



TOWN OF TRUCKEE  
DRUG AND ALCOHOL POLICY  
FOR  
TAHOE TRUCKEE AREA REGIONAL TRANSIT



Adopted by the Truckee Town Council March 22, 2016  
Revised May 22, 2018  
Revised November 12, 2024

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**DRUG AND ALCOHOL TESTING POLICY**  
**TOWN OF TRUCKEE/TAHOE TRUCKEE AREA REGIONAL TRANSIT**  
**Adopted as of March 22, 2016**  
**Revised May 22, 2018**  
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**A. PURPOSE**

- 1) The Town of Truckee/Tahoe Truckee Area Regional Transit provides public transit and paratransit services for the residents of Truckee, California. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, Town of Truckee/Tahoe Truckee Area Regional Transit declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.
- 2) Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates drug testing and breath alcohol testing for safety-sensitive positions, and prohibits performance of safety-sensitive functions when there is a positive test result or test refusal. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of specimens for drug and alcohol testing.
- 3) Any provisions set forth in this policy that are included under the sole authority of Town of Truckee/Tahoe Truckee Area Regional Transit and are not provided under the authority of the above named Federal regulations are underlined. Tests conducted under the sole authority of Town of Truckee/Tahoe Truckee Area Regional Transit will be performed on non-USDOT forms and will be separate from USDOT testing in all respects.

**B. APPLICABILITY**

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing safety sensitive duties. Town of Truckee/Tahoe Truckee Area Regional Transit employees that do not perform safety-sensitive functions are also covered under this policy under the sole authority of Town of Truckee/Tahoe Truckee Area Regional Transit. See Attachment A for a list of employees and the authority under which they are included.

A safety-sensitive function is operation of public transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any transit employee who operates a vehicle that requires a Commercial Drivers License to operate. Maintenance functions include the repair, overhaul, and rebuild of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions who perform one or more of the above-mentioned duties is provided in Attachment A. Supervisors are only safety sensitive if they perform one of the above functions. Volunteers are considered safety sensitive and subject to testing if they are required to hold a CDL, or receive remuneration for service in excess of actual expense.

### **C. DEFINITIONS**

*Accident:* An occurrence associated with the operation of a vehicle even when not in revenue service, if as a result:

- a. An individual dies;
- b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- c. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Adulterated Specimen:* A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

*Alcohol:* The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

*Alcohol Concentration:* Expressed in terms of grams of alcohol per 210 liters of breath as indicated by a breath test under 49 CFR Part 40.

*Aliquot:* A fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

*Canceled Test:* A drug or alcohol test that has a problem identified that cannot be or

has not been corrected, or which is cancelled. A canceled test is neither positive nor negative.

*Confirmatory Drug Test:* A second analytical procedure performed on a different aliquot of the original specimen to identify and quantify the presence of a specific drug or metabolite.

*Confirmatory Validity Test:* A second test performed on a different aliquot of the original urine specimen to further support a validity test result.

*Covered Employee Under FTA Authority:* An employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function (See Attachment A for a list of covered employees).

*Covered Employee Under Company Authority:* An employee, applicant, or transferee that will not perform a safety-sensitive function as defined by FTA but is included under the company's own authority. (See Attachment A).

*Designated Employer Representative (DER):* An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

*DOT, the Department,(DOT Agency):* These terms encompass all DOT agencies, including, but not limited to, the Federal Aviation Administration (FAA), the Federal Railroad Administration (FRA), the Federal Motor Carrier Safety Administration (FMCSA), the Federal Transit Administration (FTA), the National Highway Traffic Safety Administration (NHTSA), the Pipeline and Hazardous Materials Safety Administration (PHMSA), and the Office of the Secretary (OST). For purposes of 49 CFR Part 40, the United States Coast Guard (USCG), in the Department of Homeland Security, is considered to be a DOT agency for drug testing purposes. These terms include any designee of a DOT agency

*Dilute Specimen:* A urine specimen with creatinine and specific gravity values that are lower than expected for human urine.

*Disabling Damage:* Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperative.

*Evidentiary Breath Testing Device (EBT):* A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.

*Initial Drug Test: (Screening Drug Test)* The test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

*Initial Specimen Validity Test:* The first test used to determine if a specimen is adulterated, diluted, substituted, or invalid

*Invalid Result:* The result reported by an Department of Health & Human Services (HHS)-certified laboratory in accordance with the criteria established by the HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted results cannot be established for a specific drug or specimen validity test.

*Laboratory:* Any U.S. laboratory certified by HHS under the National Laboratory Certification program as meeting standards of Subpart C of the HHS Mandatory Guidelines for Federal Workplace Drug Testing Programs; or, in the case of foreign laboratories, a laboratory approved for participation by DOT under this part.

*Limit of Detection (LOD):* The lowest concentration at which a measurand can be identified, but (for quantitative assays) the concentration cannot be accurately calculated.

*Limit of Quantitation:* For quantitative assays, the lowest concentration at which the identity and concentration of the measurand can be accurately established.

*Medical Review Officer (MRO):* A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the 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/her medical history, and any other relevant bio- medical information.

*Negative Dilute:* A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine.

*Negative Result:* The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen.

*Non-Negative Test Result:* A specimen that is reported as adulterated, substituted, invalid, or positive for drug/drug metabolites.

*Oxidizing Adulterant:* A substance that acts alone or in combination with other substances to oxidize drugs or drug metabolites to prevent the detection of the drug or metabolites, or affects the reagents in either the initial or confirmatory drug test.

*Performing (a safety-sensitive function):* A covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

*Positive Result:* The result reported by an HHS- Certified laboratory when a specimen contains a drug or drug metabolite equal or greater to the cutoff concentrations.

*Prohibited Drug:* Identified as marijuana, cocaine, opioids, amphetamines (including ecstasy), or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

*Reconfirmed:* The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen.

*Rejected for Testing:* The result reported by an HHS- Certified laboratory when no tests are performed for a specimen because of a fatal flaw or a correctable flaw that has not been corrected.

*Revenue Service Vehicles:* All transit vehicles that are used for passenger transportation service.

*Safety-Sensitive Functions:* Employee duties identified as:

- (1) The operation of a transit revenue service vehicle even when the vehicle is not in revenue service.
- (2) The operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL).
- (3) Maintaining a revenue service vehicle or equipment used in revenue service.
- (4) Controlling the movement of a revenue service vehicle and
- (5) Carrying a firearm for security purposes.

