

**Wiregrass**  
**Georgia Technical College**  
U.S. Department of Transportation Federal  
Motor Carrier Safety Administration  
(FMCSA)  
Drug-Free Workplace Procedures

Effective:  
October 24, 2018

All other preceding policies of procedures are obsolete

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# Table of Contents

OVERVIEW.....	4
PURPOSE AND COVERAGE.....	4
DEFINATIONS.....	5
NON-DISCRIMINATION.....	9
PARTICIPATION AS A REQUIREMENT OF ENROLLMENT.....	9
PROCEDURES PROHIBITIONS.....	9
PROHIBITED BEHAVIOR:.....	10
DRUG PROHIBITIONS.....	10
ALCOHOL PROHIBITIONS:.....	13
CRITERIA FOR STUDENTS AND EMPLOYEES SUBJECT TO TESTING.....	13
WHAT DRUGS DOES DOT TEST FOR?.....	14
CIRCUMSTANCES FOR TESTING.....	15
CONSEQUENCES FOR PROCEDURES VIOLATIONS.....	21
EMPLOYEE/STUDENT DISCIPLINE:.....	23
VOLUNTARY ADMISSION OF DRUG/ALCOHOL USE.....	23
SUMMARY OF ALCOHOL TESTING PROCEDURES.....	25
SUMMARY OF DRUG TESTING PROCEDURES.....	26
EDUCATION AND TRAINING.....	30
ACKNOWLEDGEMENT.....	30
RESERVATION OF RIGHTS.....	31
SIGNS AND SYMPTOMS OF A DRUG-ALCOHOL PROBLEM.....	31
EFFECTS OF ALCOHOL AND DRUGS.....	32

### Consortium/Third Party Administrator statement

EZDOT LLC created these Department of Transportation (DOT) procedures exclusively for Wiregrass Georgia Technical College for the sole use of its Commercial Driver's License course and any other affiliated course requiring a CDL within Wiregrass Georgia Technical College system. It may not be copied, in part or as a whole, or used by any other entity at any time without prior written permission from EZDOT LLC. EZDOT LLC is located at 208 Fort King George Drive, P. O. Box 2539, Darien, GA 31305. 912-437-8378 (TEST)

It is important to remember while reading this document that this is a DEPARTMENT OF TRANSPORTATION procedure that contains DOT minimums. Violations less than these minimums may be included as violations of Wiregrass Georgia Technical College's Non-DOT procedures.

### OVERVIEW

Wiregrass Georgia Technical College's Commercial Truck Driving program is committed to providing a safe environment and fostering the well-being and health of its students and employees. For purposes of these procedures, the programs will be referred to as Commercial Truck Driving or Commercial Driver's License (CDL) course. That commitment is jeopardized when any student or employee of the college illegally uses drugs, comes to school under the influence, possesses, manufactures, distributes or sells drugs or abuses alcohol while enrolled or employed at Wiregrass Georgia Technical College, hereinafter referred to "WGTC", "Company" or "Employer". Instructors of the CDL department may be hereinafter referred to as "Employees", "Supervisors" or "Instructors". In accordance with Federal Motor Carrier Safety Administration Regulations 49 CFR Part 40 and Part 382, more specific the following procedures has been established for all Employees, Instructors and Students occupying, or assigned to occupy, a Safety Sensitive Position.

We must (1) assure that students and Instructors are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner; (2) create a learning environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing of, possession, or use of controlled substances; and (4) to encourage students and employees to seek professional assistance at any time with personal problems, including alcohol or drug dependency, that adversely affect their ability to perform their assigned duties.

Students who fail to follow or violate any of the prohibitions, regulations, directives or provisions of these procedures will be immediately removed from all safety sensitive positions and dismissed from the CDL program for **one full semester at any college within the Technical College System of Georgia (TCSG)** before being eligible to reapply to any program. A student who violates these procedures a second time will result in permanent dismissal from the program. **Any student who violates any of the provisions set forth in these procedures will also receive a course grade of "F" for the course(s) currently enrolled and of which a grade has not already been earned/recorded and a grade of "0" for work ethics. There will not be a refund of prepaid Enrollment fees for violating these procedures.** Students who violate any provision of these procedures will also be entered into the Technical College System of Georgia (TCSG) Knowledge Management System (KMS) which tracks all Department of Transportation (DOT) drug and alcohol procedures violations. Each Technical College within TCSG jurisdiction must cross reference all applicants of the CDL course prior to enrollment to ensure the student has not violated drug and alcohol procedures provisions at any other CDL course at any other technical college.

Employees or Students who fail to follow or violate any of the prohibitions, regulations, directives or provisions of these procedures will be immediately removed from all safety sensitive positions, dismissed from the CDL program and Wiregrass Georgia Technical College.

### **PURPOSE AND COVERAGE**

The purpose of these procedures is to assure student and employee fitness for school and to protect our students, employees and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. These procedures is also intended to comply with all applicable Federal regulations governing workplace drug and alcohol programs in the transportation industry and applies to students and instructors.

The U.S. Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA), an agency within the DOT, have issued regulations (49 CFR, Parts 40 & 382, hereinafter referred to as "DOT regulations") which govern the use of drugs and alcohol by employees who hold a Commercial Driver's License (CDL) and drive a Commercial Motor Vehicle (CMV). The FMCSA requires an employer conduct drug and alcohol testing of its drivers at the times and under the conditions described in these procedures. The regulations apply to every person who operates a CMV in interstate, foreign, or intrastate commerce, to all employers of such persons and to all states. **Please direct all questions regarding these procedures to April Lamon, Wiregrass Georgia Technical College's Designated Employer Representative (DER) at 229-293-6261 or to EZDOT LLC, WGTCs Drug and Alcohol Program Third Party Administrator. EZDOT LLC is located at 208 Fort King George Drive, Darien, GA 31305 office number 912-437-8378.**

It is Wiregrass Georgia Technical College's intention to comply fully with DOT prohibitions and regulations. In the event DOT regulations are amended or revised, the procedures and the applicable terms, conditions, and/or requirements shall be deemed to have been amended automatically. Redrafting will not be necessary in order to reflect and be in compliance with DOT regulations. Wiregrass Georgia Technical College reserves the right to apply the amended or revised requirements immediately, without giving prior notice to drivers and/or applicants or other employees covered by Wiregrass Georgia Technical College procedures, unless DOT regulations or other applicable law requires such notice.

The goal of the Wiregrass Georgia Technical College and the substance abuse testing of drivers is to ensure a drug and alcohol free transportation and work environment, to reduce and eliminate drug and alcohol related accidents, injuries, fatalities to students, employees or the public and damage to company property. For the purpose of these procedures, any student or employee performing under the definitions described below will be referred to as "driver."

**EZDOT, LLC** acts as Third Party Administrator (TPA) and will assist Wiregrass Georgia Technical College in its Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol program by providing program oversight and by **April Lamon, acting as the Designated Employer Representative (DER).** April Lamon can be contacted by calling 229-293-6261. The Program Administrator of **EZDOT, LLC** will administer the drug and alcohol program. The Designated Employer Representatives and Supervisors are responsible for following the procedures and adhering to the policies

of this directive. The Program Administrator for EZDOT LLC is Wes Tippins 912-437-8378 (TEST).

## **DEFINITIONS**

Definitions as used under these procedures are set forth below and in greater detail in 49 CFR §40.3 and 382.107.

**Alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

**Alcohol concentration (or content)** means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this part.

**Alcohol use** means the drinking or swallowing of any beverage, liquid mixture or preparation (including any medication), containing alcohol.

**Consortium/Third party administrator (C/TPA)** means a service agent that provides or coordinates one or more drug and/or alcohol testing services to DOT-regulated employers. C/TPAs typically provide or coordinate the provision of a number of such services and perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join together to administer, as a single entity, the DOT drug and alcohol testing programs of its members (e.g., having a combined random testing pool). C/TPAs are not "employers" for purposes of this part.

### **Confirmation Test:**

Alcohol: A second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration.

Drugs: A second analytical procedure to identify and quantify the presence of a specific drug or metabolite that is independent of the screening test.

**Designated employer representative (DER)** is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the company. Service agents cannot serve as DERs.

### **Disabling Damage:**

Damage, which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

- Included:**
1. Damage to motor vehicles that could have been driven but would have been further damaged if so driven.

- Excluded:**
1. Damage, which can be remedied temporarily at the scene of the accident without special tools or parts.
  2. Tire disablement without other damage even if no spare tire is available.
  3. Headlight or taillight damage.
  4. Damage to turn signals, horn, or windshield wipers, which makes them inoperative.

**Driver:** Any person who holds a Commercial Learners Permit (CLP) or Commercial Driver's License (CDL) and operates a Commercial Motor Vehicle (CMV), which falls under the specific DOT criteria. This includes, but is not limited to student drivers, full-time or part-time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent owner-operator contractors.

**Drug:** For purposes of these procedures, "drug" means a controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act, 21 USC § 812. The term includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes, and any prescribed drugs not taken in accordance with a prescription. In other words, medications prescribed for someone other than the driver will be considered unlawfully used under any circumstances. Pursuant to DOT regulations, all DOT-required drug tests must test for the following substances identified in 49 CFR § 40.85: marijuana, cocaine, amphetamines, opiates (e.g., opium, heroin, morphine or codeine) and Phencyclidine (i.e. PCP or "angel dust"). Also, as of January 1, 2018, the DOT expanded the current drug testing panel to include certain semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone). Wiregrass Georgia Technical College reserves its independent authority and discretion to prohibit and test for other drugs, as defined above, within the limits of applicable state law.

**Refuse To Submit:**

A refusal to submit to a required drug and/or alcohol test (also "refusal to test") means any circumstance outlined in 49 CFR §§ 40.191 or 40.261, including circumstances in which a driver:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by Wiregrass Georgia Technical College, consistent with applicable DOT agency regulations, after being directed to do so by Wiregrass Georgia Technical College. This includes the failure of an employee (including an owner-operator) to appear for a test when called by Wiregrass Georgia Technical College's Consortium/Third-Party Administrator (C/TPA). See 49 CFR 40.61(a)
2. Fails to remain at the testing site until the testing process is complete (excluding a pre-employment test prior to commencement of the test). See 49 CFR 40.63 (c)
3. Fails to provide a urine specimen for any drug test or fails to provide an adequate amount of saliva or breath for any alcohol test required by Part 382 or other DOT agency regulations (excluding a pre-employment test prior

to commencement of the test). See 49 CFR 40.63 (c)

4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen. See 49 CFR 40.67 (i) and 40.69(g)
5. Fails to provide a sufficient amount of urine, saliva or breath when directed, and/or, with respect to urine or breath, it has been determined through a required medical evaluation that there was no adequate medical explanation for the failure. See 49 CFR 40.193(b)(2)
6. Fails or declines to take a second test Wiregrass Georgia Technical College or collector has directed the driver to take (see, for instance, 49 CFR § 40.197(b)).
7. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test. See §40.193 or 49 CFR §40.265(c).
8. Fails to sign the certification at Step 2 of the ATF.
9. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector).
10. For an observed collection, fails to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process.
11. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
12. Admits to the collector or MRO that you adulterated or substituted the specimen.
13. Is reported by the MRO as having a verified adulterated or substituted test result. Any driver who refuses to submit to a required drug and/or alcohol test or otherwise fails to cooperate with any part of the testing process is in violation of these procedures. Any driver who refuses such a test will be subject to the consequences described in the "Consequences for procedures Violations" section, including removal from safety-sensitive functions.

***Safety Sensitive position or Safety-sensitive function*** means all time, from the time a driver begins to work, or is required to be in readiness to work, until the time he or she is relieved from work and all responsibility for performing work.

For the purpose of these procedures and Wiregrass Georgia Technical College's drug and alcohol testing program, students and employees are considered to be performing a safety-sensitive function and subject to drug and/or alcohol testing at the following times:

- A) All time at an Wiregrass Georgia Technical College property or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- B) All time inspecting equipment as required by 49 CFR §§ 392.7 and 392.8 or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- C) All time spent at the driving controls of a commercial motor vehicle in operation;
- D) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth;
- E) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and
- F) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

### **NON-DISCRIMINATION**

In accordance with the requirements of the Americans with Disabilities Act, Wiregrass Georgia Technical College does not discriminate against employees or applicants who are qualified individuals with a disability who are not currently engaged in the use of illegal drugs and who do not otherwise violate the provisions of these procedures, including but not limited to individuals who: 1) have successfully completed or who are currently participating in a supervised rehabilitation program and are no longer engaging in such use; or 2) have otherwise been rehabilitated successfully and are no longer engaging in such use.

### **PARTICIPATION AS A REQUIREMENT OF ENROLLMENT**

Students and employees will not be allowed to perform safety sensitive functions in the CDL program or continue in the program without participating in mandatory drug testing and/or random drug/alcohol testing. Students must show a photo I.D. before testing.

### **PROCEDURES PROHIBITIONS**

Student and employee involvement with drugs and/or alcohol can adversely affect the work environment, job performance, and safety of all employees. Violation of the prohibitions of these procedures will be considered to be serious misconduct and may result in termination.

## **PROHIBITED BEHAVIOR:**

### ***Manufacture, Trafficking, Possession and Use***

CDL students and employees are prohibited from engaging in unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on college premises, in WGTC owned/leased vehicles, or at an off-site instructional activity. Students who violate this provision will be dismissed from the CDL Program for one full semester before being eligible to reapply. Employees who fail to follow or violate any of the provisions of these procedures will be immediately removed from all safety sensitive positions, dismissed from the CDL program and Wiregrass Georgia Technical College.

Law enforcement may be notified, as appropriate, where criminal activity is suspected.

### ***Intoxication/Under The Influence***

Any CDL student or employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for school shall be drug and alcohol tested under the provisions of Reasonable Suspicion and will be suspended from school duties pending an investigation and verification of condition through results of drug and alcohol testing. Students found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be dismissed from the CDL Program for one full semester before being eligible to reapply. Employees who found to be under the influence of a prohibited substance or who fail to pass a drug or alcohol test shall be immediately removed from all safety sensitive positions, dismissed from the CDL program and Wiregrass Georgia Technical College.

A drug or alcohol test is considered positive if the individual has a breath alcohol confirmation test of .04 or greater or reported positive by the Medical Review Officer for the presence of a prohibited substance in the body above the minimum thresholds defined in 49 CRF Part 40, as amended.

## **DRUG PROHIBITIONS**

### ***Illegally Used Controlled Substances or Drugs***

The use of any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 49 CFR Part 40 subpart F, is prohibited at all times, unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine. As of January 1, 2018 DOT and FMCSA are, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legal prescribed drugs (four semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone). Some common names for these semi-synthetic opioids include OxyContin®, Percodan®, Percocet®, Vicodin®, Lortab®, Norco®, Dilaudid®, and Exalgo®. reviewed by a medical review officer), and use of illegally obtained prescription drugs.

