

**SUBMITTED BY:** Rocio Garcia-Pedroza, HR Manager

**MANAGEMENT TEAM REVIEW:** Ana Urquijo, City Manager

**FOCUS AREA:** Other / NA

**ORGANIZATIONAL IMPROVEMENTS:** N/A

**SUBJECT:** City of Douglas **ADMINISTRATIVE POLICY 4.90 DRUG & ALCOHOL POLICY** for **FTA** and **FMCSA** Regulated Positions.

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**EXECUTIVE SUMMARY:**

For Mayor & Council's approval, we are bringing forth the City's FTA & FMCSA Drug & Alcohol Program, which is kept up to date through the City's Administrative Policy 4.90 Drug & Alcohol Policy for FTA and FMCSA Regulated Positions.

**BACKGROUND:**

The City of Douglas has a Drug and Alcohol Policy for all its employees within its rules under Rule III. Section 8. Section P of said policy references the following:

P. FTA & FMCSA regulated positions: (Rev 3/13/15)

All employees whose positions are regulated by the FTA and FMCSA shall comply with the United States Department of Transportation (USDOT) rules for drug and alcohol testing from the FTA and FMCSA. The federal rules, which are set out in 49 CFR parts 40, 382 and 655 as they may be amended from time to time, are adopted by reference as part of this policy, with respect to employees performing safety sensitive functions as defined by federal regulation and this policy. (Rev 3/13/15)

The federal rules require pre-employment, post-accident, reasonable suspicion, random testing and follow up testing for alcohol and drugs through the use of saliva screens and/or breathalyzers and urine samples. Procedures and rules for testing of FTA and FMCSA regulated position are available in the Human Resources Department. (Rev 2008) (Rev 3/13/15)

On July 2014, the city established an Administrative policy as an addendum to the one in the rules specifically for FTA and FMCSA governed positions. This was needed to facilitate the continued updates of all the requirements from ADOT when it came to Transit safety sensitive positions. FTA requires the entity's governing body to formally adopt the policy.

Next time we bring forth amendments to the city's rules and regulations through an Ordinance as required, we will add the following, or something similar, to Section P referenced above to cover all administrative changes needed.

"As requirements for FTA and FMCSA drug and alcohol testing are ever changing, these are being kept up to date through Administrative Policy 4.90, which is updated with the approval of the City Manager."

**DISCUSSION:**

Staff recommend approval.

**FISCAL IMPACT:**

N/A.

**"I MOVE THAT THE MAYOR AND COUNCIL APPROVE THE FTA AND FMCSA DRUG & ALCOHOL PROGRAM, WHICH IS KEPT UP TO DATE THROUGH CITY OF DOUGLAS ADMINISTRATIVE POLICY 4.90, DRUG & ALCOHOL POLICY FOR FTA AND FMCSA REGULATED POSITIONS."**