*Split Specimen:* In drug testing, the specimen that is sent to a first laboratory and stored with its original seal intact, and which is transported to a second laboratory for retesting at the employee's request following MRO verification of the primary specimen as positive, adulterated or substituted.

*Split Specimen Collection:* A collection in which the specimen collected is divided into two separate bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

*Substance Abuse Professional (SAP):* A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience



in the diagnosis and treatment of drug and alcohol related disorders.

*Substituted Specimen:* An employee's specimen not consistent with a normal human specimen, as determined by HHS (e.g., a urine specimen, with creatinine and specific gravity values that are so diminished, or so divergent that they are not consistent with normal human urine).

*Test Refusal:* The following are considered a refusal to test if the employee:

- (1) Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer
- (2) Fails 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) Fails to provide a specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. 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 collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen
- (5) Fails to provide a sufficient amount of specimen for a drug or alcohol test when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Fails or declines to take a second test the employer or collector has directed you to take
- (7) Fails to undergo a medical examination or evaluation, as directed by the MRO or as directed by the DER
- (8) Fails to cooperate with any part of the testing process
- (9) If the MRO reports that there is verified adulterated or substituted test result
- (10) Failure or refusal to sign Step 2 of the alcohol testing form
- (11) Failure to follow the observer's instructions during an observed collection including 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.
- (12) Possess or wear a prosthetic or other device that could be used to interfere with the collection process
- (13) Admit to the collector or MRO that you adulterated or substituted the specimen.
- (14) Fail to remain readily available following an accident.

*Vehicle:* A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transit vehicle is a vehicle used for public transportation or for ancillary services.

*Verified Negative Test:* A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).



*Verified Positive Test:* A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

*Validity Testing:* The evaluation of the specimen to determine if it is consistent with normal human urine or oral fluid. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the specimen, if the specimen was diluted, or if the specimen was substituted.

#### **D. EDUCATION AND TRAINING**

- 1) Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.
- 2) All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **E. PROHIBITED SUBSTANCES**

- 1) Prohibited substances addressed by this policy include the following.
  - a. Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines opioids phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy

Federal Transit Administration drug testing regulations (49 CFR Part 655)

- require that all employees covered under FTA Authority be tested for marijuana, cocaine, amphetamines, opioids and phencyclidine as described in Section H of this policy. Employees covered under company authority will also be tested for these same substances. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.
- b. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a Town of Truckee/Tahoe Truckee Area Regional Transit supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.
  - c. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. A random or reasonable suspicion alcohol test can only be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under Town of Truckee/Tahoe Truckee Area Regional Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.

## **F. PROHIBITED CONDUCT**

- 1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
- 2) Each covered employee is 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. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline for not fulfilling his/her on-call responsibilities.
- 3) The Transit Department shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol
- 4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
  - a. An employee with a breath alcohol concentration which measures 0.02-0.039 is not considered to have violated the USDOT-FTA drug and alcohol

regulations, provided the employee hasn't consumed the alcohol within four (4) hours of performing a safety-sensitive duty. However, if a safety-sensitive employee has a breath alcohol concentration of 0.02- 0.039, USDOT-FTA regulations require the employee to be removed from the performance of safety-sensitive duties until:

- i. The employee's alcohol concentration measures less than 0.02; or
  - ii. The start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.
- 5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
  - 6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
  - 7) Town of Truckee/Tahoe Truckee Area Regional Transit under its own authority also prohibits the consumption of alcohol all times employee is on duty, or anytime the employee is in uniform.
  - 8) Consistent with the Drug-free Workplace Act of 1988, all Town of Truckee/Tahoe Truckee Area Regional Transit employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the work place including transit system premises and transit vehicles.
  - 9) 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.

#### **G. DRUG STATUTE CONVICTION**

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the Town of Truckee/Tahoe Truckee Area Regional Transit management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q of this policy.

#### **H. TESTING REQUIREMENTS**

- 1) Drug testing and breath testing for alcohol will be conducted using the testing methodologies and thresholds defined in 49CFR part 40 as amended. All employees covered under FTA authority shall be subject to testing prior to performing safety-sensitive duty, for reasonable suspicion, following an accident,

and random as defined in Section K, L, M, and N of this policy, and return to duty/follow-up.

- 2) A drug test can be performed any time a covered employee is on duty. A reasonable suspicion and random alcohol test can only be performed just before, during, or after the performance of a safety-sensitive job function. Under Town of Truckee/Tahoe Truckee Area Regional Transit authority, a non-DOT alcohol test can be performed any time an employee is on duty.
- 3) All employees will be subject to drug testing and breath alcohol testing as a condition of ongoing employment with Town of Truckee/Tahoe Truckee Area Regional Transit. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q of this policy.

## **I. DRUG TESTING PROCEDURES**

- 1) Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.
- 2) The drugs that will be tested for include marijuana, cocaine, opioids amphetamines and phencyclidine. After the identity of the donor is checked using picture identification, a urine and/or fluid specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.
- 3) The test results from the HHS certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result.

The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the Town of Truckee/Tahoe Truckee Area Regional Transit Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative.

- 4) If the test is invalid without a medical explanation, a retest will be conducted under direct observation. Employees do not have access to a test of their split specimen following an invalid result.
- 5) Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. Town of Truckee/Tahoe Truckee Area Regional Transit will ensure that the cost for the split specimen are covered in order for a timely analysis of the sample, however Town of Truckee/Tahoe Truckee Area Regional Transit will seek reimbursement for the split sample test from the employee.
- 6) If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled.
- 7) The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year. If the primary is positive, the primary and the split will be retained for longer than one year for testing if so requested by the employee through the Medical Review Officer, or by the employer, by the MRO, or by the relevant DOT agency.
- 8) Observed Collections
  - a. Consistent with 49 CFR part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:
    - a. The laboratory reports to the MRO that a specimen is invalid, and the MRO

reports to Town of Truckee/Tahoe Truckee Area Regional Transit that there was not an adequate medical explanation for the result;

- b. The MRO reports to Town of Truckee/Tahoe Truckee Area Regional Transit that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed;
- c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation (see §40.197(b)(1)).
- d. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- e. The temperature on the original specimen was out of range;
- f. Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with
- g. All follow-up-tests; or
- h. All return-to-duty tests

## **J. ALCOHOL TESTING PROCEDURES**

- 1) Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). . A list of approved EBTs can be found on ODAPC's Web page for "Approved Evidential Breath Measurement Devices". Alcohol screening tests may be performed using a non-evidential testing device (alcohol screening device (ASD)) which is also approved by NHTSA. A list of approved ASDs can be found on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids". If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted no sooner than fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol



testing procedures and validity of the test result.

- 2) An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Section Q of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.
- 3) Town of Truckee/Tahoe Truckee Area Regional Transit affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a cancelled test.
- 4) The alcohol testing form (ATF) required by 49 CFR Part 40 as amended, shall be used for all FTA required testing. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

#### **K. PRE-EMPLOYMENT TESTING**

- 1) All applicants for covered transit positions shall undergo drug testing prior to performance of a safety-sensitive function.
  - a. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant will not be allowed to perform safety-sensitive functions unless the applicant takes a drug test with verified negative results.
  - b. An employee shall not be placed, transferred or promoted into a position covered under FTA or company authority until the employee takes a drug test with verified negative results.
  - c. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded and the applicant will be referred to a list of USDOT qualified SAPs. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Before being considered for future employment the applicant must provide the employer proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
  - d. When an employee being placed, transferred, or promoted from a non-covered position to a position covered under FTA or company authority



submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section Q herein.

- e. If a pre-employment test is canceled, Town of Truckee/Tahoe Truckee Area Regional Transit will require the applicant to take and pass another pre-employment drug test.
- f. In instances where a FTA covered employee does not perform a safety-
- g. sensitive function for a period of 90 consecutive days or more regardless of reason, and during that period is not in the random testing pool the employee will be required to take a pre-employment drug test under 49 CFR Part 655 and have negative test results prior to the conduct of safety-sensitive job functions.
- h. Following a negative dilute the employee will be required to undergo another test. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.
- i. Applicants are required (even if ultimately not hired) to provide Town of Truckee/Tahoe Truckee Area Regional Transit with signed written releases requesting USDOT drug and alcohol records from all previous, DOT-covered, employers that the applicant has worked for within the last two years. Failure to do so will result in the employment offer being rescinded. Town of Truckee/Tahoe Truckee Area Regional Transit is required to ask all applicants (even if ultimately not hired) if they have tested positive or refused to test on a pre-employment test for a DOT covered employer within the last two years. If the applicant has tested positive or refused to test on a pre-employment test for a DOT covered employer, the applicant must provide Town of Truckee/Tahoe Truckee Area Regional Transit proof of having successfully completed a referral, evaluation and treatment plan as described in section 655.62 of subpart G.

#### **L. REASONABLE SUSPICION TESTING**

- 1) All Town of Truckee/Tahoe Truckee Area Regional Transit FTA covered employees will be subject to a reasonable suspicion drug and/or alcohol test when the employer has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by one or more supervisors who are trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance

abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under Town of Truckee/Tahoe Truckee Area Regional Transit's authority, a non-DOT reasonable suspicion alcohol test may be performed any time the covered employee is on duty. A reasonable suspicion drug test can be performed any time the covered employee is on duty. All employees covered under the sole authority of Town of Truckee/Tahoe

Truckee Area Regional Transit will also be subject to non-USDOT reasonable suspicion testing procedures modeled off the provisions in 49 CFR Part 40.

- 2) Town of Truckee/Tahoe Truckee Area Regional Transit shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on paid administrative leave pending disciplinary action described in Section Q of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on paid administrative leave pending disciplinary action as specified in Section Q of this policy.
- 3) A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation. This written record shall be submitted to the Town of Truckee/Tahoe Truckee Area Regional Transit.
- 4) When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the employee shall be referred for assessment and treatment consistent with Section Q of this policy. Town of Truckee/Tahoe Truckee Area Regional Transit shall place the employee on paid administrative leave in accordance with the provisions set forth under Section Q of this policy. Testing in this circumstance would be performed under the direct authority of the Town of Truckee/Tahoe Truckee Area Regional Transit. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Section Q.

## **M. POST-ACCIDENT TESTING**

- 1) FATAL ACCIDENTS – A covered employee under FTA authority will be required to undergo drug and alcohol breath testing if they are involved in an accident with a transit vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are

operating the vehicle at the time of the accident and any other whose performance could have contributed to the accident, as determined by the employer using the best information available at the time of the decision

- 2) NON-FATAL ACCIDENTS – A post-accident test of the employee operating the public transportation vehicle will be conducted if an accident occurs and at least one of the following conditions is met:
  - i. The accident results in injuries requiring immediate transportation to a medical treatment facility away from the scene; and the covered employee may have contributed to the accident;
  - ii. or one or more vehicles incurs disabling damage as a result of the occurrence and must be transported away from the scene, and the covered employee may have contributed to the accident.,
- a. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
- b. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable, but no longer than eight (8) hours of the accident for alcohol, and no longer than 32 hours for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
- c. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.
- d. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
- e. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an 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.
- f. In the rare event that Town of Truckee/Tahoe Truckee Area Regional Transit is

unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), Town of Truckee/Tahoe Truckee Area Regional Transit may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

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

#### **N. RANDOM TESTING**

- 1) All covered employees will be subjected to random, unannounced testing. Employees covered under FTA authority will be selected from a pool of DOT-covered safety-sensitive employees. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of employees.
- 2) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year, day of the week and hours of the day.
- 3) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates set each year by the FTA administrator. The current year testing rates can be viewed online at <https://www.transportation.gov/odapc/random-testing-rates>.
- 4) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection.
- 5) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of non-safety-sensitive employees that are included solely under Town of Truckee/Tahoe Truckee Area Regional Transit authority.
- 6) Random tests can be conducted at any time during an employee's shift for drug testing. Alcohol random tests can only be performed just before, during, or just after the performance of a safety sensitive duty. However, under Town of Truckee/Tahoe Truckee Area Regional Transit's authority, a non-DOT random alcohol test may be performed any time the employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- 7) Employees are required to proceed immediately to the collection site upon

notification of their random selection.

#### **O. RETURN-TO-DUTY TESTING**

All covered employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional before returning to work. For an initial positive drug test a Return-to-Duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return- to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undo concerns for public safety.