### **Legal Drugs**

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance that carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the drug and alcohol testing center. In addition, the employee or student must

obtain a written release from the attending physician releasing the person to perform his/her school duties any time he/she obtains a performance altering prescription.

A legally prescribed drug means that an individual has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing college business is prohibited. **According to the FMCSA DOT regulation Part 382.213(a), "No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107., who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.**

The DOT regulations prohibit any drug use that could affect performance of a safety-sensitive function. Listed below are the prohibitions with respect to drug use.

- A) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any drugs, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver that the drug will not adversely affect the driver's ability to safely operate a CMV.
- B) No employer having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function.
- C) An employer may require a driver to inform the employer of any therapeutic drug use.
- D) No driver shall report for duty, remain on duty or perform a safety-sensitive function if the driver tests positive for controlled substances. No employer having actual knowledge that a driver has tested positive for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions unless and until the required Post-Violation/Return-to-Duty procedures are followed.
- E) No driver shall refuse to submit to a drug test required pursuant to DOT regulations.

If the Medical Review officer receives information or a positive result for prescribed medications or other substances indicating that continued performance by the student or employee of his or her safety-sensitive duties is likely to pose a significant safety risk, The MRO is directed to follow 49 CFR Subpart P and Subpart G which states in part:

49 CFR 40.135

- A) The MRO will tell the student or employee that the laboratory has determined that their test result was positive, adulterated, substituted, or invalid, as applicable. The MRO will also tell the student or employee of the drugs for which his or her specimen tested positive, or the basis for the finding of adulteration or substitution.

- B) The MRO will explain the verification interview process to the student or employee and inform the student or employee that the MRO's decision will be based on information the student or employee provides in the interview.
- C) The MRO will explain that, if further medical evaluation is needed for the verification process, the student or employee must comply with the MRO's request for this evaluation and that failure to do so is equivalent of expressly declining to discuss the test result.
- D) The MRO will warn an student or employee who has a confirmed positive, adulterated, substituted or invalid test that the student or employee is required to provide to third parties drug test result information and medical information affecting the performance of safety-sensitive duties that the employee gives you in the verification process without the employee's consent (see [§40.327](#))
  - 1. The MRO will give this warning to the employee before obtaining any medical information as part of the verification process.
  - 2. For purposes of this paragraph (d), medical information includes information on medications or other substances affecting the performance of safety-sensitive duties that the student or employee reports using or medical conditions the employee reports having.
  - 3. For purposes of this paragraph (d), the persons to whom this information may be provided include the employer, a SAP evaluating the employee as part of the return to duty process, DOT, another Federal safety agency (e.g., the NTSB), or any state safety agency as required by state law.
- E) The MRO will also advise the employee that, after informing any third party about any medication the student or employee is using pursuant to a legally valid prescription under the Controlled Substances Act, the MRO will allow 5 days for the student or employee to have the prescribing physician contact the MRO to determine if the medication can be changed to one that does not make the student or employee medically unqualified or does not pose a significant safety risk. If the MRO receives such information from the prescribing physician, the MRO must transmit this information to any third party to whom the MRO previously provided information about the safety risks of the employee's other medication.

49 FR 40.327 Confidentially and Release of Information:

- A) The MRO will, except as provided in paragraph (c) of this section, report drug test results and medical information the MRO learned as part of the verification process to third parties without the employee's consent the MRO determines, in the MRO's reasonable medical judgment, that:
  - 1. The information is likely to result in the student employee being determined to be medically unqualified under an applicable DOT agency regulation; or
  - 2. The information indicates that continued performance by the student or employee of his or her safety-sensitive function is likely to pose a significant safety risk.

- B) The third parties to whom the MRO is authorized to provide information by this section include the employer, a physician or other health care provider responsible for determining the medical qualifications of the employee under an applicable DOT agency safety regulation, a SAP evaluating the employee as part of the return to duty process, a DOT agency, or the National Transportation Safety Board in the course of an accident investigation.

For the purposes of these procedures, if the student or employee fails to provide adequate information within the prescribed time requirements for the MRO to lift a safety-sensitive concern warning from a result, the student or employee will be removed from safety sensitive duties. The release from safety sensitive duties will remain until proper information is provided to the MRO to make a legitimate determination about the safety risk of the student or employee's medication while occupying a safety sensitive position.

### **ALCOHOL PROHIBITIONS:**

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing classroom activities is prohibited. The concentration of alcohol is expressed in terms of alcohol per 210 liters of breath as measured by an evidential breath testing device.

The DOT regulations prohibit any alcohol use that could affect performance of a safety-sensitive function. Listed below are the prohibitions with respect to alcohol use.

- A) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No employer having actual knowledge that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.
- B) No driver shall use alcohol while performing safety-sensitive functions or perform such functions within four (4) hours after using alcohol. No employer having actual knowledge that a driver has used alcohol while performing safety-sensitive functions or used alcohol within four (4) hours immediately preceding the performance of such functions, shall permit a driver to perform or continue to perform safety-sensitive functions.
- C) No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
- D) No driver shall refuse to submit to an alcohol test required pursuant to DOT regulations.

**NOTE:** A DOT FMCSA regulated employee found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall not perform, nor be permitted to perform, safety-sensitive functions for at least twenty-four (24) hours.

### **CRITERIA FOR STUDENTS AND EMPLOYEES SUBJECT TO TESTING**

#### ***Applicability***

§382.107 includes the following definitions: Employer means any person (including the United States, a State, District of Columbia or a political subdivision of a State) who owns or leases a Commercial Motor Vehicle (CMV)s or assigns persons to operate such a vehicle.

The term employer includes an employer's agents, officers and representatives. Driver means any person who operates a Commercial Motor Vehicle (CMV)s. **Truck and bus driver training schools meet the definition of an employer because they own or lease Commercial Motor Vehicle (CMV)s and assign students to operate them at appropriate points in their training. Similarly, students who actually operate CMVs to complete their course work qualify as drivers.** The CDL regulations provide that "no person shall operate" a Commercial Motor Vehicle (CMV)s before passing the written and driving tests required for that vehicle (49 CFR 383.23(a)(1) Virtually all of the vehicles used for training purposes meet the definition of a CMV, and student drivers must therefore obtain a CDL

Any person who operates a Commercial Motor Vehicle (CMV)s, as defined in §382.107, in intrastate or interstate commerce and is subject to the CDL requirement of 49 CFR part 383.

These procedures applies to all WGTC CDL students when they are on WGTC property or when performing **ANY** WGTC related business including off-site instructional activities. **These procedures also applies to off-site lunch periods or breaks when a student is scheduled to return to class.**

Under Wiregrass Georgia Technical College's procedures and DOT Federal Motor Carrier Safety Administration (FMCSA) regulations, drivers who hold a CDL and drive a CMV are subject to the drug and alcohol testing in accordance with federal regulations. CMV means a motor vehicle or a combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- A) Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds), inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- B) Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or
- C) Is designed to transport 16 or more passengers, including the driver; or
- D) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to have a placard under the Hazardous Materials Regulations.

All applicants, employees and/or students for positions as a driver or for a safety-sensitive position, which includes driving, will be notified of Wiregrass Georgia Technical Colleges' Drug-Free Workplace Program (DFWP) at the time they apply for the position.

