

VIGO COUNTY SCHOOL CORPORATION
TERRE HAUTE, INDIANA

FILE: GDB

**ALCOHOL AND CONTROLLED SUBSTANCE TESTING POLICY
FOR COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES**

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems which can be treated. At the same time, the Board of Trustees of the Vigo County School Corporation is concerned about the adverse effects of alcohol or other drug use on employee performance, health and safety. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions.

This policy applies to all Vigo County School Corporation employees who are required to hold a Commercial Drivers License (CDL) to perform their job function. The use, possession, sale, purchase or transfer of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on school property, while on school business or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages resulting in having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the School Corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affects job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver take sick or vacation days, or if necessary, unpaid leave in accord with the School Corporation's leave policies.

The Vigo County School Corporation reserves the right to terminate any driver who violates the School Corporation's Drug and Alcohol Abuse Policy for CDL drivers. Employees who are convicted for alcohol or drug-related charges may be subject to School Corporation disciplinary action, up to and including termination.

The Superintendent or his designee is authorized to implement this policy and program, including a periodic review of the program to address any problems, changes, and/or revisions of it, and maintenance of all records required by the federal regulations. The Superintendent or his designee is responsible for communicating this policy to all drivers and is accountable for its consistent enforcement.

Adoption Date: November 14, 1994; Revised: April 8, 1996

Legal Ref: 49 C.F.R. Part 382

Cross Ref: