



Substance Abuse Policy Handbook

July 2020

TABLE OF CONTENTS

1.00 What is the Purpose of this OPTIONS Policy.....	1
2.00 Who is Affected?.....	2
3.00 What does “On Duty” Mean?.....	2
3.01 Alcohol Prohibition.....	2
4.00 What are the Circumstances in Which an Employee Will Be Tested?.....	2
4.01 Pre-employment Testing.....	2
4.02 Post-Accident Testing.....	2
4.03 Random Testing.....	3
4.04 Testing Upon Reasonable Suspicion.....	3
4.05 Return to Duty testing & Follow-up Testing.....	3
5.00 What is the Effect of a Positive Drug Test or a Refusal to Be Drug Tested?.....	6
5.01 Positive Pre-Employment Drug Test.....	6
5.02 Other Positive Drug Test Results.....	6
5.03 Intoxication/Under the Influence.....	6
5.04 Consequences of Non-Compliance with Testing Requirement.....	6
5.05 Behavior that Constitutes a Refusal to Submit to Testing.....	6
5.06 Opportunity for Voluntary Rehabilitation.....	6
5.07 Substance Abuse Professional (SAP).....	6
6.00 How Will Employees Get Notification of Test Results?.....	7
7.00 Who Has Access to the Records?.....	7
8.00 Will there be Employee Information and Training?.....	7
8.01 Employee Training.....	7
8.02 Supervisor Training.....	7
8.03 Questions of Impropriety.....	7
8.04 Revisions to Policy and Program.....	7
9.00 What is the Procedure for Testing for Prohibited Substances?.....	7
9.01 Drug Testing Procedures.....	8
9.02 USDOT/FTA Prohibited Drug Classes.....	8
9.03 Urine Specimen Collections.....	8
9.04 Urine Specimen Analysis.....	8
9.05 Negative-Dilute Specimens.....	8
9.06 Refusal to Submit Urine Drug Testing.....	8-9
10.00 What is the Role of Medical Review Officer (MRO)?.....	9
10.01 Consequences for MRO Verified Positive Drug Test.....	9
10.02 Split Specimen Testing.....	10
10.03 Alcohol Testing.....	10
10.04 Consequences for USDOT/FTA Confirmed Alcohol Violation.....	10
11.00 Who Do I See for More Information?.....	10-11
2.00 Consent Form to OPTIONS Policy.....	12
RESOLUTION.....	13

OPTIONS

SUBSTANCES ABUSE POLICY FOR ALL EMPLOYEES

1.00 What is the Purpose of this OPTIONS Policy?

OPTIONS is dedicated to providing safe and dependable services for our program participants. OPTIONS employees are a valuable resource and it is our goal to provide a healthy and satisfying working environment which promotes personal opportunities for growth.

OPTIONS is a drug free workplace and prohibits the use, abuse, and presence of alcohol, illegal, or unauthorized drugs and other prohibited controlled substance in the bodies of its employees while on duty, on call, or engaged in agency business. The presence of alcohol, illegal, or unauthorized drugs, and other prohibited controlled substances in a vehicle, while on or off duty, is also prohibited.

Prohibited drugs include any drugs which are not legally obtainable; any drug which is legally obtainable but has been illegally obtained; prescription drugs not being used as prescribed; or any substance which affects an employee's ability to safely and competently perform assigned job duties. The presence of alcohol is indicated by a confirmed alcohol concentration of 0.02 or greater.

To ensure that services are delivered safely, OPTIONS is dedicated to providing and maintaining a drug and alcohol-free working environment. It is OPTIONS goal to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy, and productive manner;
- Create a workplace free from the adverse effects of drug abuse and alcohol misuse;
- Prohibit the unlawful distribution, possession, or use of controlled substances.

OPTIONS cares about the health and well-being of its employees. We urge anyone who believes they are having an alcohol or chemical dependency problem to seek treatment before their job performance and employment is endangered. To achieve the goal of a substance-free workplace, this policy incorporates two integrated components:

1. Prevention Through Education & Training:

Education and training will communicate and clarify this policy to all employees, assist employees in recognizing substance abuse problems, and in finding solutions to resolve those problems.

2. Detection, Deterrence, & Enforcement:

All employees will be subject to reasonable suspicion, post-accident, random, return-to-duty, and follow-up drug and/or alcohol testing. Applicants will not be hired into a position unless they first pass a pre-employment drug test with a verified negative test result.

All employees and prospective employees must carefully review this policy and sign an agreement to be bound by its terms as a condition of employment. Any questions about this policy should be referred to OPTIONS Human Resource Director who will serve as the supervisor of OPTIONS drug and alcohol program.

The purpose of this policy is to assure worker fitness for duty, and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable regulations governing workplace anti-drug and alcohol programs in the transit industry.

Proper Policy Application

OPTIONS is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination

2.00 Who Is Affected?

OPTIONS is adopting a policy not only for those employees who transport program participants, but for all staff employed at OPTIONS.

3.00 What does "On Duty" Mean?

This policy and the federal regulations that require it often use the term "on duty" in conjunction with prohibited conduct or drug and alcohol testing.

This policy applies to all OPTIONS employees, including paid part-time employees who perform or could be called upon to perform any work-related function. Employees are prohibited from possessing alcohol while on duty. In addition, employees are prohibited from consuming alcohol, for a period of eight hours before going on duty and for a period of eight hours after being involved in an accident. Employees are also prohibited from refusing to consent to this policy or to alcohol or drug test under the terms of this policy.

Failure to comply with the rules of the substance abuse testing program will result in termination of employment.

3.01 Alcohol Prohibition

Employees are prohibited from consuming alcohol while working, within (8) eight hours prior to reporting to work, or during the hours that they are on-call or standby for duty.

Employees must not consume alcohol within eight (8) hours following an accident or until the employee submits to post-accident testing, whichever occurs first

4.00 What are the Circumstances in Which an Employee Will Be Tested? Non-DOT Quick Test is used unless otherwise indicated.

- Pre-Employment
- Post-Accident
- Random Testing
- Reasonable Suspicion
- Return-to-Duty
- Follow Up

4.01 Pre-Employment Testing

OPTIONS will conduct pre-employment drug testing for candidates for hire.

The purpose of pre-employment testing is to identify applicants who have consumed a prohibited drug in the recent past. As a condition of employment, OPTIONS will not hire (i.e., put on payroll) an applicant unless the applicant first takes and passes a non-DOT drug test by producing a verified negative result. For route drivers we will conduct DOT drug test.

If a pre-employment drug test is canceled, a job applicant will be required to take and pass another pre-employment drug test as soon as testing is available.

4.02 Post-Accident Testing

OPTIONS further reserves the right to require post-accident testing for drugs and alcohol in any accident. Federal law requires post-accident testing for drugs and alcohol for each surviving employee if the accident involved the loss of human life, significant property/vehicle damage, or if the employee receives a citation or moving violation arising from the accident.

Drug testing must be conducted within 32 hours following the accident.

The alcohol test is to be administered within two hours following the accident.

If the test is not performed within designated time period, OPTIONS will prepare and maintain a written statement of the reasons for the delay. There shall be no further attempts to administer an alcohol test and the records shall reflect why no test was administered.

Employees must remain readily available for testing after an accident, though necessary medical attention will not be delayed. If a local law enforcement official conducts a drug and/or alcohol test after an accident in compliance with federal, state, or local law and provides the results of those tests to OPTIONS, the results of those tests will satisfy post-accident testing requirements of this policy. If the test is positive, it will be a violation of this policy, leading to immediate disciplinary action and/or termination of OPTIONS employment.

All employees involved in an accident are prohibited from consuming alcohol for a period of up to eight (8) hours from the time of an accident or until a post-accident alcohol test/determination discounting the employee has been administered, whichever occurs first.

4.03 Random Testing

Employees will be subject to random, unannounced testing. The selection of employees for random drug testing will be made using a method that ensures each covered employee has an equal potential for being selected during the period covered by the random testing. The employee is randomly selected for testing from a "pool" of employees. The testing dates and times are unannounced and are with unpredictable frequency throughout the year. When an employee is selected for random testing, he/she must proceed within 24 hours to the designated testing site. All employees are subject to selection every time, even if that employee has earlier been selected for a random test.

Test dates will be unannounced and be reasonably spread in a random manner throughout the calendar year. Testing starts in January and there is no period during which testing is halted. In addition, random testing will be conducted on all days and hours during which OPTIONS in operation. This ensures that employees will have a reasonable expectation that they might be called for a test on any day they are at work.

4.04 Testing Upon Reasonable Suspicion

OPTIONS may also conduct reasonable suspicion testing for both alcohol and drugs. A decision to conduct reasonable suspicion testing must be based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or body odors of an employee consistent with drug or alcohol use. The decision must be made by a management staff person who has received training in detecting such signs and conduct. When an employee is identified as needing testing due to Reasonable Suspicion, he/she must be taken immediately or as soon as possible to the designated testing site.

4.05 Return to Duty Testing & Follow-up Testing

Any employee who violates OPTIONS Substance Abuse Policy will be terminated, but he/she may be considered for return to work if:

There is a re-entry contract in order to re-enter the work force. That contract will include (but is not limited to):

1. A release to work statement from the Substance Abuse Professional.
2. A negative test for drugs and/or alcohol.
3. An agreement to unannounced frequent follow-up testing for a period of one to five years with at least six tests performed the first year.
4. A statement of expected work-related behaviors.
5. An agreement to follow specified after care requirements with the understanding that violation of the re-entry contract is grounds for termination.

Employees that come forward with a substance abuse problem for drugs and/or alcohol may be provided an opportunity at rehabilitation at their own expense. When an employee voluntarily refers herself or himself for treatment, the employee may be eligible for leave and disability benefits. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. OPTIONS will not pay for or reimburse an employee for treatment costs or for lost wages during the time of treatment. However, employees will be allowed to take accumulated leave to participate in the prescribed rehabilitation program. During treatment, continued employment will be based on safety and client care.

Upon completing a treatment program prescribed by a qualified Substance Abuse Professional (SAP), an employee will be required to take and pass a return to duty drug and/or alcohol test in order to be reinstated into their safety-sensitive position. This test will be conducted under OPTIONS authority to determine if the person has successfully completed their plan of care and are now free from the addiction of prohibited drugs and/or alcohol. Employees that cannot pass this test will not be considered for re-hire.

5.00 What is the Effect of a Positive Drug Test or a Refusal to Be Drug Tested?

A positive test result for alcohol or any of the five controlled substances is a violation of this policy. An employee who refuses to submit to a test will be terminated. Whenever this policy talks about a positive test, it includes a refusal to submit to testing as well as a confirmed and verified positive test result measured in accordance with the procedures and cutoff levels specified in the FHWA and DHHS regulations.

An employee will be considered to have refused to submit to a test if:

1. Employee refuses to consent to the complete terms of this Policy as a condition of employment;
2. Employee refuses to sign a consent form at the time the test is to begin;
3. Employee refuses to co-operate in the testing process;
4. Employee is unable or unwilling to provide the required minimum breath and/or urine samples and there is no plausible medical explanation for the failure, as determined by the MRO.

5.01 Positive Pre-Employment Drug Test

A job applicant that fails a pre-employment drug test shall not be hired.

5.02 Other Positive Drug Test Results

Specifically, any employee who fails a drug test for reasonable suspicion, post-accident, or random testing shall be terminated from employment and referred to a qualified Substance Abuse Professional (SAP).

5.03 Intoxication/Under the Influence

Any employee who is reasonably suspected of being intoxicated or under the influence of a prohibited drug by a supervisor shall be immediately relieved from his or her job duties pending an investigation and verification of condition.

5.04 Consequences of Non-Compliance with Testing Requirements

Any employee who refuses to comply with a request for testing; who fails to remain "readily available" for post-accident testing; who provides false information in connection with a test; or who attempts to falsify test results through tampering, contamination, adulteration, or substitution, or fails to report to the collection site facility upon notification in a timely manner will result in a diagnosis of a positive test. Any employee falling under this category shall be removed from duty immediately and shall be terminated from employment.

5.05 Behavior that Constitutes a Refusal to Submit to Testing

Refusal of drug and alcohol testing can include an inability to provide a urine specimen or breath sample without a valid medical explanation, failure to sign DOT chain of custody and control testing forms, as well as a verbal declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test. Violation of these provisions shall be in accordance with disciplinary guidelines contained in this policy for a positive test and may result in referral to a SAP and termination of employment.

5.06 Opportunity for Voluntary Rehabilitation

To promote a drug and alcohol-free workplace, employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

5.07 Substance Abuse Professional (SAP)

OPTIONS employees with substance abuse problems will be referred to:

Hammond Addictive Disorders Clinic
Outpatient Treatment Prevention/Education
835 Pride Dr. Suite B
Hammond, LA. 70401
985-543-4070 Fax 985-543-4073

6.00 How Will Employees Get Notification of Test Results?

The results of an employee's drug or alcohol test will be reported to him/her by Human Resource. If the test is positive, the employee will be informed which substance or substances for which the test is positive. Employee applicants wishing to have the results of their drug and alcohol tests must request them in writing within 30 days of being informed of the disposition of their application for employment.