#### **P. FOLLOW-UP TESTING**

Covered employees that have returned to duty following a positive or refused test will be required to undergo frequent, unannounced drug and/or alcohol testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

In the instance of a self-referral or a management referral, the employee will be subject to non-USDOT follow-up tests and follow-up testing plans modeled using the process described in 49 CFR Part 40. However, all non-USDOT follow-up tests and all paperwork associated with an employee's return-to-work agreement that was not precipitated by a positive test result (or refusal to test) does not constitute a violation of the Federal regulations will be conducted under company authority and will be performed using non-DOT testing forms.

#### **Q. RESULT OF DRUG/ALCOHOL TEST**

- 1) Any covered employee that has a verified positive drug or alcohol test, or test refusal, will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a list of Substance Abuse Professionals (SAPs) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP and the employer.
- 2) Following a negative dilute the employee will be required to undergo another test.

Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

- 3) Refusal to submit to a drug/alcohol test shall be considered equivalent to a positive test result and a direct act of insubordination and shall result in termination and referral to a list of USDOT qualified SAPs. A test refusal includes the following circumstances:
  - a. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
  - b. Fails 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.
  - c. Fails to provide a specimen for any drug or alcohol test required by Part 40 or DOT agency regulations. 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.
  - d. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of your provision of a specimen.
  - e. Fails to provide a sufficient amount of specimen for a drug or alcohol test when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
  - f. Fails or declines to take a second test the employer or collector has directed you to take.
  - g. Fails to undergo a medical examination or evaluation, as directed by the MRO or as directed by the DER
  - h. Fails to cooperate with any part of the testing process
    - i. If the MRO reports that there is verified adulterated or substituted test result.
    - j. Failure or refusal to sign Step 2 of the alcohol testing form.
  - k. Failure to follow the observer's instructions during an observed collection including 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.
  - l. Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
  - m. Admit to the collector or MRO that you adulterated or substituted the specimen.
  - n. Fails to remain readily available following an accident.
- 4) For the first instance of a verified positive test from a sample submitted as the result of a random, drug/alcohol test,, disciplinary action against the employee shall include:
  - a. Mandatory referral to Substance Abuse Professional for assessment,



- formulation of a treatment plan, and execution of a return to duty agreement.
- b. Failure to execute, or remain compliant with the return-to-duty agreement shall result in termination from Town of Truckee/Tahoe Truckee Area Regional Transit employment.
    - i. Compliance with the return-to-duty agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.
  - d. A periodic unannounced follow-up drug/alcohol test which results in a verified positive shall result in termination from Town of Truckee/Tahoe Truckee Area Regional Transit employment.
- 5) The first instance of a verified positive post-accident or reasonable suspicion drug and/or alcohol test shall result in termination.
  - 6) The second instance of a verified positive drug or alcohol ( $\geq 0.04$  BAC) test result for any category of testing shall result in termination from Town of Truckee/Tahoe Truckee Area Regional Transit employment.
  - 7) An alcohol test result of  $\geq 0.02$  to  $\leq 0.039$  BAC shall result in the removal of the employee from duty for eight hours or the remainder of the work day whichever is longer. The employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to a NON-DOT alcohol test with a result of less than 0.02 BAC.
  - 8) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the employee has successfully completed the required treatment program and has been released to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.
  - 9) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:
    - a. Mandatory referral for an assessment by an employer approved counseling professional, formulation of a treatment plan, and execution of a return to work



agreement.

- b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from Town of Truckee/Tahoe Truckee Area Regional Transit \_employment.
    - i. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; the employee is cooperating with his/her recommended treatment program; and, the employee has agreed to periodic unannounced follow-up testing as described in Section P of this policy; however, all follow-up testing performed as part of a return-to-work agreement required under section Q of this policy is under the sole authority of Town of Truckee/Tahoe Truckee Area Regional Transit and will be performed using non-DOT testing forms.
  - c. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination. All tests conducted as part of the return to work agreement will be conducted under company authority and will be performed using non-DOT testing forms.
  - d. A self-referral or management referral to the employer's approved counseling professional that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - e. Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q of this policy.
  - f. A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with Town of Truckee/Tahoe Truckee Area Regional Transit.
  - g. A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.
- 10) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

## **R. GRIEVANCE AND APPEAL**

The consequences specified by 49 CFR Part 40.149 (c) for a positive test or test refusal is not subject to arbitration.

## **S. PROPER APPLICATION OF THE POLICY**

Town of Truckee/Tahoe Truckee Area Regional Transit 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.

## **T. INFORMATION DISCLOSURE**

- 1) Drug/alcohol testing records shall be maintained by the Town of Truckee/Tahoe Truckee Area Regional Transit Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.
- 2) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.
- 3) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, and other transit system management personnel on a need to know basis.
- 4) Records will be released to a subsequent employer only upon receipt of a written request from the employee.
- 5) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding.
- 6) Records will be released to the National Transportation Safety Board during an accident investigation.
- 7) Information will be released in a criminal or civil action resulting from an employee's performance of safety-sensitive duties, in which a court of competent jurisdiction determines that the drug or alcohol test information is relevant to the case and issues an order to the employer to release the information. The employer will release the information to the decision maker in the proceeding with a binding stipulation that it will only be released to parties of the proceeding.
- 8) Records will be released to the DOT or any DOT agency with regulatory authority

over the employer or any of its employees.

- 9) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over Town of Truckee/Tahoe Truckee Area Regional Transit or the employee.
- 10) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 as amended, necessary legal steps to contest the issuance of the order will be taken
- 11) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

**TOWN OF TRUCKEE  
California**

**RESOLUTION 2016-14**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE  
AUTHORIZING THE ADOPTION OF THE TOWN OF TRUCKEE DRUG AND ALCOHOL POLICY  
FOR TAHOE TRUCKEE AREA REGIONAL TRANSIT AND ACCEPTANCE OF PARATRANSIT  
SERVICES DRUG AND ALCOHOL POLICY**

**WHEREAS**, the Town of Truckee is a recipient of Federal Transit Administration financial assistance to operate Tahoe Truckee Area Regional Transit programs, activities and services; and

**WHEREAS**, the U.S. Department of Transportation provides guidelines to comply with the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations for Federal Transit Administration funding recipients; and

**WHEREAS**, the U.S. Department of Transportation has updated the guidelines of CFR 49, Part 655, Subparts A-I; and

**WHEREAS**, the Town of Truckee Town Council wishes to adopt the *Town of Truckee Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit*, which is FTA compliant; and

**WHEREAS**, the Town of Truckee Town Council wishes to accept *Paratransit Services Drug and Alcohol Policy*, which is FTA compliant.

