

**COMMERCIAL DRIVERS LICENSE (CDL) EMPLOYEES –
CONTROLLED SUBSTANCE AND ALCOHOL POLICY**

It is the purpose of this policy to encourage an enlightened viewpoint toward alcoholism and other drug dependencies as behavioral/medical problems, which can be treated. At the same time, the School Board is concerned about the adverse effects of alcohol or other drug use on employee performance, health, and safety. Bus drivers are expected and required to be in suitable mental and physical condition while at work, performing their jobs satisfactorily and behaving appropriately. When the use of alcohol and other drugs interferes with such expectations, a driver's failure to meet these basic expectations will result in disciplinary actions.

This policy applies to all Carroll Consolidated School Corporation drivers who are required to hold a Commercial Drivers License (CDL) to perform their job function. The use, possession, sale, purchase, or transfer of unauthorized or illegal drugs or substances, or the abuse or misuse of legal drugs on school property, while on school business, or while operating school vehicles and equipment, is prohibited. Drinking alcoholic beverages during working hours, **6 hours** before reporting to work or having any measurable amount of alcohol in his/her system during working hours is prohibited, whether on or off school property. Working hours include all breaks. Off-duty use of drugs and alcohol is prohibited to the extent it affects a driver's attendance or performance and his/her ability to pass required DOT alcohol and controlled substance tests. Any violation of this policy is grounds for termination as a driver for the school corporation and possible legal prosecution.

Since physician-directed use of drugs can affect behavior and performance, drivers are encouraged to advise their supervisor whenever they are taking drugs for medical reasons. When such use of drugs adversely affect job performance or safety, it is in the best interest of the driver, co-workers, and the School Corporation that the driver take sick or vacation days, or, if necessary, unpaid leave, in with the School Corporation's leave policies.

Carroll Consolidated School Corporation reserves the right to terminate any driver who violates this policy or any related policy. Employees who are convicted for alcohol or drug-related charges may be subject to School Corporation disciplinary action, up to and including termination. The School Corporation may offer the driver (at the driver's expense) the opportunity to receive appropriate treatment. Where the School Corporation makes such an effort and the driver rejects assistance or demonstrates a lack of serious commitment to overcoming the problem and achieving a satisfactory level of performance, attendance, or behavior, then termination will result.

Confidentiality

Any information concerning a driver's drug or alcohol test results or record of abuse will be available only to members of the administration whom the School Corporation believes should be aware of this information. Unless otherwise required by law, this information will not be disclosed by the School Corporation to any other employer, organization or individual without the driver's written consent.

APPROVED:

July 28, 2020