



Paratransit Services

FTA Drug and Alcohol Policy

Revised December 2024

PARATRANSIT SERVICES FTA DRUG AND ALCOHOL POLICY December 2024

Contents

1.	Purpose of Policy	3
2.	Covered Employees.....	3
3.	Prohibited Behavior	4
4.	Consequences for Violations.....	5
5.	Circumstances for Testing	6
	Pre-Employment Testing	6
	Reasonable Suspicion Testing	6
	Post-Accident Testing	6
	Random Testing	8
	Random Testing – End of Shift	8
6.	Testing Procedures.....	9
	Dilute Urine Specimen	9
	Split Specimen Test	9
7.	Test Refusals.....	9
8.	Voluntary Self-Referral.....	10
9.	Prescription(RX)/Over-The-Counter(OTC) Drug Use.....	11
	Employee Responsibilities	11
	Employer Responsibilities	11
	Medical Review Officer (MRO) / Fitness for Duty Officer (FFDO) Responsibilities	12
	CONSEQUENCES OF POLICY VIOLATION	13
10.	Training.....	13
11.	Contacts	14
12.	Attachement A – Job Titles, Duties Testing Authority	17

I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Paratransit Services' policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All Paratransit Services employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify the General Manager no later than five days after such conviction.

2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4. **This also applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by these procedures while on Paratransit Services premises and will not be permitted to conduct Paratransit Services business if found to be in violation of these procedures.**

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

A volunteer is considered a “covered employee” only for purposes of this policy and is of a categorical nature only if:

- (1) the volunteer is required to have a commercial driver’s license to operate the vehicle; or
- (2) the volunteer performs a safety-sensitive function and receives remuneration in excess of his or her actual expenses incurred

3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. **All covered employees are prohibited from reporting for duty or remaining on duty any time they have used a prohibited drug as defined in CFR Part 40, as amended.**

Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

Use or consumption of any other form of legal or illegal drug in any manner, that may result in impaired cognitive function or carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected, is prohibited while performing safety-sensitive duties, regardless of individual state legalization of use laws.

Alcohol

Under FTA Authority, all covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

Following a BAC of 0.02 or greater, but less than 0.04, the FTA regulations require that the employee be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee’s alcohol concentration being less than 0.02. **Under the authority of Paratransit Services, any employee who receives a confirmed alcohol test result of 0.02 or greater will also be discharged from employment.**

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

The use of beverages containing alcohol or other substances containing alcohol including medication, mouthwash, food, candy, or any other substances containing alcohol in a manner which violates the conduct listed in this policy is prohibited.

Safety-sensitive and non-safety-sensitive employees shall not possess alcohol while on duty or operating a revenue service vehicle.

Paratransit Services is dedicated to assuring fair and equitable application of the Drug and Alcohol Policy. Therefore, supervisors and managers are directed to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor or 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 discharge.

4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs), **and discharged from employment.**

Following a BAC of 0.02 or greater, but less than 0.04, the FTA regulations require that the employee be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02. **Under the authority of Paratransit Services, any employee who receives a confirmed alcohol test result of 0.02 or greater will also be discharged from employment.**

Verified positive drug and confirmed positive alcohol test results will be reported to the state Department of Licensing or Department of Motor Vehicles as required and defined by applicable state laws.

Zero Tolerance

Paratransit Services has a zero tolerance policy for safety-sensitive employees who violate this Drug and Alcohol Policy. Violation of this policy shall result in disciplinary action, up to and including discharge.

Former Employees

Former employees of Paratransit Services are not eligible for re-hire if they have failed or refused any DOT drug and/or alcohol test, including: pre-employment, random, post-accident, or reasonable suspicion testing.

5. Circumstances for Testing

Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take a Pre-employment drug test with verified negative results before they can return to a safety-sensitive function.

If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will not be eligible for hire at any time. The applicant will be referred to a list of USDOT qualified Substance Abuse Professionals.