#### **WHAT DRUGS DOES DOT TEST FOR?**

DOT drug tests are conducted only using urine specimens. The urine specimens are analyzed for the following drugs/metabolites:

- Marijuana metabolites/THC
- Cocaine metabolites
- Amphetamines (including methamphetamine, MDMA)
- Opiates (including codeine, heroin (6-AM), morphine)
- Phencyclidine (PCP)

As of January 1, 2018, the DOT expanded the current drug testing panel to include certain semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone).

### **CIRCUMSTANCES FOR TESTING**

In general, DOT regulations require the Company conduct, and a driver submit to, drug and/or alcohol tests at the following times and under the following conditions: Pre-employment, Random, Reasonable Suspicion, Return to duty, Follow up and Post Accident.

#### ***Pre-Employment/Pre-Placement***

A drug test is required before any driver-applicant will be hired to perform a safety-sensitive function. A drug test will also be required before any current student or employee in a non-regulated position will be assigned, transferred or otherwise permitted to operate a commercial motor vehicle on behalf of Wiregrass Georgia Technical College for the first time. All offers by Wiregrass Georgia Technical College to hire an applicant for, or to assign or transfer an applicant to, a driver position is conditioned upon the applicant:

- A) Taking and providing a negative DOT pre-employment drug test as directed by Wiregrass Georgia Technical College
- B) Authorizing Wiregrass Georgia Technical College to obtain past drug and alcohol testing information. The Request/Consent for Information from Previous Employers on Alcohol & Controlled Substances Testing & History Form permits Wiregrass Georgia Technical College to obtain past drug and alcohol test results, including any refusals to test, from each DOT-regulated employer for whom the driver either worked, took, or refused to take, a drug and/or alcohol test during the past three (3) years per §391.23 (e);
- C) Providing Wiregrass Georgia Technical College with information regarding whether they have tested positive or refused to test on any DOT required pre-employment drug or alcohol test in which the applicant applied for, but did not obtain a safety-sensitive position in the preceding two (2) years using the Pre-Employment Testing History Form;
- D) Passing DOT-required physical exam required for driver positions; and
- E) Complying with any other conditions or requirements of which Wiregrass Georgia Technical College advises the applicant at the time of the offer.

Pursuant to DOT regulations, Wiregrass Georgia Technical College must make a "good faith effort" to obtain a driver's previous testing information from the driver's prior DOT-regulated employers, and such prior employers are required to provide the previous testing information to Wiregrass Georgia Technical College. This information should be obtained before the driver first performs safety-sensitive functions, unless this is not feasible, in which case the information should be obtained as soon as possible. In any event, a driver will not be allowed to perform a safety-sensitive function after 30 days from the date he or she first performed a safety-sensitive function, unless Wiregrass

Georgia Technical College has obtained or made and documented a good faith effort to obtain the previous testing information. **A separate release for each prior employer must be signed by the applicant for the prospective employer to legally receive and utilize information.** In addition, applicants must also complete a separate form indicating whether they have tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which the applicant applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol rules during the past two (2) years.

Prior to the first time a current employee performs a safety-sensitive function for Wiregrass Georgia Technical College, the employee will undergo a DOT pre-employment drug test. Wiregrass Georgia Technical College will not allow an employee to perform a safety-sensitive function unless and until Wiregrass Georgia Technical College has received a negative test result for the student/employee.

A verified positive drug test will disqualify an applicant/employee/student from a safety-sensitive position and/ or placement as a student or employment in such a position will be withdrawn. Before an applicant/employee/student with a verified positive pre-employment drug test may be reconsidered for a safety-sensitive position with Wiregrass Georgia Technical College or any other DOT-regulated employer, the applicant/employee/student must complete, and provide proof of having successfully completed the DOT- required Post-Violation Certified Substance Abuse Professional Return-to-Duty process and received a negative result on a DOT Return to Duty drug and/or alcohol drug screen as mandated pursuant to the recommendations and direction of the Substance Abuse Professional as described herein and set forth in the DOT regulations.

### ***Random***

Every driver shall submit to random testing as directed by Wiregrass Georgia Technical College pursuant to DOT regulations. All such tests will be unannounced and performed at reasonable intervals throughout the workday, workweek and year. Whenever a driver is randomly selected to be tested, he/she will be notified of their selection and instructed to immediately report to the collection site. A driver who tests positive or refuses to submit to a test is medically unqualified to drive and/or perform any other safety-sensitive function.

Each driver selected for random testing shall be tested during the selection period. If a driver selected for random testing is on vacation, temporary layoff, medical leave or otherwise not at work, the driver must be referred for a random test upon his/her return to work. Wiregrass Georgia Technical College will not skip or select an alternate in the event a selected driver is unavailable for testing on any particular day during the random selection period. If a driver selected for random testing does not return to work/ class before the beginning of a new random selection period (i.e., the next random draw), Wiregrass Georgia Technical College will ensure that a sufficient number of drivers are subsequently selected so the annual testing rate is not less than the minimum annual percentage rates established by the FMCSA for random drug and alcohol testing.

The random selection list is generated by the Third Party Administrator, EZDOT LLC, according to DOT regulations using a scientific computerized random selection generator without human intervention.

**Students who are selected in a random pool, but subsequently withdrawn for an attendance violation, must be tested if the student appeals and is reinstated into the program. Students will be notified of the date/time of testing.**

### ***Alcohol***

The annual rate for random alcohol testing is set by the FMCSA at 10%. Drivers may be tested just before, during, or just after performing a safety-sensitive function. The current ratio of employees / students to be tested is a minimum 10 percent for alcohol per year.

### ***Drugs***

The annual rate for random drug testing is set by the FMCSA is 25%. Drivers may be tested at any time while the employee is at work. The current ratio of drug testing mandated by Wiregrass Georgia Technical College is 50% per year.

### ***Reasonable Suspicion***

Each driver is required to submit to a drug and/or alcohol test whenever Wiregrass Georgia Technical College has reasonable suspicion (also referred to as "reasonable cause") to believe that a driver has used or is under the influence of drugs/alcohol in violation of DOT regulations. Reasonable suspicion will exist when a driver's appearance, behavior, speech, and/or body odors indicate drug/alcohol use, or the chronic and withdrawal effects of drugs/alcohol. Whenever a driver is notified that there is reasonable suspicion to be tested, the driver is expected to report to the test/collection site immediately and will be escorted. Documentation of the employee's conduct and/or appearance leading to a reasonable suspicion drug/alcohol test must be prepared and signed by the supervisor or Company official who made the observations within twenty-four (24) hours of the observed behavior, or before the results of the drug/alcohol test are released, whichever is earlier.

As permitted by DOT guidance and based on Wiregrass Georgia Technical College's independent authority, following a reasonable suspicion determination that leads to a Reasonable Suspicion drug and/or alcohol test, a driver will be removed from safety-sensitive duties until the Reasonable Suspicion test results are reported to Wiregrass Georgia Technical College. While awaiting the Reasonable Suspicion test results, the driver or student will be placed on non-disciplinary suspension. Hourly (non-exempt) employees will not be compensated for time missed from work if the test result is positive, adulterated or substituted, but will be compensated if the test result is negative. **Students may attend class but are not authorized to function in a Safety Sensitive Position.**

### ***Alcohol***

Observations must be made just before, during, or just after the driver performs a safety-sensitive function. The person who makes the reasonable suspicion determination cannot conduct the alcohol test.

