

**Town of Truckee Drug and Alcohol Policy for
Tahoe Truckee Area Regional Transit
Revisions Effective 11/12/2024**

Summary of Changes

Updated Prohibited Conduct section (page 11)

- Added a statement to address the prohibition of any consumable legal or illegal product that carries a warning of mental functioning, motor skills, or judgment being adversely affected
- Added clarifying language about expectation for on-call responsibilities.
- **PURPOSE:** Clarification of our policy regarding any substance that affects mental alertness or functioning in light of individual state legalization laws of the use of substances including CBD, psilocybin, and other drug forms that affect mental functioning.

Updated Reasonable Suspicion Testing section (pages 17-18)

- Added paid administrative leave statement
- **PURPOSE:** The FTA requires any company who requires standing down - removing an employee from safety sensitive duties pending the outcome of a test—to clearly state this in their policy. Our policy did not previously state this in this section.

Updated Post Accident Testing section (page 19)

- Clarified that administrative leave pending the outcome of a test result following an accident is paid leave. Previously, the policy only stated that the employee would be placed on administrative leave.
- **PURPOSE:** To be consistent throughout the policy in statements about administrative leave.

Updated Language throughout Policy

- Updated language where the previous policy mentions “breath or urine specimen” have been changed to “specimen for a drug or alcohol test”.
- Updated definitions of specimens.
- **PURPOSE:** CFR 49 Part 40 has changed this language to allow for the option of saliva testing. We have removed language specific to urine specimens, except where urine specimens are the only option, i.e. directly observed tests. This would allow for saliva testing at the employee’s choice when it becomes available in our area.

Updated Attachment A (pages 30-45)

- Added job description for Fleet Maintenance Supervisor which is also subject to this policy.
- Included current job classifications for all covered positions
- **PURPOSE:** To be consistent with our current wage matrix and positions in the Fleet department that are subject to this policy.

Updated Attachment B (page 46)

- Update titles and contact information
- **PURPOSE:** Updated to reflect current contact information.

Paratransit Services Drug and Alcohol Policy Revisions
Effective Date 12/01/2024

Summary of Changes

Updated Prohibited Behavior section (Policy Pg. 4)

- Added a statement to address the prohibition of any consumable legal or illegal product that carries a warning of mental functioning, motor skills, or judgment being adversely affected

PURPOSE: Clarification of our policy regarding any substance that affects mental alertness or functioning in light of individual state legalization laws of the use of substances including CBD, psilocybin, and other drug forms that affect mental functioning.

Updated Pre-Employment Testing section (Policy Pg. 6)

- Clarified that an applicant who fails a pre-employment drug test will not be eligible for hire at any time. Previously, the policy only stated that an applicant who fails a current pre-employment test shall have the current job offer rescinded.

PURPOSE: Stating one condition of employment that rescinds a job offer while not stating others that equally apply is confusing. Clarity needed.

- Clarified that an applicant who has failed or refused any DOT drug and/or alcohol test with a previous employer shall have the job offer rescinded. Previously, the policy only stated that a failed pre-employment test would result in the job offer being rescinded.

PURPOSE: Stating one condition of employment that rescinds a job offer while not stating others that equally apply is confusing. Clarity needed.

Updated Reasonable Suspicion Testing section (Policy Pg. 6)

- Added paid administrative leave statement

PURPOSE: the FTA requires any company who requires standing down—removing an employee from safety sensitive duties pending the outcome of a test—to clearly state this in their policy. Our policy did not previously state this in this section.

Updated Post Accident Testing section (Policy Pg. 6)

- Clarified that administrative leave pending the outcome of a test result following an accident is paid leave. Previously, the policy only stated that the employee would be placed on administrative leave.

PURPOSE: to be consistent throughout the policy in statements about administrative leave.

Updated Split Specimen Test section (Policy Pg. 9)

- Clarified the process of requesting such a test.

PURPOSE: Paratransit decided that introducing the idea of a split specimen test without informing the employee that the request was their responsibility, to whom they must make the request, and that there was a time limit on such a request was incomplete.

- Added a statement that the cost of split specimen testing is the responsibility of the employee.

PURPOSE: The FTA requires a company to state in the policy if it will require the employee to pay for a split specimen test.

Updated Test Refusal section [Policy Pg. 9 section (3) and (5)]

- Two instances where the previous policy mentions “breath or urine specimen” have been changed to “specimen for a drug or alcohol test”.

PURPOSE: CFR 49 Part 40 has changed this language to allow for the incidence of saliva testing, and so has taken out language specific to urine specimens, except where urine specimens are the only option, i.e. directly observed tests.

Updated Contact Section

- Added DAPM email
- Added second MRO name and contact