. Any other release of information is done only with a driver's written consent. The company will comply with the requirement to provide accurate, timely, drug and alcohol records to the next employer if and when a former employee provides a written request for his records.

Evaluation and Referral

DOT regulations require that any driver who violates the alcohol and controlled substances rules of 49 CFR Part 382 be advised of available evaluation resources and be evaluated by a Substance Abuse Professional. The driver must complete an appropriate education and/or treatment program before being eligible to return-to-safety sensitive duty. Before returning to performing safety-sensitive functions for any DOT employer a driver must be tested for controlled substances with a verified negative controlled substances test result and/or alcohol with a test result less than 0.02 alcohol concentration. The determination to take this test can only be made by a properly credentialed Substance Abuse Professional (SAP). The driver will be subject to follow-up testing as mandated by a SAP. The DOT regulations require a minimum of at least six tests in the first 12 months of returning to duty, but follow-up testing may continue for up to five years, determined at the discretion of the SAP. **The Department of Transportation requires all return to duty and follow up drug tests to be collected under direct observation.**

Consequences

Employees violating this policy or federal regulations will be suspended from performing any safety-sensitive functions with a commercial motor vehicle as defined by this policy and will be subject to disciplinary action. This Company reserves the right to take disciplinary action up to and including termination for violation of the drug and alcohol policy, testing positive or refusing testing when and where we deem it appropriate.

Effects of Alcohol and Controlled Substances

ALCOHOL

Alcohol has certain physical effects on the body. It acts specifically on the central nervous system. In excess it may be habit forming which leads to a condition called alcoholism. Too much alcohol in the body creates severe physical problems. More than three drinks a day even after a few weeks can cause destructive changes in the liver. Changes in the

brain and nervous system from too much alcohol results in hostile behavior, loss of mental sharpness, and poor judgment. Having ingested too much alcohol causes loss of control over normal behavior, and depresses the ability to perform even the simplest of tasks. It is difficult to break free from alcohol abuse, but it is possible with the support of others. Groups such as Alcoholics Anonymous and Al Anon are two resources which can help individuals and their families deal with alcohol abuse.

MARIJUANA

Marijuana is used in this country to refer to the cannabis plant, and to any extract of the plant that produces behavioral changes in humans. It is a tobacco like substance produced by drying the leaves and tops of the plant. It is smoked or eaten for its hallucinogenic and pleasure giving effects. Marijuana has a chemical called THC which is the ingredient in marijuana that affects the mind. Marijuana users are said to develop a syndrome characterized by passivity, and decreased motivation. Like alcohol, marijuana intoxication impairs reading comprehension, memory, speech, problem solving ability, and reaction time. Unlike alcohol, marijuana stays in the body longer than 24 hours. In fact, marijuana stays in the body for up to 28 days. Regardless of state law, marijuana is prohibited by federal law and medical or recreational marijuana use is a DOT and policy violation.

COCAINE

Cocaine is a white, crystalline compound that is processed from the leaves of the coca plant. It is a dangerous, habit-forming drug. Cocaine is a chemical classified as an alkaloid compound. Other such compounds are morphine and strychnine. Cocaine stimulates the cortex of the brain, producing intense euphoria, and a desire to repeat the experience. However, the drug has a highly toxic effect on the central nervous system. The use of cocaine can produce mood swings, depression, and paranoia. Hallucinations, digestive disorders, weight loss, and convulsions are also side effects of cocaine usage. Cocaine is also used in the free base form and is known as crack. Crack cocaine is one of the most addictive substances known today. Health effects of crack cocaine are convulsive movements, rapid heart beats, and heart attacks.

AMPHETAMINES

Amphetamine is laboratory produced chemical that stimulates the central nervous system. Amphetamine is often referred to as a stimulant or "upper". Amphetamine is abused by people with extensive or irregular hours in an attempt to stay alert and active. Those who use amphetamine are known as "speed freaks". The use of amphetamine causes bizarre and many times violent behavior. Originally, it was available over the counter without prescriptions. As illicit use became widespread, it became available only by prescription. Their use parallels that of cocaine and the same types of behavior are exhibited. Methamphetamine is a closely related drug and testing for "meth" is included in the screening process.

OPIOIDS

The opium poppy contains a narcotic substance. Opium, and its derivatives morphine and codeine are very powerful pain-killers. Opioids are synthetic or man-made drugs that emulate the effects of opioids. These drugs include oxycontin, oxycodone, hydrocodone and hydromorphone. Use of opioids gives a temporary feeling of being worry free. However, the drug wears off quickly, and one is left with a severe depression. People using these drugs become dependent on it and become very ill when not taking the drug. Heroin is derived from opium. This drug presents special problems to the user. Heroin causes mood swings, and violent behavior, as well as a dependence on the drug. Heroin often kills when an addict buys an unusually pure sample and unintentionally injects themselves with an overdose.

PCP

PCP are the initials for a mind-altering laboratory made drug called phencyclidine. It is also known as angel dust. It is a hallucinogen. Taking this drug creates great distortions in what one sees and perceives. Some users feel they can fly, while others become terrorized while under its influence. In addition, the distorted feelings may return days or weeks after taking the drugs. The use of these hallucinogens may push unstable people into long term mental illness.

Identity of contact person

For questions about this policy please contact:

DER: _____

Address: _____

Phone: _____

Email: _____

Signature of employee

Date

Printed Name