Alcohol tests should be administered within two (2) hours of observation. If unable to test within the two (2) hour period, the employer must document the reasons for the time delay. If the test is not performed within eight (8) hours, cease attempts to administer

the test and document the reason(s) why the test was not conducted. If the driver has .04 or greater, he/she will be expelled from Wiregrass Georgia Technical College and receive no refund. The Driver/ student must complete SAP process before applying again.

If reasonable suspicion is observed and a test has not yet been performed, a driver will not perform a safety-sensitive function until:

- A) An alcohol test has been performed and the result is less than 0.02; or
- B) Twenty-four hours have passed following the reasonable suspicion determination

### ***Drugs***

Drug testing should be administered as soon as possible after making a reasonable suspicion determination. If unable to drug test within thirty-two (32) hours, the employer must cease attempts and document the reason(s) why the test was not conducted.

### ***Return-to-Duty***

A driver who has been removed from his/her safety-sensitive function due to a DOT drug or alcohol prohibition and/or regulation violation (e.g., a positive test, refusal to test, etc.) must provide proof of having successfully completed the DOT- required Post-Violation Certified Substance Abuse Professional Return-to-Duty process and received a negative result on a DOT Return to Duty drug and/or alcohol drug screen as mandated pursuant to the recommendations and direction of the Substance Abuse Professional as described herein and set forth in the DOT regulations. This test must be completed after an initial and follow-up evaluation by a DOT approved Substance Abuse Professional (SAP) and receives a return to duty authorization letter. After the SAP's determination that the driver has successfully complied with prescribed education and/or treatment, and before resuming performance of a safety-sensitive function. The result of the alcohol test must be less than 0.02. (EZDOT will verify the validity of all return to duty authorization letters and SAP qualifications prior to administering return to duty testing)

The return-to-duty drug test is not limited to a specific substance (i.e. the particular drug for which the driver tested positive). Additionally, if the SAP determines that a multiple-substance abuse problem exists, a drug test may be performed in conjunction with an alcohol test. As required by DOT drug testing procedures, specimen collection for all return-to-duty drug tests will be conducted under direct observation (See 49 CFR §40.67(b)).

### ***Post-Rehabilitation/Follow-Up***

A driver who has violated a DOT drug and/or alcohol regulation (e.g., a positive test, refusal to test, etc.) must be evaluated by a SAP and follow the prescribed rehabilitation/treatment program. Following the determination that an employee needs to resolve problems associated with drug abuse and/or alcohol misuse, each employer will ensure that the employee is subject to unannounced, follow-up drug and/or alcohol testing as determined by the SAP. At a minimum, such testing must consist of at least six unannounced follow-up tests in the first 12-months following the driver's return to safety-sensitive functions. The choice of the SAP and the assignment of costs shall be made in accordance with employer/driver agreements and employer policies. Follow-up alcohol testing must only be conducted just before, during, or just after a driver performs a safety-sensitive function. As required by DOT drug testing procedures, specimen collection for all follow-up drug tests will be conducted under direct observation (See 49 CFR §40.67(b)). Because these tests are "unannounced and other than random", STUDENTS may be charged additional fees associated with their

collections.

### ***Post-Accident***

A driver who is performing a safety-sensitive function must submit to a post-accident drug and alcohol test as soon as possible after any occurrence that meets the description of a "DOT Accident." For purposes of these procedures and Wiregrass Georgia Technical College's drug and alcohol testing program, a "DOT Accident" is defined as an occurrence involving a commercial motor vehicle operating on a public road in commerce which results in:

- A) A loss of human life; **or**
- B) The driver receiving a citation under state or local law for a moving traffic violation arising from the accident if the accident involved:
  - 1. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; and/or;
  - 2. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver may be directed to submit to a drug and/or alcohol test at the accident scene by a federal, state, or local law enforcement officer. Whenever a test is conducted by a law enforcement officer, the driver is required to immediately contact his/her supervisor or other Company official to report the drug and/or alcohol test result and to provide Wiregrass Georgia Technical College with the name, badge number, and telephone number of the law enforcement officer who conducted the test.

Whenever a driver is involved in a DOT Accident and is not tested for drugs and/or alcohol by a law enforcement official, the driver is required to immediately contact his/her supervisor or other Company official and remain available to be tested. A driver who is subject to post-accident testing must remain available for testing or Wiregrass Georgia Technical College may consider the driver to have refused to submit to testing. However, nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

As permitted by DOT guidance and based on Wiregrass Georgia Technical College's independent authority, drivers involved in a DOT Accident and required to take a Post-Accident drug and/or alcohol test will be removed from safety-sensitive duties until the Post-Accident test results are reported to Wiregrass Georgia Technical College. While awaiting the Post-Accident test results, the driver will be placed on non-disciplinary suspension. Hourly (non-exempt) employees will not be compensated for time missed from work if the test result is positive, adulterated or substituted, but will be compensated if the test result is negative. If the driver is a student in the CDL course at Wiregrass Georgia Technical College, the student will be terminated and will not be allowed to return until released by a DOT approved Substance Abuse Professional (SAP).

### ***Alcohol***

Tests should be administered within two (2) hours of an accident. If unable to test within the two (2) hour time period, the employer must document the reason(s) for the time delay. If the test was not performed within eight (8) hours, cease attempts to administer the test and document the reason(s) why the test was not conducted.

**Any driver involved in an accident must refrain from consuming alcohol for eight (8) hours after the accident and/or until the test has been completed.** A driver who is subject to post-accident testing must remain available or the employer may consider the driver to have refused to submit to testing.

### ***Drugs***

Tests should be administered within thirty-two (32) hours after an accident. If the test was not performed within thirty-two (32) hours, the employer will cease attempts and prepare and maintain a record stating the reason(s) why the test was not conducted.

In the event of a DOT Accident that involves a traffic citation, the citation must have been issued within the foregoing prescribed time periods (8 hours for alcohol and 32 hours for drugs from the time of the accident) to trigger a referral for a DOT post-accident test. In the event a traffic citation is not issued within the prescribed time periods and no DOT post-accident test is performed, Wiregrass Georgia Technical College reserves the right, as recognized by the DOT, to require a non-DOT post-accident test based on its independent authority and discretion, and within the limits, if any, of applicable law. Drivers may refer to Wiregrass Georgia Technical College's non-DOT procedures, if any, concerning non-DOT testing.

### **EMPLOYEE/STUDENT REQUESTED SPLIT SPECIMEN TESTING**

Any CDL student or employee who questions the results of a required drug test may request that their split sample be tested. The student or employee has to request the split specimen be sent to another DHHS-certified laboratory for analysis. The test must be conducted on the split sample that was provided by the donor at the same time as the original sample. All costs for such testing are paid by the student or employee. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended.

Students or employees who test positive will be contacted by the Medical Review Officer from the DOT approved lab. If the student or employee is unavailable and an answering machine is available, a message will be left with a telephone number for the student to return the call. If no contact is made, the Medical Review Officer will contact Wiregrass Georgia Technical College Third Party Administrator with the results which will be immediately relayed to the Designated Employer Representative. The student's or employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. The request may be verbal or in writing. Requests after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the donor. Failure to respond to a medical review officer regarding drug/alcohol test results will result in a positive reading which will result in dismissal from the program.

## **CONSEQUENCES FOR PROCEDURES VIOLATIONS**

### ***Removal From Safety-Sensitive Function:***

Students, employees and applicants shall not perform, nor be permitted to perform, a safety-sensitive function, including driving a commercial motor vehicle as previously defined in these procedures, if any of the above prohibitions, or the drug and/or alcohol rule of another DOT agency, are violated. Employees and applicants who violate a DOT drug and alcohol prohibition or regulation will be advised by Wiregrass Georgia Technical College of the resources available in evaluating and resolving drug and/or alcohol problems, including the names, addresses, and telephone numbers of DOT certified Substance Abuse Professionals (SAPs) and counseling and treatment programs.