If an applicant has previously failed or refused any DOT drug and/or alcohol test with a former employer, the conditional offer of employment shall be rescinded with Paratransit Services.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Paratransit Services has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. **The questioned conduct must be documented in writing using the reasonable suspicion documentation form.**

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Employees who are sent for reasonable suspicion testing will be placed on paid administrative leave pending the outcome of the test.

A fitness for duty evaluation and drug and alcohol test may be conducted when there are reasons to believe that drug or alcohol use is adversely affecting job performance.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Paratransit Services using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (3) The vehicle is a rail car, trolley car or bus, or vessel, and is removed from operation, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Paratransit Services using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Covered employees will be tested using the DOT Federal Custody and Control and Alcohol Testing Forms. **Testing of covered employees for accidents that do not meet the DOT definition for post-accident testing must be tested under Paratransit Services' authority using Non-DOT Forensic Drug Testing Custody Control and Non-DOT Alcohol Testing Forms.**

Employee(s) will be placed on paid administrative leave pending the outcome of the Post-Accident test.

Post-accident drug and alcohol tests are conducted as follows:

Alcohol Testing

- 1) Every effort will be made to administer an alcohol test within 2 hours of the accident. If the test is not administered within 2 hours, the reason for the delay must be documented.

- 2) If an alcohol test is not administered within 8 hours following the accident, cease attempts to administer an alcohol test and document the reasons the test was not administered within the 8 hours.
- 3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident, nor does it allow an employer to use the results of an alcohol test done by hospital personnel for treatment of an injury.
- 4) The involved employee must refrain from the consumption of alcohol until the test is completed or for at least eight hours, whichever is shorter.
- 5) Every effort must be made to complete the alcohol test before performing the drug test collection.

Drug Testing

- 1) Every effort shall be made to administer a controlled substances test as soon as possible within 32 hours of an accident.
- 2) If a test is not administered within 32 hours following the accident, cease attempts to administer a controlled substances test and document the reasons the test was not administered within the 32 hours.
- 3) The regulations do not permit a waiver of the employer's obligation to test an employee after an accident.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at www.transportation.gov/odapc/random-testing-rates.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Random Testing – End of Shift

Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. **Employees who provide advance, verifiable notice of scheduled medical or child care commitments will be random drug tested no later than three hours before the end of their shift and**

random alcohol tested no later than 30 minutes before the end of their shift. Verifiable documentation of a previously scheduled medical or child care commitment, for the period immediately following an employee's shift, must be provided at least three (3) hours before the end of the shift.

6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, Paratransit Services will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. The request must be made by the employee to the Medical Review Officer within 72 hours of the notice of the original sample verified test result. All costs of the split specimen test are the responsibility of the employee requesting the test. Paratransit Services guarantees that the split specimen test will be conducted in a timely fashion.

7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Paratransit Services.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or Paratransit Services.
- (7) Fail to undergo a medical evaluation as required by the MRO or Paratransit Services' Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.

- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and provided with contact information for USDOT qualified SAPs.

8. Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the General Manager who will notify the Drug & Alcohol Program Manager (DAPM) and Human Resources. Human Resources will refer the individual to a substance abuse counselor for evaluation and treatment. Human Resources will coordinate with the Employee Assistance Program (EAP) and the EAP will refer the individual to a substance abuse counselor for evaluation and treatment. The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment.

It is the employee's responsibility to seek professional substance abuse assistance before any substance use or dependence affects job performance. It is the employee's responsibility to seek assistance prior to reaching a point where his or her judgment, performance, or behavior has led to imminent disciplinary action. Participation in the EAP after the disciplinary process has begun may not preclude disciplinary action, up to and including termination of employment.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program. Failure to complete a prescribed rehabilitation program may result in termination of employment.

9. Prescription(RX)/Over-The-Counter(OTC) Drug Use

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. This Rx/OTC policy emphasizes the need to balance, not limit, the treatment of employee illness during the performance of safety-sensitive duties while still assuring employee and passenger safety. It is not the intent of this policy to limit employees from obtaining the treatment and medications that they need for their health and well-being, but to ensure that employees are “medically qualified”.

