



Date: November 12, 2024

Honorable Mayor and Council Members:

Author and title: Alfred Knotts, Transportation Program Manager, and Bonnie Thompson-Hardin, Human Resources Manager

Title: **Drug and Alcohol Testing Policy Changes**

Jen Callaway, Town Manager

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**Recommended Action:** Council Adopt Resolution 2024-70 adopting updates to the Town's Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit and accepting Paratransit Service's revised FTA Drug and Alcohol Testing Policy.

**Discussion:** In September 2024, Caltrans notified all transit operators that receive federal operating assistance that there have been recent changes to Title 49 of Code of Federal Regulations (CFR) Part 40 that mandates the need for changes to locally adopted drug and alcohol policies. This includes direct and subrecipients, such as the Town, as well as contractors that are paid using federal funds, such as the Town's transit contractor, Paratransit Services. Caltrans has stated that their "goal" for receiving updated policies from agencies and contractors is December 1, 2024.

To assist with facilitating the update to agency and contractor drug and alcohol policies and ensure compliance, Caltrans provided new template policies that have been reviewed by the Federal Transit Authority (FTA) audit team and found to be compliant. These FTA compliant templates were the basis for the recommended policy changes to both the Town's as well as Paratransit Service's drug and alcohol policies.

Finally, and as part of the updating of the Town's policies, Human Resources has contacted all employees subject to the provision of the Town's drug and alcohol policy to notify them of the changes to the policies. It should be noted that as an independent company and contractor, Paratransit Services develops and implements their own policies which their employees are subject. However, it is still necessary to accept their organizational specific Drug and Alcohol Policy to ensure that the Town's contractor is also in compliance with FTA requirements.

Should Town Council approve the recommended revised drug and alcohol policies, staff will subsequently upload all information into the Caltrans Grant Management and Compliance database for final acceptance and to ensure ongoing compliance with federal regulations.

**Priority:**

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

**Fiscal Impact:** There is no new or additional fiscal impact associated with this item and/or the recommended policy changes.

**Public Communication:** Nothing outside the publishing of this staff report and agenda posting.

**Attachments:**

Attachment A: Resolution 2024-70.

Attachment B: Revised Town of Truckee Drug and Alcohol Policy for Tahoe Truckee Area Regional Transit

Attachment C: Revised Paratransit Service's FTA Drug and Alcohol Testing Policy

Attachment D: Summary of Changes in Town and Paratransit Policies