Additionally, students and employees subject to Post-Accident or Reasonable Suspicion testing will be removed from safety-sensitive functions and receive a non-disciplinary suspension until Wiregrass Technical College receives the test results. Hourly (non-exempt) employees will not be compensated for time missed from work if the test is positive, adulterated or substituted, but will be compensated if the test is negative.

### **Federal Motor Carrier Safety Administration Drug and Alcohol Clearing House:**

The Federal Motor Carrier Administration (FMCSA) is establishing the Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse (Clearinghouse). This new database will contain information pertaining to violations of the U.S. Department of Transportation (DOT) controlled substances (drug) and alcohol testing program for holders of CDLs.

The Clearinghouse rule requires FMCSA-regulated employers, Medical Review Officers (MROs), Substance Abuse Professionals (SAPs), consortia/third party administrators (C/TPAs), and other service agents to report to the Clearinghouse information related to violations of the drug and alcohol regulations in 49 Code of Federal Regulations, parts 40 and 382 by current and prospective employees.

The Clearinghouse will also require the following:

- Employers will be required to query the Clearinghouse for current and prospective employees' drug and alcohol violations before permitting those employees to operate a commercial motor vehicle (CMV) on public roads.
- Employers will be required to annually query the Clearinghouse for each driver they currently employ.
- State Driver Licensing Agencies will be required to query the Clearinghouse whenever a CDL is issued, renewed, transferred, or upgraded.

The Clearinghouse will provide FMCSA and employers the necessary tools to identify drivers who are prohibited from operating a CMV based on DOT drug and alcohol program violations and ensure that such drivers receive the required evaluation and treatment before operating a CMV on public roads. Specifically, information maintained in the Clearinghouse will enable employers to identify drivers who commit a drug or alcohol program violation while working for one employer, but who fail to subsequently inform another employer (as required by current regulations). Records of drug and alcohol program violations will remain in the Clearinghouse for five years, or until the driver has completed the return-to-duty process, whichever is later. When the clearing house

reporting requirement takes effect, violations of DOT FMCSA drug and alcohol program violations will be reported within applicable requirements.

When EZDOT LLC and/or the DOT/FMCSA clearinghouses/repository become active, all drug and alcohol information will be entered.

**Post-Violation/Return-To-Duty Procedures:**

A student or employee who has violated a DOT drug and/or alcohol prohibition or regulation cannot again perform any DOT safety-sensitive duties for Wiregrass Georgia Technical College or any DOT-regulated employer until and unless the employee has completed the DOT mandated certified SAP evaluation, referral and education/treatment process. For purposes of these procedures, a DOT drug and/or alcohol prohibition regulation violation includes a verified positive DOT drug test, a DOT alcohol test with a result indicating an alcohol concentration of .04 or greater, a refusal to test (including by adulterating or substituting a urine specimen) or any other violation of the prohibition on the use of alcohol or drugs under a DOT agency regulation.

Before a driver who has violated a DOT drug and/or alcohol regulation can return to a safety-sensitive position (whether for Wiregrass Georgia Technical College or any DOT-regulated employer), he or she must:

- A) Meet with a DOT certified Substance Abuse Professional (SAP) for an initial evaluation;
- B) Properly follow all SAP evaluation recommendations for assistance and referrals, to an education and/or treatment program;
- C) Meet with the SAP for a follow-up evaluation to determine whether the individual has successfully complied with the SAP's education and/or treatment recommendations and receive a return to duty letter;
- D) Take and provide an observed negative return-to-duty drug and/or alcohol test;
- E) Be subjected to post-rehabilitation/follow-up testing as determined by the SAP for up to sixty (60) months, to include a minimum of six (6) follow-up tests in the first twelve (12) months after the return-to-duty test with an alcohol concentration of less than 0.02 and a negative drug test. The SAP may terminate the requirement for the follow-up testing at any time after the first six (6) tests have been administered, if the SAP determines that such testing is no longer necessary.

As Wiregrass Georgia Technical College's Third Party Administrator (TPA), EZDOT LLC will evaluate all Substance Abuse Professional's Return to Duty Authorization letters, follow up plan and paper work to determine its validity and completeness. Following EZDOT LLC evaluation, Wiregrass Georgia Technical College will receive an acknowledgement letter stating our findings and the terms and conditions of our coverage of the return to duty drug test and follow up testing as long as the student is enrolled in Wiregrass Georgia Technical College. Upon graduation from the CDL program, the follow up coverage will transfer to the student's new employer for follow up coverage.

### **EMPLOYEE/STUDENT DISCIPLINE:**

Employees/Students who engage in any of the prohibited conduct listed above are in violation of these procedures and are subject to discipline, up to and including termination, at Wiregrass Georgia Technical College's sole discretion pursuant to Wiregrass Georgia Technical College's authority independent of federal requirements.

Any employee who refuses to submit to testing or attempts to adulterate or substitute a specimen will be terminated.

A driver found to have an alcohol concentration of 0.02 or greater, but less than 0.04, shall not perform nor be permitted to work for at least twenty-four (24) hours. Even though this is DOT minimum requirement, Wiregrass Georgia Technical College has a zero tolerance procedures on the use or abuse of prohibited substances while on any campus which includes under the influence of prohibited substances.

### **VOLUNTARY ADMISSION OF DRUG/ALCOHOL USE**

Wiregrass Georgia Technical College encourages all students and employees who need assistance in dealing with alcohol abuse or drug dependency problems to seek appropriate counseling and/or treatment through various private and public organizations that are available. Accordingly, students and employees who voluntarily come forward and admit to alcohol misuse or drug use will not be subject to disciplinary action. Rather, employees who self-identify their need for assistance will be allowed sufficient opportunity to seek evaluation, education or treatment to establish control over their drug or alcohol problem.

Students and Employees must make any such admission or self-identification of a drug and/or alcohol problem prior to performing a safety-sensitive function (i.e. prior to reporting for duty). Students and Employees may not self-identify a drug or alcohol problem to avoid testing required under DOT regulations. Students and Employees also may not escape discipline or the Post-Violation/Return-to-Duty Procedures by self-identifying a drug or alcohol problem after being referred for testing or after a DOT drug and alcohol regulation violation has occurred. Costs associated with any counseling or treatment program may be covered by the student's or employee's medical insurance plan (if any); however, any costs not covered by the student's or employee's medical insurance plan and which are not otherwise required to be paid by any applicable plan are entirely the employee's sole responsibility. Wiregrass Georgia Technical College will comply with any applicable medical leave law, disability discrimination law or applicable leave law in the event a leave is requested.

Employees who admit to a drug or alcohol problem will be referred to a drug and alcohol abuse evaluation expert (i.e. employee assistance professional, SAP, or qualified drug and alcohol counselor) for evaluation and recommendations for an appropriate education or treatment program. Such employees will not be permitted to return to a safety-sensitive function until Wiregrass Georgia Technical College is satisfied that the employee has been evaluated by a drug and alcohol abuse evaluation expert and successfully completed the expert's recommendations for an educational or treatment program. Before the employee's return to a safety-sensitive function, the

employee must also undergo a return-to-duty test with a result indicating an alcohol concentration of less than .02 and/or a verified negative drug test result. Except as otherwise required by applicable law or procedures, Wiregrass Georgia Technical College cannot guarantee that the employee will return to the same or a comparable position upon return to duty. Wiregrass Georgia Technical College reserves the right, as recognized by the DOT, to require employee monitoring and/or non-DOT follow-up testing based on limits, if any, of applicable law. All returning employees are required to comply with Wiregrass Georgia Technical College's normal standard with respect to work performance and conduct.