7.00 Who Has Access to the Records?

OPTIONS keeps detailed records of its drug and alcohol testing program. However, these records are confidential and can only be released upon written consent of the employee involved or by regulatory or court order. If an employee makes a claim to a fact finder, such as a worker's compensation claim, OPTIONS may turn over results of drug or alcohol tests that relate to the claim. An employee may review or obtain copies of his or her own drug and alcohol testing records by requesting them in writing and paying the cost of the copies.

The Laboratory maintains all records relating to urine specimen analysis in confidence for at least two years. The laboratory may not disclose such records to anyone other than the employer, the employee, or the decision maker in a lawsuit, grievance, or other proceeding initiated by the employee and arising from a verified positive drug test result.

8.00 Will there be Employee Information and Training?

As noted above, supervisory personnel who may be involved in making reasonable suspicion testing determinations must receive required training in making those determinations. Employees are provided information about the effects and consequences of alcohol and controlled substance use/abuse on personal health, safety in the work environment, as well as information regarding manifestations and causes that may indicate controlled substance use/abuse. Information provided also discusses available methods of intervening when an alcohol or controlled substance problem is suspected.

8.01 Employee Training

All employees shall participate in a training session upon hire and annually regarding the effects and consequences of prohibited drug use on personal health, safety, and the work environment. Ability to recognize the signs and symptoms which may indicate prohibited drug use are included. Training sessions conducted will be re-enforced with educational materials including videos, handouts, and tests. Employees will also be provided with contact information on substance abuse rehabilitation resources and will be encouraged to use them at any time.

8.02 Supervisor Training

For those supervisors participating in reasonable suspicion testing, there will be a training to explain the criteria used for determining reasonable cause testing including the physical, behavioral, and performance indicators of probable drug use and another hour on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

8.03 Questions of Impropriety

If an employee feels that there is impropriety of any sort within the Drug and Alcohol testing process, he/she is obligated to report such allegations immediately to their supervisor. The supervisor is required to take a written complaint to the Chief Executive Officer who will investigate the allegations. Following the investigation, the results and course of action will be documented and maintained in a secure file. A copy of the report will be provided to the employee with the outcome of the investigation.

8.04 Revisions to Policy and Program

This policy and program are subject to revision at any time.

9.00 What is the Procedure for Testing for Prohibited Substances?

The Omnibus Transportation Employee Testing Act of 1991 (OTETA) directed the United States Department of Transportation (USDOT) to promulgate regulations outlining the procedures for transportation workplace drug and alcohol testing. The methods of collecting, storing, and testing for prohibited drugs and alcohol shall be conducted in accordance with procedures set forth in 49 CFR Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs, as amended. The regulations ensure uniform practices for specimen collections, laboratory analysis, medical review, result reporting, and the Return-to-Duty process for violating employees.

All drug testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (DHHS).

The name of the DHHS approved laboratory facility used by OPTIONS is:

Alere Toxicology
1111 Newton St
Gretna, LA. 70053
Phone: 504-361-8989

OPTIONS affirms the need to protect the dignity, privacy, and confidentiality of employees throughout the testing process.

9.01 Drug Testing Procedures

Certified collection personnel working at the North Oaks Occupational Health Clinic will obtain urine samples from employees selected for testing.

9.02 USDOT/FTA Prohibited Drug Classes

Consumption of these drugs is prohibited at all times:

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

9.03 Urine Specimen Collections

Urine specimen collections will be conducted in accordance with USDOT rule, 49 CFR Part 40, as amended. Collectors will be appropriately trained and qualified to perform urine specimen collections for USDOT covered employers. Urine specimen collectors will use the split-specimen collection method and will afford the donor (employee) the greatest degree of privacy permitted per 49 CFR Part 40, as amended. When an observed collection is required, the observer will be of the same gender as the donor (employee).

9.04 Urine Specimen Analysis

As needed, specimens will be transported or shipped to a laboratory certified by the Department of Health and Human Services (DHHS). All specimens will be analyzed at the laboratory in accordance with 49 CFR Part 40, as amended. The procedures that will be used to test for the presence of prohibited drugs will protect the employee and the integrity of the drug testing process, safeguard the validity of the test results, and ensure that the test results are attributed to the correct employee. Laboratory confirmed drug test results will be released only to a certified Medical Review Officer (MRO) for review and verification.