Employee Responsibilities

The employee is responsible for assessing his or her fitness for duty while using an Rx/OTC medication. As such, the employee has the following responsibilities:

- Complete a Report of Lawful Drug Use Form and keep it updated as changes arise (prior to beginning next shift).
- The employee has the responsibility to discuss the potential effects of any Rx/OTC drug with the prescribing physician, including any adverse impact on the safe performance of safety-sensitive job duties.
- The employee is encouraged to consider and/or discuss with the physician alternative treatments that do not have performance altering side effects and that do not compromise the quality or effectiveness of treatment.
- For OTC medications that pose a safety risk, the employee is required to notify a medical provider or licensed pharmacist of the safety-sensitive nature of his or her job duties.
- In the event that any side effects are experienced from the use of a Rx/OTC medication, which have the potential to affect the performance of safety-sensitive job duties, the employee has the responsibility to inform the Paratransit General Manager immediately so that a fitness for duty assessment may be conducted by the MRO.
- The employee must refrain from performing any safety-sensitive function any time their ability to safely perform their job duties is adversely impacted by the use of a Rx/OTC medication. The use or abuse of medications that impacts employee’s ability to perform their safety sensitive duties are strictly prohibited. Examples of prohibited behavior include:
 - The use of any Rx/OTC medication that adversely impacts the employee's ability to safely perform his/her safety-sensitive job functions.
 - Not taking medications for medical conditions that could affect the performance of safety sensitive duties.
 - Use of a medication that is not prescribed for the employee.
 - Use of medication that exceeds the prescribed dosage.

Employer Responsibilities

Paratransit Services is responsible for enforcing this Rx/OTC Medication Policy and ensuring that all safety-sensitive employees are “fit for duty.” As such, Paratransit Services will:

- Maintain the confidentiality of all information received from employees regarding

Rx/OTC medication use.

- **Order a review by a Medical Review Officer (MRO) on all Rx/OTC medications listed on the employee's Report of Lawful Drug Use Form that pose a safety concern.**
- **Order a medical review by an (MRO) if the same Rx medication is being prescribed by multiple physicians.**
- **If it is determined that an employee is medically disqualified from all work or certain job duties, the MRO will notify the employee and DAPM.**
- **The DAPM will notify the supervisor if the MRO has determined the employee is disqualified from performing safety-sensitive duties.**
- **The supervisor will not be provided any further information unless the employee requests in writing that his or her supervisor be so informed.**
- **Fitness for Duty assessments will be conducted for all safety-sensitive employees or applicants for safety sensitive positions in the following circumstances:**
 - **Safety Concerns; and**
 - **In special circumstances, as may be required.**
- **A fit for duty exam and/or CDL physical exam will be required for verified negative results that include safety concerns for valid prescriptions or medically disqualifying conditions for safety-sensitive duties. The exam must be conducted by a qualified physician.**

Medical Review Officer (MRO) / Fitness for Duty Officer (FFDO) Responsibilities

The MRO will:

- **Review all medical information forms and make determinations of any safety concerns.**
- **Consult with the prescribing physician, as necessary.**
- **Refer the employee for a fitness for duty exam if Paratransit Services' Medical Review Officer (MRO) finds a safety concern, either through the review of the Report of Lawful Drug Use Form or through Paratransit Services' drug testing procedures.**
- **Issue fitness for duty determinations and document all determinations in writing.**
- **The MRO/FFDO will make the determination as to whether the employee's use of the medication could impair the employee's performance or jeopardizes the safety of the employee, his/her co-workers and/or the public.**
- **If MRO/FFDO determines that the employee's use of the medication could impair the employee's performance or jeopardizes the safety of the employee, his/her co-workers and/or the public, the MRO/FFDO will advise the employee of any job-related restrictions while taking the medication. These restrictions can include a restrictive time frame prior to reporting for work while using the medication, a restriction against performing safety sensitive job duties and/or medical disqualification from their safety sensitive position during the use of the medication. If it is determined that an employee is medically disqualified from all work or certain job duties the clinic will notify the employee and the DAPM.**
- **The DAPM will notify the supervisor if the MRO/FFDO has determined the employee is disqualified from driving commercially. The supervisor will not be provided any further information unless the employee requests in writing that his or her supervisor be so informed.**

MRO RELEASE OF INFORMATION CONCERNING A DETERMINATION OF “MEDICALLY UNQUALIFIED” OR “SIGNIFICANT SAFETY-RISK”

When a covered employee is taking a prescribed medication, after verifying the prescription the MRO will immediately notify the employer of a verified negative result.