### **Voluntary Admission of Drug and Alcohol Referral Reference list**

Your company requires an employer to advise the employee, who engages in conduct prohibited under the Company procedures rule to provide the employee a list of the available resources for evaluation and treatment of Certified Substance Abuse Professionals (SAPs), Counseling and treatment programs. In the scenario where the employer discharges the employee, that employer would be considered to be in compliance with the rules if it provided a list to the employee. **Wiregrass Georgia Technical College** has no further obligation to facilitate referral to the SAP/ Councilors /Treatment center or ensure that the employee receives a substance abuse evaluation; pay for the evaluation; or seek to obtain, or maintain the substance abuse evaluation synopsis.

#### Professionals/Councilors/Treatment Centers

(These lists are provided as guidance for individuals who are seeking assistance for a drug and alcohol abuse/misuse admission/violation. It is a dynamic list therefore it is advised that all individuals confirm/verify credentials prior to program admittance)

National Institute on Drug Abuse NIDA [drugabuse.gov](http://drugabuse.gov)

National Institute on Alcohol Abuse and Alcoholism NIAAA [niaaa.nih.gov](http://niaaa.nih.gov) (go to alcohol treatment navigator)

Employee Assistance Professionals Association [eapassn.org](http://eapassn.org)

International Certification and Reciprocity Consortium (ICRC) [internationalcredentialing.org](http://internationalcredentialing.org)

National Association of Alcoholism and Drug Abuse Counselors (NAADAC) [naadac.org](http://naadac.org) (go to education-SAP-SAP Directory)

National Council of Alcoholism and Drug Dependency INC [ncadd.org](http://ncadd.org)

National Board of Certified Councilors INC and Affiliates [nbcc.org](http://nbcc.org)

America Association for Marriage and Family Therapy [aamft.org](http://aamft.org)

The American Counseling Association [Counseling.org](http://Counseling.org)

#### DOT Sap List

The following certification organizations have met the requirements in 40.283 to obtain recognition for the SAP credential for its members:

(The individuals on these lists provided as guidance by the DOT is dynamic therefore it is advised that all individuals requiring a SAP confirm/verify SAP credentials prior to program admittance)

National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) [naadac.org](http://naadac.org) (education-SAP-SAP Directory)

International Certification Reciprocity Consortium (ICRC) [internationalcredentialing.org](http://internationalcredentialing.org)  
National Board of Certified Counselors [nbcc.org](http://nbcc.org)

Remember, whoever you choose must have passed requirements set by DOT in order to complete a DOT Return to Duty process according to 49 CFR Part 40 and part 382 and issue a Return to Duty letter. For NON DOT EAP, it is also your responsibility to ensure any type treatment you choose is credentialed according to all the requirements in your circumstance.

### **SUMMARY OF ALCOHOL TESTING PROCEDURES**

The DOT regulations discuss alcohol testing procedures in greater detail in 49 CFR Part 40, as amended, which is incorporated herein by reference.

1. Alcohol testing is done at locations determined by Wiregrass Georgia Technical College in a private setting. The testing technician, who has been trained, will ask test subjects to verify their identity. Drivers must cooperate with that request. Drivers may ask the technician for identification also. The driver's identity will be recorded on a DOT alcohol testing form.
2. A breath or saliva testing device approved by the federal government will be used for all alcohol tests. A screening test will be done first. If a breath-testing device is used, drivers will be instructed to exhale forcefully into the mouthpiece of the screening device. If a saliva- testing device is used, a swab will be placed in the driver's mouth and saturated with saliva. After the saliva is collected, the swab will be inserted into the saliva-testing device.
3. The technician will show the result displayed on the screening device to the driver. If the reading is less than 0.02, the driver has passed the alcohol test and the DOT alcohol testing form will be completed.
4. If the screen test result is more than 0.02, a confirmation breath test, using a federally approved evidential breath-testing device, will be performed after at least a 15-minute waiting period from the completion of the screening test. During that time, for their own protection, drivers should not eat or drink anything.
5. For the confirmation test, the driver will have to exhale into the evidential breath-testing device until the technician tells the driver to stop. The driver will be shown the printed and displayed results.
6. A confirmation test result under 0.02 means the driver has passed. A confirmation alcohol concentration level of 0.02 or higher will result in the driver's removal from safety-sensitive functions. The DOT prohibits any driver whose confirmation test registers 0.02 or greater but less than 0.04 from performing or

from continuing to perform a safety-sensitive function until the driver's next regularly-scheduled duty period, but for no less than twenty-four (24) hours. If the confirmation level is 0.04 or more, or if the driver refuses to cooperate, the driver is in violation of DOT alcohol regulations and subject to the Consequences for procedures Violations and Post-Violation/Return-to-Duty Procedures described above.

7. If a driver tries but fails to provide a breath specimen adequate for testing, the driver will be asked to try again. If the driver still does not provide an adequate specimen, the driver's failure will be noted on the DOT alcohol testing form and Wiregrass Georgia Technical College's DER will be informed. The driver will be removed from performing "safety-sensitive" functions for a 24 hour time period and required to see a doctor, acceptable to Wiregrass Georgia Technical College, within five days for an evaluation. If the doctor provides a written statement to the employer concluding that it is highly probable a medical condition prevented the driver from providing an adequate breath specimen, the driver will not be disciplined for refusing to cooperate.

### **SUMMARY OF DRUG TESTING PROCEDURES**

Students are required to pay a fee to have DOT drug/alcohol Pre-Employment and Random tests conducted, which is scheduled by WGTC. All drug and alcohol tests for the Commercial Truck Driving program of WGTC will be performed by WGTC's Third Party Administrator, EZDOT LLC or their approved affiliates, which is an approved DOT certified collection site and has a reciprocal testing agreement with WGTC TPA for the accountability of testing documentation.

Additional fees will apply for the following situations. ***(Fees are subject to change)***.

1. Students and Employees who test positive on a reasonable suspicion, post-accident and/or random drug test will pay the additional fees associated with these tests.
2. Students and employees who refuse to have a drug test will be charged all additional associated fees.
3. Students and employees who are mandated or requested to have an observed specimen will be charged all additional associated fees
4. Students and employees who report for testing not within normal operating hours will be charge an additional fee per hour charged on the quarter hour.
5. Students and employees who request for a split sample to be tested will be charged an additional fee. ***Donors, who notify the Medical Review Officer (MRO) of their desire to request a split sample test and subsequently change their mind, are responsible for any additional fees, if they do not contact the MRO within the specified timeframe of their intent to cancel the request.***

Analytical urine drug testing and breathe testing for alcohol may be conducted when circumstances warrant or as required by Federal regulations. While enrolled or employed in the CDL program, all employees and students shall be subject to drug testing, for reasonable

suspicion, and following an accident as defined in the Post Accident Section of these procedures. CDL students and employees shall also be subject to drug and alcohol testing on a random, unannounced basis. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40 as amended.

Controlled Substance tests will be a DOT mandated 5 panel split specimen. The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. (As of January 1, 2018, DOT expanded current drug testing panels to include certain semi-synthetic opioids (i.e., hydrocodone, oxycodone, hydromorphone, oxymorphone).

