

Driver Information Packet



**Garris Evans Lumber Company
701 West 14th St.
Greenville, NC 27834**

Transportation Risk Management Services

Alcohol and Drug Abuse Policy

The Company is dedicated to providing a safe and efficient service to our customers. We value our employees and drivers and recognize each person's need for a safe and healthy working environment. Employees who use illegal drugs and abuse alcohol tend to be less productive, less reliable, more prone to accidents, and more likely to have greater absenteeism and increase potential for accidents, costs, and risks to the company.

We are committed to maintaining a safe workplace that is free from illegal drug use and misuse of alcohol for our drivers and other users of our nation's highways.

We will comply with the requirements for testing by the US Department of Transportation and other Federal and State laws and regulations. We, therefore, forbid the unlawful use of and or possession of alcohol and controlled substances.

Any violation of the policy or regulations and laws may result in severe disciplinary actions, up to and including termination.

Designated Person to Answer Questions and Administrate the Drug and Alcohol Program

Kristie Phillips has been designated as the program administrator and to answer your questions regarding alcohol and drug testing programs. She can be reached at 252-752-2814 or kphillips@garrisevans.com.

Categories of Drivers Who are Subject to Alcohol and Drug Testing

All drivers who are required to obtain a Commercial Driver's License (CDL) are subject to the drug and alcohol testing requirements.

Use of Drugs and Alcohol While Involved in Safety Sensitive Functions

A driver shall not use alcohol when performing safety-sensitive functions nor perform safety-sensitive functions within four hours of using alcohol. Most testing will be done while the driver is performing a safety-sensitive function, just before the driver is to perform a safety-sensitive function, or just after the driver has ceased performing the safety-sensitive function.

A driver shall not report for duty or remain on duty when his or her job requires performing a safety-sensitive function if he or she has been using drugs or has tested positive for drug use.

A driver is performing a safety-sensitive function when:

- Waiting at a terminal, facility, or other property to be dispatched, unless the driver has been relieved from duty by the motor carrier
- Performing a pre-trip inspection or servicing the motor vehicle
- Driving the motor vehicle

A driver is performing a safety-sensitive function when : (cont.)

- On the vehicle, except when resting in the sleeper berth
- Loading or unloading the vehicle, supervising the loading, or unloading, giving receipts for the load, or remaining in readiness to operate the motor vehicle
- Performing duties and services at an accident
- Repairing, obtaining assistance, or remaining in attendance of a disabled vehicle

Driver Conduct that is prohibited

A driver shall not perform a safety-sensitive function when:

- While having any measured alcohol concentration or detected the presence of alcohol
- While using alcohol
- Within four hours of using alcohol
- Abusing controlled substances
- While possessing alcohol unless the alcohol is manifested and transported as part of the shipment

A driver shall not:

- Use alcohol for 8 hours following an accident unless the driver has been given a post-accident test
- Refuse to submit to required alcohol and/or drug test involving post-accident, random, reasonable suspicion, or follow-up testing

When Must a Driver be Tested?

- **Pre-Employment**- conducted before applicants are hired or after an offer to hire, but before performing safety-sensitive functions for the first time. Also, required when employees transfer to safety-sensitive positions.
- **Random**- conducted on a random unannounced basis just before, during, or after the performance of a safety sensitive function.
- **Reasonable Suspicion**- conducted when a trained supervisor observes behavior or appearances that are characteristic of alcohol or drug misuse.
- **Post-Accident**- Conducted after an accident on the employees whose performance could have contributed to the accident.
- **Return-to-duty and Follow-up**- Conducted when an individual who has violated the prohibited alcohol/drug conduct standards, returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least 6 follow-up tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

Refusal to Submit to a Test

The Federal Motor Carrier Safety Regulations provide that a driver shall not refuse to submit to post-accident, reasonable suspicion, random selection, or follow-up tests.

No motor carrier shall permit a driver who refuses to submit to a required test to perform or continue to perform safety-sensitive functions.

In alcohol testing, the refusal to sign the certification in step 2 on the form is regarded as a refusal to take the test. Not providing an adequate amount of breath may, under certain conditions, be regarded as a refusal to take the test.

In drug testing, failure to provide sufficient urine may constitute a refusal.

Drug Testing Procedures

DOT drug testing is limited to five drug types:

- Marijuana
- Cocaine
- Opiates
- Amphetamines
- Phencyclidine (PCP)

Testing for drugs is done through urine samples. For these samples to be taken, the employer must have one or more designated collection sites that are fully equipped to perform urine collections and ship specimens to a certified laboratory.

A designated collection site must have:

- An enclosure where private urination can take place
- A toilet for completion of urination unless the single-use collector is large enough to hold a complete void.
- A source for washing hands (preferably outside the enclosure)
- Site security must be maintained both before and during the collection
- Chain of custody must be used to protect the integrity and identity of the specimen and the specimen must be shipped to the laboratory.

A split specimen collection will be done:

After the urine specimen is received by the laboratory, two tests may be conducted. The first test is a screening test to determine the presence of any of the above five drugs at specified levels determined by the DOT. If the test is negative, the results are then reported to the Medical Review Officer (MRO). If the test is positive, a second confirmation test is then conducted.