Specifically, in cases where an MRO verifies a prescription is consistent with the Controlled Substances Act, but that the MRO has still made a determination that the prescription may disqualify the employee under other USDOT medical qualification requirements, or that the prescription poses a significant safety-risk, the MRO must advise the employee that they will have five (5) business days from the date the MRO reports the verified negative result to the employer for the employee to have their prescribing physician contact the MRO. The prescribing physician will need to contact the MRO to assist the MRO in determining if the medication can be changed to one that does not make the employee medically unqualified or does not pose a significant safety risk. If in the MRO’s reasonable medical judgment, a medical qualification issue or a significant safety risk still remains after the MRO communicates with the employee’s prescribing physician, or after five (5) business days, whichever is shorter, the MRO must communicate this issue to the employer consistent with 49 CFR Part 40.327.

CONSEQUENCES OF POLICY VIOLATION

An employee who fails to report a Rx who performs safety-sensitive functions will be subject to Paratransit Services’ corrective actions.

10. Training

Education: The education component shall include display and distribution to every covered employee of: informational material and a community service hot-line telephone number for employee assistance, if available.

Training: Covered employees. Covered employees must receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use. **Training will also provide additional information concerning the effects of alcohol misuse on the individual’s health, work, and personal life, as well as signs and symptoms of an alcohol problem.**

Supervisors: Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

The Employer's policy and procedures and informational materials provided to covered employees will also be made available to representatives of employee organizations when requested.

II. Contacts

For questions about Paratransit Services' anti-drug and alcohol misuse program, contact the DRUG AND ALCOHOL PROGRAM MANAGER (DAPM):

Position Title: DAPM Phone: (800) 933-3468 Secure FAX: (253) 322-2800
Email: DAPM@paratransit.net

THIRD-PARTY ADMINISTRATOR

Name: National Toxicology Specialists, Inc. Phone: (615) 353-1888
Fax: (615) 356-1890

MEDICAL REVIEW OFFICER (MRO)

Medical review of drug test results will be provided by below listed MROs with National Toxicology Specialists, Inc.

Name: Greg Elam, M.D. Phone: (615)-620-5903
William Stewart, M.D. Phone: (615)-649-7936

DHHS CERTIFIED LABORATORY

Certified laboratory testing will be provided by the below listed laboratory under contract with National Toxicology Specialists, Inc.

Quest Diagnostics 8401 Fallbrook Avenue, Level 2 West Hills, CA 91304 1-800-877-7484	Laboratory for Split Sample Testing:
Quest Diagnostics 10101 Renner Blvd Lenexa, KS 66219 1-800-877-7484	Alere Toxicology Services 1111 Newton Street Gretna, LA 70053 1-800-433-3823

SUBSTANCE ABUSE PROFESSIONALS (SAP)

First Choice Health Employee Assistance Program, Phone: (800) 777-4114

<http://www.saplist.com> will be used to find local Substance Abuse Professionals

THIS PAGE INTENTIONALLY LEFT BLANK

APPROVAL OF DRUG AND ALCOHOL POLICY

December 2024

Approved by:

