

DRUG AND ALCOHOL TESTING PROGRAM NOTICE TO EMPLOYEES

Employees governed by the Drug and Alcohol Testing policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion, and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

Employees who operate school vehicles are subject to drug and alcohol testing. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a school vehicle. The employees operating a school vehicle shall be subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements shall contact the school district contact person.

Employees governed by the Drug and Alcohol Testing policy are further notified that drivers violating this policy, its supporting documents or the law may be subject to discipline up to and including termination, or offered the opportunity to participate in counselling as a condition of continued employment. If offered, as a condition of continued employment, employees violating this policy, its supporting documents, regulations or the law bear the personal and financial responsibility to successfully participate in a substance abuse evaluation and, a substance abuse treatment program recommended by the substance abuse professional. Employees who are required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing policy are further notified it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents and the law. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents, or the law.