\* \* \* \* \*

**NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF TRUCKEE DOES  
RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

1. That the Town Manager is authorized to implement the *Town of Truckee Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit*.
2. That the Town Manager is authorized to implement policies and procedures that may be necessary to comply with subsequent revisions or interpretations to the U.S. Department of Transportation drug and alcohol policy guidelines.
3. That the Town of Truckee accepts *Paratransit Services Drug and Alcohol Policy* dated January 2016.

The foregoing Resolution was introduced by Council Member Wallace Dee, seconded by Council Member Barr, at a Regular Meeting of the Truckee Town Council, held on the 22<sup>nd</sup> day of March, 2016, and adopted by the following vote:


**AYES:** Council Member Wallace Dee, Council Member Barr, Council Member Flora, and Mayor deRyk Jones.

**NOES:** none.

**ABSENT:** Vice Mayor Goodwin.

  
Joan deRyk Jones, Mayor

**ATTEST:**

  
Judy Price, MMC, Town Clerk

I hereby certify that this is a true and correct copy of the original document which is on file at Town Hall.

  
Judy Price, Town Clerk



**TOWN OF TRUCKEE  
California**

**RESOLUTION 2018-27**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TRUCKEE ADOPTING  
REVISED DRUG AND ALCOHOL TESTING POLICIES AND ACCEPTING PARATRANSIT  
SERVICES' FTA DRUG AND ALCOHOL POLICY**

**WHEREAS;** The U.S. Department of Transportation requires agencies with safety-sensitive transportation employees to implement drug and alcohol testing compliant with 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs;

**WHEREAS;** Agencies receiving financial assistance from the Federal Transit Administration are required to implement drug and alcohol testing compliant with 49 CFR 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, and accept the policy of their transit administrator;

**WHEREAS;** Effective January 1, 2018, the U.S. Department of Transportation made updates to its drug and alcohol testing programs and the Town wishes to remain in compliance with 49 CFR Parts 40 and 655;

**WHEREAS;** The Town Council wishes to adopt the revised policy to supersede and replace the existing Motor Carrier Part 382 Alcohol and Controlled Substance Testing Program;

**WHEREAS;** The Town Council also wishes to adopt the revised and amended policy to supersede and replace the existing Town of Truckee Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit with Addendum; and

**WHEREAS;** the Town Council wishes to accept Paratransit Services FTA Drug and Alcohol Policy.

\*\*\*\*\*

I hereby certify that this is a true and correct  
copy of the original document which is on file at  
Town Hall.

  
Judy Price, Town Clerk

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**NOW THEREFORE BE IT RESOLVED** the Town Council of the Town of Truckee hereby adopts the revised Town of Truckee Motor Carrier Part 382 Alcohol and Controlled Substance Testing Program as set forth in Exhibit "A," the revised and amended Town of Truckee Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit with Addendum as set forth in Exhibit "B," and accepts Paratransit Services FTA Drug and Alcohol Policy as set forth in Exhibit "C."

The foregoing resolution was introduced by Council Member Abrams, seconded by Council Member Goodwin, at a regular meeting of the Truckee Town Council, held on the 22<sup>nd</sup> day of May, 2018 and adopted by the following vote:

**AYES:** Council Member Abrams, Council Member Flora, Council Member Goodwin, Vice Mayor Tirman, and Mayor Wallace Dee.

**NOES:** none.

**ABSENT:** none.

**ATTEST:**

  
Judy Price, MMC, Town Clerk

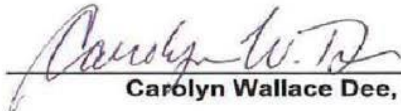
  
Carolyn Wallace Dee, Mayor

Exhibit A - Motor Carrier Part 382 Alcohol and Controlled Substance Testing Program.  
Exhibit B - Town of Truckee Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit with Addendum.  
Exhibit C – Paratransit Services' FTA Drug and Alcohol Policy.



Attachment A  
Job Titles, Duties and Testing Authority

<u>Job Title</u>	<u>Job Duties</u>	<u>Testing Authority</u>
Equipment Mechanic I	See attached job description	FTA / Town of Truckee
Equipment Mechanic II	See attached job description	FTA / Town of Truckee
Senior Equipment Mechanic	See attached job description	FTA / Town of Truckee
Fleet Maintenance Supervisor	See attached job description	FTA / Town of Truckee

**DATE APPROVED: August 2022**  
**FLSA: Non-Exempt**

## **EQUIPMENT MECHANIC I/II**

### **DEFINITION**

Under immediate (Equipment Mechanic I) or general (Equipment Mechanic II) supervision, performs a variety of skilled mechanical repair, preventive maintenance work, and overhaul of heavy and light equipment including fleet and police vehicles and vehicles and equipment used in street maintenance and snow removal operations; performs fabrication and welding; participates in the removal of snow and ice from Town streets and facilities; ensures the safe and proper operation of the Town's fleet; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Equipment Mechanic I) or general (Equipment Mechanic II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

Equipment Mechanic I: This is the entry-level classification in the Equipment Mechanic series. Initially under close supervision, incumbents learn and perform minor and major mechanical repairs to Town-owned vehicles and equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Equipment Mechanic II: This is the fully qualified journey-level classification in the Equipment Mechanic series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Equipment Mechanic in that the latter provides technical and functional supervision to assigned staff and performs the more complex mechanical repair and maintenance assignments.

Positions in the Equipment Mechanic class series are flexibly staffed; positions at the II-level are normally filled by advancement from the I-level; progression to the II-level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the

minimum qualifications for the classification including any licenses and certifications; and  
(iv) management approval for progression to the II-level.

**EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

*For entry-level (I level) positions, the typical functions are limited and performed in a learning capacity.*

- Inspects, diagnoses, and locates mechanical difficulties on a variety of light and heavy vehicles powered by gasoline, diesel, and natural gas including trucks, automobiles, power-driven mechanical equipment, snow removal equipment, and heavy construction equipment.
- Performs diagnostics on engine drivability problems; troubleshoots, tears down, rebuilds, replaces, or adjusts major assemblies and complex components; rebuilds gas and diesel engines and motors, transmissions, fuel systems, electrical systems, air conditioners, and air and hydraulic brake systems; performs safety inspections on vehicles.
- Inspects, overhauls, repairs, and adjusts vehicle systems including engines, transmissions, transfer cases, drive shafts, wiring, hoses and lines, clutches, differentials, carburetors, generators, distributors, pumps, frames, and related equipment; fits and adjusts bearings; installs axles and wheels; overhauls master and wheel cylinders, calipers, air pots, and air valves; overhauls, relines, and adjusts brakes.
- Operates testing equipment including computer engine analyzers, oscilloscopes, compression gauges, electrical testers, micrometers, and other testing equipment.
- Welds and fabricates special equipment, attachments, hangers, mounting plates, accessories, and other items; welds and reinforces structural supports.
- Plans and carries out a preventive maintenance and servicing program on automotive, light truck, and heavy equipment.
- Estimates time, materials, and equipment required for jobs assigned; researches available parts for quality and price; requisitions materials and parts and maintains inventory; dismantles surplus vehicles and recycles parts and equipment.
- Maintains vehicle service and equipment repair work order and records including accurate inventories of apparatus, facilities, and equipment and forms required for safety programs.
- Performs field adjustments and repairs; picks up and transport vehicles and equipment by trailer.
- Participates in the removal of snow and ice from Town streets; sands and salts roads as assigned.
- Maintains the shop and working areas for cleanliness and safety; adheres to safe work practices and procedures.
- Attends meetings, seminars, and trainings; stays abreast of new technology.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operating principles of electric motors and engines fueled by gasoline, diesel, and alternative fuels.
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas, diesel, and alternative-fueled equipment, including computerized diagnostic and test equipment.
- Operation and care of internal combustion engines, chassis, and hydraulic equipment.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Principles and procedures of preventive maintenance plans for vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Occupational hazards and standard safety procedures related to the work.
- Basic mathematic techniques.
- Principles and procedures of record-keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Learn to and perform a variety of skilled mechanical repair, preventive maintenance work, and overhaul to heavy and light equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly including electrical, mechanical, air, suspension, hydraulic systems, transmissions, brake and drive systems and air conditioning.
- Fabricate and weld parts as needed to complete repairs.
- Read and interpret schematics, drawings, specifications, and related technical documents.
- Safely and effectively use and operate a vehicle and tools and equipment required for the work.
- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Make accurate mathematical computations.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Apply and uphold the Town-wide and departmental goals and the Town Employee values of Integrity, Teamwork, Accountability, Commitment, and Excellence.
- Demonstrate understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, gender, gender identity and expression, and sexual orientation of Town staff and community served.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equipment Mechanic I/II: Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in the maintenance and repair of gas and diesel-powered equipment and/or vehicles or completion of construction trades apprenticeship program.

Equipment Mechanic I: No experience required.

Equipment Mechanic II: Two (2) years of increasingly responsible experience in the equipment and vehicle maintenance and repair.

**Licenses and Certifications:**

- Possession of an appropriate valid Driver's License to be maintained throughout employment.

**PHYSICAL DEMANDS**

- Must possess mobility to work in a shop and field environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and frequently walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; to operate varied hand and power tools and equipment; and to operate a motor vehicle and visit various Town sites.
- Color vision to detect shades of color and vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone or radio.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing 50 pounds or heavier with the use of proper equipment and assistance from other staff.

**WORKING CONDITIONS**

- Employees work in a shop and field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Positions require occasional overtime, standby, and weekend and shift work.

**DATE APPROVED: August 2022**  
**FLSA: Non-Exempt**

## **SENIOR EQUIPMENT MECHANIC**

### **DEFINITION**

Under direction, leads, trains, oversees, and participates in the more complex and skilled mechanical repair, preventive maintenance work, and overhaul of heavy and light equipment including fleet and police vehicles and vehicles and equipment used in street maintenance and snow removal operations; sets priorities and directs the work of assigned staff on a day-to-day basis; performs fabrication and welding; participates in the removal of snow and ice from Town streets and facilities; ensures the safe and proper operation of the Town's fleet; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory and/or management staff. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level in the Equipment Mechanic series. Incumbents organize and oversee the day-to-day work of staff in assigned areas of responsibility and ensure that all equipment in Town are maintained in a safe and efficient manner. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of equipment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Fleet Maintenance Supervisor in that the latter is a full supervisory level class responsible for organizing, assigning, supervising, and reviewing the work of assigned maintenance staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides technical and functional direction to assigned staff responsible for heavy and light equipment maintenance and repair; inspects work in progress and upon completion to ensure maintenance activities are performed in accordance with Town standards, established procedures, and regulatory requirements.
- Plans, schedules, prioritizes, and assigns work to maintenance staff in consultation with the supervisor; communicates status of maintenance activities to appropriate personnel,



working cooperatively to schedule maintenance in accordance with established and special operational priorities.