<u>Original signed</u>	<u>10/24/24</u>
David W. Baker President/CEO	Date

12. Attachment A – Job Titles, Duties Testing Authority

Job Title	Duties	Authority**
Accounting Clerk	Financial duties	Company
Administrative Asst	Assists with various clerical duties	Company
Billing Specialist	Assists with billing and various duties	Company
Brokerage Assistant	Assist Brokerage Supervisors with various duties	Company
Brokerage Supervisor	Supervises brokerage employees	Company
Bus Pass Coordinator	Coordinates monthly bus pass program	Company
Business Dev Manager	Locates new business opportunities, prepares proposals	Company
Contract Admin Asst.	Assists Contract Administrator with adherence to contract details	Company
Contract Administrator	Administers all contracts for adherence to details, etc.	Company
Controller & Director of Finance	Oversees Finance and Accounting in the company, all sites	Company
Corporate Trainer	Provides training support to all sites	Company
Customer Service Rep	Works with clients to schedule trips via telephone and computer	Company
Director of Info/Tech	Manages computer system for entire company, all sites	Company
Director of Safety/Training/Ops	Oversees Safety, Training, Operations in the company, all sites	Company
Dispatcher	Coordinates trips for Drivers, assist drivers via radio	FTA
Driver	Drives various vehicles for public and special needs transportation	FTA
Drug & Alcohol Program Mngr	Administers the drug and alcohol program for the company, all sites	Company
EVP/CFO	Strategic and operational direction of Company	Company
Exec VP/COO	Strategic and operational direction of Company	Company
Executive Assistant	Assist's executive team with scheduling, typing, travel, etc	Company
Facilities and Risk Mngr	Manages facilities with regard to safety, maintenance etc	Company
Facilities Maint. Specialist	Responsible for facilities maintenance and safety	Company
Financial Analyst	Financial and accounting duties	Company
Finance Manager	Manages Finance Dept	Company
General Manager	Manages employees and operations at assigned location	FTA
HR/Payroll Assistant	Assists HR Manager with various employment related issues	Company
Human Resources Director	Manages HR & PR departments	Company
DAPM/FMLA Administrator	Manages D&A Program and administers FMLA requests	Company
Insurance and Risk Manager	Manages insurance and risk program	Company
IT/Operations Analysis Support	Support s computer technology requirements	Company
Lead Mechanic	Performs preventive maintenance on vehicles, maintains vehicles to standards	FTA
Maint/Ops Manager	Manages maintenance programs at various sites	FTA
Mechanic	Performs preventive maintenance on vehicles, maintains vehicles to standards	FTA
Network Analyst	Supports computer and technology requirements	Company
Office Assistant/Dispatcher	Assists with various clerical duties and dispatching	FTA
Office Manager	Manages clerical positions within office	Company
Operations Assistant	Supports General Manager in managing personnel and operations	FTA
Operations Supervisor	Supports General Manager in managing personnel and operations	FTA
Payroll/ HR Manager	Manages the HR/Payroll department for company	Company
President	Strategic and operational direction of Company	Company
Regional Manager	Manages General Managers at various sites	Company
Regional Maintenance Manager	Manages regional maintenance departments	FTA
Risk Specialist	Administers Risk Dept duties	Company
Road Supervisor	Manages Drivers	FTA
Service Quality Specialist	Ensures service quality	Company
Site Safety/Training Supervisor	Provides site training support	FTA
Sr. Accountant	Accounting duties	Company
Temporary General Manager	Temporarily manages employees and operations at assigned location	FTA
Training Manager	Manages training functions, provides site training support	Company
Transportation Specialist	Coordinates transportation services	Company
Vehicle Maintenance Supervisor	Supervises and performs bus and vehicle maintenance	FTA
Vehicle Washer	Upkeep and cleaning of buses and other vehicles	FTA

THIS PAGE INTENTIONALLY LEFT BLANK

DOT 'Recreational' Marijuana Notice

DOT OFFICE OF DRUG AND ALCOHOL POLICY AND COMPLIANCE NOTICE

DOT Bulletin Dated 12/03/2012 10:53 AM EST

Recently, some states passed initiatives to permit use of marijuana for so-called "recreational" purposes.

We have had several inquiries about whether these state initiatives will have an impact upon the Department of Transportation's longstanding regulation about the use of marijuana by safety-sensitive transportation employees – pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains, and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the state initiatives will have no bearing on the Department of Transportation's regulated drug testing program. The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40 – does not authorize the use of Schedule I drugs, including marijuana, for any reason.