9.05 Negative-Dilute Specimens

Upon receipt of an MRO verified negative-dilute drug test result with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, OPTIONS will require applicants and employees to submit to a second urine collection per 49 CFR Part 40.197. The collection of the second specimen will not be conducted using direct observation procedures. The MRO verified result of the second urine drug test will be accepted by OPTIONS as the final result and the test of record. OPTIONS will apply this policy provision uniformly for all pre-employment and random urine drug tests reported by the Medical Review Officer to have creatinine levels greater than 5mg/dl but less than 20mg/dl (negative-dilute results). Once notified that a second collection is required, employees must proceed immediately for testing. An employee's failure to report immediately may be deemed as a refusal to submit to testing, which is a violation of the USDOT/FTA testing program. Per OPTIONS authority, violation of the USDOT/FTA testing program will result in termination of employment.

9.06 Refusal to Submit to Urine Drug Testing

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- (1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (2) Failure to remain at the testing site until the testing process is completed (after the process has been started)

- (3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Failure or decline to take an additional drug test the employer or collector has directed you to take
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by OPTIONS.
- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
- (12) When the MRO verifies your drug test result as adulterated or substituted.
Refusing to submit to a USDOT/FTA required test is a violation of the USDOT/FTA testing program. Employees are immediately removed from duty and may be terminated.

10.00 What is the Role of the Medical Review Officer (MRO)?

The role of the Medical Review Officer is to review and verify laboratory confirmed test results obtained through a DOT-covered employer's testing program. When a non-negative drug test result is received, the MRO will communicate with the donor (employee) to determine if a legitimate medical explanation exists. When a legally prescribed medication has produced a non-negative result, the MRO will verify the prescription and report the result as "negative" to OPTIONS. Medical conditions and other information obtained by the MRO during the interview with the donor will be maintained in a confidential manner. However, if the MRO believes that a medication prescribed to the donor may pose a significant safety risk, the MRO will require the donor to contact his/her prescribing physician and request that the physician contact the MRO within 5 business days. The MRO and prescribing physician will consult to determine if the employee's medication use presents a significant safety risk. OPTIONS will be notified by the MRO when the outcome of the consultation results in a determination that the donor's medication use presents a significant safety risk. If the employee's prescribing physician fails to respond, the safety concern will be reported to OPTIONS without consultation. Based on the MRO recommendation, OPTIONS may deem the employee medically disqualified from performing safety-sensitive functions. The MRO assigned to review and verify laboratory drug test results for OPTIONS is: Medical Review Officer with North Oaks Occupational Health.

Medical Review Officer:

Name: North Oaks Occupational Health Services
 Address: 1900 South Morrison Blvd. Hammond, LA 70403
 Telephone: (985) 230-5726 FAX: (985) 230-5683

10.01 Consequence for MRO Verified Positive Drug Test

When OPTIONS is notified of an MRO verified positive drug test, or a test refusal due to adulteration, or substitution, the violating employee will be immediately removed from duty and provided a list of Substance Abuse Professionals. Applicants will be excluded from hire and provided a list of Substance Abuse Professionals. Per OPTIONS authority, violation of the USDOT/FTA testing program will result in termination of employment.

10.02 Split Specimen Testing

As an important employee protection, split specimen collection procedures will be used for all USDOT/FTA urine collections. When an employee challenges an MRO verified result, he/she may request that the split specimen (bottle B) be tested at a different DHHS certified laboratory that conducted the test of the primary specimen (bottle A). Instructions for requesting the split specimen test will be provided by the Medical Review Officer during his/her interview with the donor (employee). In accordance with USDOT rule, OPTIONS will ensure that the fee to process the split specimen test is covered, in order for a timely analysis of the split specimen. OPTIONS may seek reimbursement for the cost of the split specimen test.

10.03 Alcohol Testing

All alcohol screening tests and confirmation tests will be performed in accordance with USDOT rule, 49 CFR Part 40. The procedures that will be used to test for alcohol misuse will protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

When an alcohol-screening test indicates a blood alcohol concentration (BAC) of 0.02 or greater, a confirmation test will be performed using an evidential breath-testing device listed on the USDOT/ODAPC webpage as an "Approved Evidential Breath Measurement Device". The confirmed blood alcohol concentration (BAC) result will be transmitted by the technician to OPTIONS in a confidential manner.