- Trains employees in work methods, use of and operation of equipment, and relevant safety precautions.
- Leads and performs inspections, diagnosis, and location of mechanical difficulties on a variety of light and heavy vehicles powered by gasoline, diesel, and natural gas including trucks, automobiles, power-driven mechanical equipment, snow removal equipment, and heavy construction equipment.
- Leads and performs diagnostics on engine drivability problems; troubleshoots, tears down, rebuilds, replaces, or adjusts major assemblies and complex components; rebuilds gas and diesel engines and motors, transmissions, fuel systems, electrical systems, air conditioners, and air and hydraulic brake systems; performs safety inspections on vehicles.
- Inspects, overhauls, repairs, and adjusts vehicle systems including engines, transmissions, transfer cases, drive shafts, wiring, hoses and lines, clutches, differentials, carburetors, generators, distributors, pumps, frames, and related equipment; fits and adjusts bearings; installs axles and wheels; overhauls master and wheel cylinders, calipers, air pots, and air valves; overhauls, relines, and adjusts brakes.
- Operates testing equipment including computer engine analyzers, oscilloscopes, compression gauges, electrical testers, micrometers, and other testing equipment.
- Assists in designing and directs and participates in the welding and fabrication of special equipment, attachments, hangers, mounting plates, accessories, and other items; welds and reinforces structural supports.
- Plans, coordinates, and carries out a preventive maintenance and servicing program on automotive, light truck, and heavy equipment.
- Lays out equipment maintenance projects; estimates time, materials, and equipment required for jobs assigned; researches available parts for quality and price; requisitions materials and parts and maintains inventory; dismantles surplus vehicles and recycles parts and equipment.
- Maintains vehicle service and equipment repair work order and records including accurate inventories of apparatus, facilities, and equipment and forms required for safety programs.
- Performs field adjustments and repairs; picks up and transport vehicles and equipment by trailer.
- Participates in the removal of snow and ice from Town streets; sands and salts roads as assigned.
- Ensures the shop and working areas is maintained for cleanliness and safety; adheres to safe work practices and procedures.
- Attends meetings, seminars, and trainings; stays abreast of new technology.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of providing functional direction and training.
- Advanced operating principles of electric motors and engines fueled by gasoline, diesel, and alternative fuels.
- Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas, diesel, and alternative-fueled equipment, including computerized diagnostic and test equipment.
- Operation and care of internal combustion engines, chassis, and hydraulic equipment.
- Methods, materials, equipment, and tools used in welding, design, and fabrication work.
- Principles and procedures of preventive maintenance plans for vehicles and equipment.
- Operational characteristics of a variety of hand and power tools and equipment.
- Occupational hazards and standard safety procedures related to the work.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Basic mathematic techniques.
- Principles and procedures of record-keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Plan, organize, and coordinate the work of assigned staff.
- Inspect the work of others and maintain established quality control standards.
- Identify and implement effective course of action to complete assigned work.
- Train staff in proper and safe work procedures.
- Lead and perform a variety of skilled mechanical repair, preventive maintenance work, and overhaul to heavy and light equipment.
- Troubleshoot and diagnose equipment and parts which are not functioning properly including electrical, mechanical, air, suspension, hydraulic systems, transmissions, brake and drive systems and air conditioning.
- Fabricate and weld parts as needed to complete repairs.
- Read and interpret schematics, drawings, specifications, and related technical documents.
- Safely and effectively use and operate a vehicle and tools and equipment required for the work.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Maintain a variety of filing, record-keeping, and tracking systems.
- Make accurate mathematical computations.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Apply and uphold the Town-wide and departmental goals and the Town Employee values of Integrity, Teamwork, Accountability, Commitment, and Excellence.
- Demonstrate understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, gender, gender identity and expression, and sexual orientation of Town staff and community served.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in the maintenance and repair of gas and diesel-powered equipment and/or vehicles or completion of construction trades apprenticeship program and four (4) years of increasingly responsible vehicles and equipment repair and maintenance experience.

**Licenses and Certifications:**

- Possession of an appropriate valid Driver's License to be maintained throughout employment.

**PHYSICAL DEMANDS**

- Must possess mobility to work in a shop and field environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and frequently walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; to operate varied hand and power tools and equipment; and to operate a motor vehicle and visit various Town sites.
- Color vision to detect shades of color and vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone or radio.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing 50 pounds or heavier with the use of proper equipment and assistance from other staff.

## **WORKING CONDITIONS**

- Employees work in a shop and field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Positions require occasional overtime, standby, and weekend and shift work.

**DATE APPROVED: August 2022**  
**FLSA: Non-Exempt**

## **FLEET MAINTENANCE SUPERVISOR**

### **DEFINITION**

Under direction, plans, schedules, assigns, reviews, and supervises the work of equipment maintenance staff in the Fleet, Facilities, and Trails Division of the Public Works Department; supervises, plans, and coordinates the mechanical repair, preventive maintenance work, and overhaul to heavy and light equipment; coordinates assigned activities with other Town departments and outside agencies; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned management personnel. Exercises direct supervision over maintenance staff.

### **CLASS CHARACTERISTICS**

This is the full supervisory-level class in the Equipment Mechanic series that exercises independent judgment on diverse and specialized equipment maintenance activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines. This class is distinguished from the Fleet, Facilities, and Trails Manager in that the latter has management responsibility for all maintenance programs and activities of the Fleet, Facilities, and Trails Division.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, organizes, assigns, supervises, and reviews the work of mechanics in the Fleet, Facilities, and Maintenance Division; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of equipment maintenance work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- Inspects work in progress and completed work of assigned employees and contractors for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Serves as a liaison for and coordinates assigned functions with other Town departments, divisions, and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Participates in developing and managing requests for proposals for professional and/or contracted services; gathers information to prepare scope of work and any technical specifications; evaluates proposals and recommends award; administers contracts and oversees the work of contractors to ensure compliance with Town specifications and service quality.
- Supervises the inspection, diagnosis, troubleshooting, and repair of a variety of light and heavy vehicles powered by gasoline, diesel, and natural gas including trucks, automobiles, power-driven mechanical equipment, snow removal equipment, and heavy construction equipment.
- Directs the planning, coordination, and implementation of preventive maintenance and servicing program on automotive, light truck, and heavy equipment.
- Supervises the design, welding, and fabrication of special equipment and other items.
- Supervises the use and operation of tools, equipment, and vehicles; ensures that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools, equipment, and vehicles.
- Plans and lays out projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for projects.
- Directs and participates in the preparation and maintenance of reports, records, and files; ensures the proper documentation of projects and activities.
- Participates in the removal of snow and ice from Town streets; sands and salts roads as assigned.
- Attends and participates in meetings; monitors legal, regulatory, and technology changes which may affect equipment maintenance services and programs; ensures procedural changes comply with mandated requirements; implements policy and procedural changes after approval.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Basic principles and practices of budget and contract development, administration, and accountability.
- Advanced operating principles of electric motors and engines fueled by gasoline, diesel, and alternative fuels.