Therefore, Medical Review Officers (MROs) will not verify a drug test as negative based upon learning that the employee used "recreational marijuana" when states have passed "recreational marijuana" initiatives.

We also firmly reiterate that an MRO will not verify a drug test negative based upon information that a physician recommended that the employee use "medical marijuana" when states have passed "medical marijuana" initiatives.

It is important to note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation's drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possibly be.

Jim L. Swart
Director
Office of the Secretary of Transportation
Office of Drug and Alcohol Policy and Compliance
Department of Transportation
12/03/2012

I have read and understand the DOT 'Recreational' Marijuana Notice.

EMPLOYEE'S SIGNATURE

EMPLOYEE'S NAME (PRINTED)

DATE: _____

DOT “Medical Marijuana” Notice

DOT Office of Drug and Alcohol Policy and Compliance Notice

Recently, the Department of Justice (DOJ) [issued guidelines for Federal prosecutors in states](http://www.justice.gov/opa/documents/medical-marijuana.pdf) that have enacted laws authorizing the use of “medical marijuana.” <http://www.justice.gov/opa/documents/medical-marijuana.pdf>

We have had several inquiries about whether the DOJ advice to Federal prosecutors regarding pursuing criminal cases will have an impact upon the Department of Transportation’s longstanding regulation about the use of marijuana by safety-sensitive transportation employees – pilots, school bus drivers, truck drivers, train engineers, subway operators, aircraft maintenance personnel, transit fire-armed security personnel, ship captains, and pipeline emergency response personnel, among others.

We want to make it perfectly clear that the DOJ guidelines will have no bearing on the Department of Transportation’s regulated drug testing program. We will not change our regulated drug testing program based upon these guidelines to Federal prosecutors.

The Department of Transportation’s Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize “medical marijuana” under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

That section states:

§ 40.151 What are MROs prohibited from doing as part of the verification process?

As an MRO, you are prohibited from doing the following as part of the verification process:

(e) You must not verify a test negative based on information that a physician recommended that the employee use a drug listed in Schedule I of the Controlled Substances Act. (e.g., under a state law that purports to authorize such recommendations, such as the “medical marijuana” laws that some states have adopted.)

Therefore, Medical Review Officers will **not** verify a drug test as negative based upon information that a physician recommended that the employee use “medical marijuana.” Please note that marijuana remains a drug listed in Schedule I of the Controlled Substances Act. It remains unacceptable for any safety-sensitive employee subject to drug testing under the Department of Transportation’s drug testing regulations to use marijuana.

We want to assure the traveling public that our transportation system is the safest it can possibly be.

Jim L. Swart
Director
Office of the Secretary of Transportation
Office of Drug and Alcohol
Policy and Compliance
Department of Transportation
October 22, 2009

I have read and understand the DOT 'Medical' Marijuana Notice.

EMPLOYEE’S SIGNATURE

EMPLOYEE’S NAME (PRINTED)

DATE: _____

CONFIRMATION OF RECEIPT / ACKNOWLEDGEMENT FORM

Paratransit Services
FTA Drug & Alcohol Policy
Revised December 2024

I have received a legible copy of Paratransit Services' FTA Drug & Alcohol Policy. I understand that my employment is conditioned upon full adherence to this policy.

I acknowledge that Paratransit Services has zero tolerance for violations listed in this policy, including but not limited to the use of marijuana. I understand and acknowledge that the Department of Transportation's Procedures for Transportation Workplace Drug and Alcohol Testing Programs - 49 CFR part 40 - does not authorize the use of schedule 1 drugs, including marijuana, for any reason.

Per Paratransit Services' authority, violation of this substance abuse policy is subject to termination of employment and/or exclusion from hire.

Employee Signature

Date

Employee Name (print)

Company (Contractor)

Please sign and return the completed acknowledgement form to your supervisor.

THIS PAGE INTENTIONALLY LEFT BLANK