10.04 Consequence for a USDOT/FTA Confirmed Alcohol Violation

An employee who has a confirmed blood alcohol concentration (BAC) of 0.04 or greater has violated the USDOT/FTA testing program and will be removed from duty and provided a list of DOT-qualified Substance Abuse Professionals. ***Per OPTIONS authority, violation of the USDOT/FTA testing program will result in termination of employment.***

10.05 Refusal to Submit to Alcohol Testing

The following actions constitute a refusal to submit to an alcohol test:

- (1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete
- (3) Fail to provide an adequate amount of saliva or breath for any USDOT required alcohol test
- (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (5) Fail to undergo a medical examination or evaluation, as directed by the Agency
- (6) Fail to sign the certification at Step 2 of the ATF
- (7) Fail to cooperate with any part of the testing process.

Refusing to submit to a USDOT/FTA required test is a violation of USDOT/FTA testing program. Employees must be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. Per OPTIONS authority, violation of the USDOT/FTA testing program will result in termination of employment.

11.00 Who Do I See for More Information?

Direct any questions regarding information about this policy or any other aspect of the drug-free and alcohol-free transportation program to:

OPTIONS:

OPTIONS Human Resources Director or to OPTIONS Transportation Director:

Address: 19362 W. Shelton Rd, Hammond, LA 70401

Telephone: (985) 345-6269 FAX: (985) 345-0297

Medical Review Officer:

Name: North Oaks Occupational Health Services
Address: 1900 South Morrison Blvd. Hammond, LA 70403
Telephone: (985) 230-5726 FAX: (985) 230-5683

Substance Abuse Professional

Name: Hammond Addictive Disorders Clinic
Outpatient Treatment Prevention/Education
Address: 835 Pride Dr. Suite B Hammond, LA. 70401
Telephone: 985-543-4070 FAX: (985) 543-4073

Further information may be obtained from the USDOT's Office of Drug and Alcohol Policy and Compliance website: <https://www.transportation.gov/odapc> and the Federal Transit Administration's (FTA) website: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx>

12.00 CONSENT TO OPTIONS SUBSTANCE ABUSE POLICY

The undersigned hereby acknowledges that she/he has received written notice of the OPTIONS Substance Abuse Policy and that he/she has reviewed that policy and agrees to be bound by its terms.

As a condition of continued service with OPTIONS, I understand that I must not use or be involved in illicit or inappropriate drug or alcohol use. I understand that this policy does not apply to medication taken by me as prescribed by a licensed physician.

I understand and agree that I may be required to submit to urinalysis testing for detection of prohibited substances and breath testing for alcohol as outlined in the OPTIONS' testing policy. By my signature below, I agree and consent to the testing outlined in the policy and I understand that my refusal to consent to testing when requested to do so will result in termination of my employment. If I am involved in an accident that results in a fatality or a traffic citation, I will submit to drug and alcohol testing and, if unconscious or unable to consent to the test, my signature below authorizes my supervisor or proper authority to order a drug screen and alcohol test for me. I also understand and agree that I may be tested in accordance with the other procedures outlined in the OPTIONS' policy, including reasonable cause suspicion, random testing, and follow-up/return to duty testing.

My signature below indicates my understanding of the OPTIONS Drug and Alcohol Policy and what is expected of me. My signature also evidences my consent to be tested and my authorization to release to any collection site personnel, medical review officer, breath alcohol technician, laboratory, or OPTIONS representative the information necessary to comply with this policy.

Date: _____

Signature: _____
(Employee)

RESOLUTION

OPTIONS

PREMIER SERVICES FOR PEOPLE WITH DISABILITIES

19362 West Shelton Road, Hammond, LA 70401

Phone: (985) 345-6269 Fax: (985) 345-0297

Web Address: www.Options4u.org

RESOLUTION

Substance Abuse Policies

At the meeting of Board of Directors on August 3, 2020 the following resolution was approved.

BE IT RESOLVED: That the Substance Abuse Policies has been reviewed and updated by OPTIONS management and approved by approved by the Board of Directors. It has been determined that these policies and procedures meets the needs of the organization.

BE IT FURTHER RESOLVED: that the President/Chief Executive Officer is authorized to make minor revisions as needed to these policies. However, any substantive changes that would significantly alter these policies will be brought to the Board on a case-by-case basis.



Patrick Coudrain, Board Chair



Date

Resolution #4A (20-21)