- Principles, procedures, tools, and equipment used in the overhaul, repair, and adjustment of gas, diesel, and alternative-fueled equipment, including computerized diagnostic and test equipment.
- Methods, materials, equipment, and tools used in welding, design, and fabrication work.
- Principles and procedures of preventive maintenance plans for vehicles and equipment.
- Occupational hazards and standard safety procedures related to the work.
- Basic mathematic techniques.
- Principles and procedures of record-keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, implement, and direct equipment maintenance services, projects, and programs.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare and administer budgets and contracts; allocate limited resources in a cost-effective manner.
- Research and evaluate new service delivery methods, procedures, and techniques.
- Prepare and process various records, reports, contracts, agreements, forms, and other documents.
- Make accurate mathematical computations.
- Direct the establishment and maintenance of a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, explain, apply, and ensure compliance with all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Apply and uphold the Town-wide and departmental goals and the Town Employee values of Integrity, Teamwork, Accountability, Commitment, and Excellence.
- Demonstrate understanding of, sensitivity to, and respect for the diverse socio-economic, racial, ethnic, religious, and cultural backgrounds, diverse abilities, gender, gender identity and expression, and sexual orientation of Town staff and community served.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in the maintenance and repair of gas and diesel-powered equipment and/or vehicles or completion of construction trades apprenticeship program and six (6) years of increasingly responsible vehicles and equipment repair and maintenance experience, including two (2) years of lead experience.

**Licenses and Certifications:**

- Possession of an appropriate valid Driver's License to be maintained throughout employment, with a class A or B driver's license highly desirable.

**PHYSICAL DEMANDS**

- When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; ability to stand and walk between work areas may be required; positions occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- When working in a shop or field environment, must possess strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and frequently walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties; to operate varied hand and power tools and equipment; and to operate a motor vehicle and visit various Town sites.
- Color vision to detect shades of color and vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone or radio.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing 50 pounds or heavier with the use of proper equipment and assistance from other staff.

## **WORKING CONDITIONS**

- Employees work in a shop and field environment and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Positions require occasional overtime, standby, and weekend and shift work.

Attachment B  
Contacts of Responsible Parties

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s).

Town of Truckee/Tahoe Truckee Area Regional Transit  
Drug and Alcohol Program Manager

Name: Bonnie Thompson-Hardin

Title: Human Resource Human Resources Manager Address: 10183 Truckee  
Airport Rd., Truckee, CA 96161

Telephone Number: 530-582-2925

Medical Review Officer

Name: Stasia B. Muhlner

Title: MD, MPH

Address: Tahoe Forest Hospital, 10121 Pine Ave, P.O. Box 759, Truckee, CA 96160

Telephone Number: 530-582-3401

Substance Abuse Professional

Name: Mountain EAP

Title: Employee Assistance Program

Address: 1750 Locust St., Suite A, Reno, NV 89509

Telephone Number: 775-322-6066

HHS Certified Laboratory Primary Specimen

Name: Quest Diagnostics Employer Solutions

Address: 8401 Fallbrook Ave., West Hills, CA 91304

Telephone Number: 800-877-7484

C/TPA

Name: Sinnett Consulting –Random Pool Testing, Tonica Lathrop

Address: 10580 N. McCarran Blvd., Suite 212, Reno, NV 89503

Telephone Number: 775-746-1616

Addendum 1  
Effective: January 1, 2018

The United States Department of Transportation (USDOT) – Office of Drug and Alcohol Policy and Compliance (ODAPC) has issued an update to USDOT’s drug and alcohol testing regulation (49 CFR Part 40). The new regulation has been revised and the changes (summarized below) will become effective on January 1, 2018. Therefore, the Town of Truckee drug and alcohol testing policy is amended as follows:

1. CHANGES TO THE DRUG TESTING PANEL
  - a. Four new opioids added to the drug testing panel –
    - i. The USDOT drug test remains a “5-panel” drug test; however, the list of opioids for which are tested will expand from three to seven opioids.
    - ii. The “opioid” category will continue to test for codeine, morphine, and heroin; however, the “opioid” testing panel will now be expanded to include four (4) new semi-synthetic opioids:
      1. (1) Hydrocodone, (2) Hydromorphone, (3) Oxycodone, and (4) Oxymorphone.
      2. Common brand names for these semi-synthetic opioids include, but may not be limited to: OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, Exalgo®.
  - b. ‘MDA’ will be tested as an initial test analyte
  - c. ‘MDEA’ will no longer be tested for under the “amphetamines” category.
2. BLIND SPECIMEN TESTING
  - a. The USDOT no longer requires blind specimens to be submitted to laboratories.
3. ADDITIONS TO THE LIST OF “FATAL FLAWS”
  - a. The following three circumstances have been added to the list of “fatal flaws”:
    - i. No CCF received by the laboratory with the urine specimen.
    - ii. In cases where a specimen has been collected, there was no specimen submitted with the CCF to the laboratory.

- iii. Two separate collections are performed using one CCF.

4. MRO VERIFICATION OF PRESCRIPTIONS

- a. When a tested employee is taking a prescribed medication, after verifying the prescription and immediately notifying the employer of a verified negative result, the MRO must then (after notifying the employee) wait five (5) business days to be contacted by the employee's prescribing physician before notifying the employer of a medical qualification issue or significant safety risk.
  - i. 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.

5. DEFINITIONS

- a. The term "**DOT, the Department, DOT Agency**"
  - i. Modified to encompass all DOT agencies, including, but not limited to, FAA, FRA, FMCSA, FTA, PHMSA, NHTSA, Office of the Secretary (OST), and any designee of a DOT agency.



- ii. For the purposes of testing under 49 CFR Part 40, the USCG (in the Department of Homeland Security) is considered to be a DOT agency for drug testing purposes.
- b. The term “**Opiate**” is replaced with the term “**Opioid**” in all points of reference.
- c. The definition of “**Alcohol Screening Device** (ASD)” is modified to include reference to the list of approved devices as listed on ODAPC’s website.
- d. The definition of “**Evidential Breath Testing Device** (EBT)” is modified to include reference to the list of approved devices as listed on ODAPC’s website.
- e. The definition of “**Substance Abuse Professional** (SAP)” will be modified to include reference to ODAPC’s website. The fully revised definition includes:
  - i. A licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, state-licensed or certified marriage and family therapist, or drug and alcohol counselor (certified by an organization listed at <https://www.transportation.gov/odapc/sap>) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

**NOTE:** The revisions listed in this addendum include only those revisions to 49 CFR Part 40 which may be referenced in our drug & alcohol testing policy. A list of all the revisions made to 49 CFR Part 40 can be found at <https://www.transportation.gov/odapc>.

Addendum Authorization Date: May 22, 2018

Authorized Official (Printed Name):

Carolyn Wallace Dee

Authorized Official (Signature):

Carolyn W. Dee