If the results are positive from confirmation tests, the MRO is contacted, and he or she will then contact the employee/donor to determine if there could be any reason the test could be showing a false positive or if the employee was on prescribed medication which might cause the reaction. Based on this

information the MRO may request further testing or may report a confirmed negative or positive to the employer.

If the employee requests, the second bottle of the split sample can be sent to another lab for testing. This request must be made within 72 hours of notification of the positive findings.

Direct Observation Testing:

The company shall follow FMCSA Regulations regarding Direct Observation testing and if a driver refuses to submit to this requirement, it will be deemed a refusal to test.

Alcohol Testing Procedures

The rules require breath testing using Evidential Breath Testing devices (EBT) approved by the National Highway Traffic Safety Administration (NHTSA).

Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test is conducted first. Any results less than 0.02 alcohol concentration is considered a “negative” test. If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted.

The confirmation test, if required, must be conducted using an EBT that prints out the following information:

- Results
- Date
- Time
- Sequential Test Numbers
- Name and Serial Number of the EBT

This is done to ensure the reliability of the test results. The confirmation test results determine if any actions are taken. Testing procedures that ensure accuracy, reliability, and confidentiality of the test results are outlined in 49 CFR part 40.

These procedures include training and proficiency requirements for the Breath Alcohol Technician (BAT), quality assurance plans for breath testing devices (including calibration), requirements for a suitable test location, and protection of employee test records.

The employee and the individual conducting the breath test, the BAT, must complete the alcohol testing form to ensure results are properly recorded.

Consequences of a Positive Drug or Alcohol Test

Testing positive for Alcohol (0.04 or greater):

- Cannot perform a safety-sensitive function
- Must be evaluated by a Substance Abuse Professional (SAP)
- He/She must comply with treatment recommendations
- Must test negative on a return-to-duty test.

Testing positive for Alcohol (0.02 but less than 0.04):

- The driver must be removed from his/her safety-sensitive position for at least 24 hours

Testing positive for drugs:

- Cannot perform a safety-sensitive function
- Must be evaluated by SAP
- He/She must comply with treatment recommendations
- Must test negative on a return-to-duty test.

If a driver tests positive for either drugs or alcohol, He/She is subject to follow-up drug testing for at least 12 months and up to the next 60 months (5 years).

Drug and Alcohol Clearinghouse

Effective January 6, 2020, the FMCSA has implemented the National Drug and Alcohol Clearinghouse to better track violations of the FMCSA regulations dealing with drug and alcohol use by drivers. These new requirements (FMCSA Part 382.701-727) will be incorporated into the company's drug and alcohol program.

The company shall conduct inquiries to the Drug and Alcohol Clearinghouse at the time of hire for all applicants, prior to the driver being placed into a Safety Sensitive Position, such as driving. The company shall also conduct an inquiry as part of the annual review process. If the company receives information showing the driver has violated any parts of the FMCSA Drug and Alcohol Regulations, the driver shall be removed from the safety-sensitive functions until it is determined that the driver is still qualified to operate a CMV. If the driver refuses to allow the company access to this information, the driver will be removed from the safety-sensitive functions and subject to other disciplinary actions including termination.

The information below is what the FMCSA requires the company to report to the Clearinghouse:

(12) The requirement that the following personal information collected and maintained under this part shall be reported to the Clearinghouse:

- (i) A verified positive, adulterated, or substituted drug test result;
- (ii) An alcohol confirmation test with a concentration of 0.04 or higher;
- (iii) A refusal to submit to any test required by subpart C of this part;
- (iv) An employer's report of actual knowledge, as defined 382.107:
 - (A) On duty alcohol use pursuant to 382.205;
 - (B) Pre-duty alcohol use pursuant to 382.207;
- (c) Alcohol use following an accident pursuant to 382.209; and
- (D) Controlled substance use pursuant to 382.213;
- (v) A substance abuse professional (SAP as defined in 40.3 of this title) report of the successful completion of the return-to-duty process;
- (vi) A negative return-to-duty test; and
- (vii) An employer's report of completion of follow-up testing.

Each driver will be expected to establish their account with the Clearinghouse so that the process of the company obtaining the required queries will be made quicker.

The Effects of Alcohol and Drugs on Health, Work and Personal Life

Substance abuse is a serious workplace problem. The National Institute on Drug Abuse reports that approximately 68% of all illegal drug users are employees either full or part-time. The National Institute on Alcohol Abuse and Alcoholism reports that 1 in every 10 people in this country has an alcohol problem.

People do not check their problems at the door when they enter the workplace. Workers who use alcohol and other drugs affect everyone. In fact, studies show that compared to alcohol and drug-free workers, substance abusers:

- Are far less productive
- Miss more workdays
- Are more likely to injure themselves or someone else
- File more workers' compensation claims

It is even more difficult to put a price tag on the low morale and impaired judgment in decision-making at work caused by substance abuse. Nor is it easy for an organization to figure out the cost of pilfering, high turnover, recruitment, and training. No one knows exactly how much is being lost in this way because of undetected or untreated substance abuse problems.

Consumption of certain drugs and long-term consumption of others including alcohol can lead to permanent damage to vital organs.