An initial drug screen will be conducted by a Health and Human Services certified lab on each urine specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFT Part 40, as amended. In instances where there is a reason to believe a student or employee is abusing a substance other than the five drugs listed above, WGTC reserves the right to test for additional drugs under its own authority using standard laboratory testing protocols.

The DOT regulations discuss drug testing procedures in greater detail in 49 CFR Part 40, as amended, which is incorporated herein by reference.

1. Drivers subject to drug testing will be directed to provide a urine specimen at a Company designated facility. The driver will be driven or sent to the facility and required to verify his or her identity. In return, a driver may ask collection site personnel to disclose their identity.
2. The driver's urine specimen will be collected by a trained collection site person (the Collector) in accordance with DOT rules, using a DOT Custody and Control Form (CCF), also known as chain-of-custody form. To protect themselves, drivers should ensure that the entries on the form are accurate, that their collected urine specimens have been sealed, and that their specimens are labeled with the same number as appears on the CCF and are placed in a container with copies of the correct CCF.
3. The Collector shall require drivers to remove unnecessary outer garments that might conceal items used to tamper with the collection process. The Collector shall also retain personal belongings like briefcases and purses during the collection process. Drivers may keep their wallets and ask for a receipt for any belongings they surrender. The Collector will direct the driver to empty his or her pockets and display the items in them and the driver must allow the Collector to make this observation.
4. Drivers will be given a collection container and allowed to provide a urine specimen in private unless: the laboratory reports a specimen was invalid and the MRO reports there was no adequate medical explanation for the result; the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed; the laboratory reports a specimen was negative-dilute with a low creatinine concentration (i.e.,

a creatinine concentration greater than or equal to 2 mg/dL and less than or equal to 5 mg/dL) and the MRO reports the specimen as negative-dilute; the drug test is a return-to-duty test or follow-up test, all of which must be performed under direct observation; the Collector observes materials brought to the collection site or the driver's conduct clearly indicates an attempt to tamper with a specimen; the temperature on the original specimen was out-of-range; or the original specimen appeared to have been tampered with. In such circumstances, the DER will be notified and drivers will be required to undergo a directly observed collection in accordance with 49 CFR § 40.67.

5. If the driver does not provide a sufficient amount of urine for testing (at least 45 ml), the Collector will discard the specimen, tell the driver to drink additional fluids, wait up to three (3) hours and try again to provide a specimen. If the driver refuses to drink those fluids or provide another specimen, the Collector shall notify Wiregrass Georgia Technical College's DER of the driver's refusal to cooperate. If the driver cooperates, but still does not provide an adequate specimen, testing will stop, and the driver will be sent to a doctor acceptable to Wiregrass Georgia Technical College's MRO within five working days for an evaluation. If that doctor states in writing to Wiregrass Georgia Technical College's MRO that it is highly probable that a medical condition prevented the driver from providing an adequate specimen, the driver will not be disciplined on grounds of refusing to provide a specimen.
6. If the driver provides a sufficient amount of urine for testing, it will be inspected by the Collector and its temperature will be measured. If there is a reason to believe an altered or substituted specimen has been provided, the DER will be notified and a second, observed specimen will be collected. Collected specimens will be poured into two containers (i.e. a split-specimen collection). The collector will seal the bottles by placing the tamper-evident bottle seals over the bottle caps/lids. The collector will date the seals and instruct the donor to initial the tamper-evident bottle seals for the purpose of certifying the bottles contain the specimens he or she provided.
7. Both specimen containers will be sent to a federally certified laboratory designated by Wiregrass Georgia Technical College. The lab will review the CCF and check the specimens for apparent tampering. Any apparent tampering or CCF problems will be reported to the DER.
8. If the specimens appear to be in order, the lab will run an initial screening test on the primary specimen. If the screening test is negative, the lab will report the result as negative and the driver has passed the drug test. If the screening test is at or above the established cutoff concentration, the lab will conduct a confirmation test and analyze the specimen using Gas Chromatography/Mass Spectrometry (GC/MS). The laboratory will send the test results to Wiregrass Georgia Technical College's Medical Review Officer (MRO).
9. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign

substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

10. The MRO is a trained doctor Wiregrass Georgia Technical College, or its Third Party Administrator has retained to review test results and to evaluate any explanation a driver may have for a positive, adulterated, substituted (because of a creatinine concentration of less than 2 mg/dl), or invalid drug test result. The MRO will telephone drivers at the numbers given on the CCF. If a driver believes a mistake was made at the collection site or lab, or on a CCF, or that the drug test result is caused by lawful substance use, the driver should tell the MRO. Drivers should cooperate with the MRO. If a driver does not cooperate, Wiregrass Georgia Technical College will be notified, and the driver may be removed from duty and disciplined or discharged pursuant to Wiregrass Georgia Technical College's independent authority (or not hired, if the driver is an applicant).
11. If a driver wants his or her split specimen to be tested by another certified laboratory at the driver's expense, the driver should tell the MRO within 72 hours of notice of a positive, adulterated or substituted drug test result (drivers do not have access to a test of their split specimen following an invalid result). **The driver will not have the opportunity to provide another specimen.** The retest will be conducted on the secondary container of the **original** specimen. The driver's secondary specimen will then be sent to a different Company- approved, certified laboratory for re-analysis. If the second laboratory finds evidence of the drugs, adulteration or substitution that the first laboratory found, the MRO will tell the DER the split specimen was reconfirmed positive, adulterated or substituted. If the second laboratory fails to reconfirm the primary specimen results or the split specimen cannot be tested, the MRO will cancel the test and may direct the DER to require that the driver undergo an immediate recollection under direct observation or take other action as provided by the DOT regulations (See 49 CFR §§ 40.187 and 40.201).
12. If the MRO informs Wiregrass Georgia Technical College that a negative drug test was dilute, the following will apply.
  - Dilute Negative with Low Creatinine: If the MRO indicates that a recollection under direct observation is required because the creatinine concentration of the specimen was equal to or greater than 2 mg/dl but less than or equal to 5 mg/dl, Wiregrass Georgia Technical College must immediately instruct and, if the recollection is not completed onsite by WGTC TPA, escort the driver to undergo a recollection under direct observation. The DOT's stated purpose for this requirement is so that people who may naturally produce low creatinine levels will not be reported to employers as having substituted their specimens.
  - Other dilute Negatives: If the result of any test is negative dilute or if the creatinine concentration of the dilute specimen is greater than 5 mg/dL but less than 20 mg/dL, Wiregrass Georgia Technical College will direct the driver to take another test immediately in all DOT Test Types. Such recollections will be unobserved, unless there is another basis for use of direct observation (see for instance 49 CFR §40.67(b) and (c)). The requirement to undergo a

recollection/retest because of a dilute negative will uniformly apply to all individuals subject to a particular test type; in other words, Wiregrass Georgia Technical College will treat all drivers subject to the particular test type the same with respect to a recollection/retest. A refusal to submit to the second test as directed by Wiregrass Georgia Technical College will be deemed a test refusal and a violation of DOT drug regulations. The result of the second test, not the original dilute, result will be the test of record upon which Wiregrass Georgia Technical College will rely. If the second test is also a dilute negative, Wiregrass Georgia Technical College will not make the driver take a third test because the second test was dilute, unless the MRO directs a recollection under direct observation.

The DOT prohibits any driver who has a verified positive, adulterated or substituted drug test result, from performing or from continuing to perform a safety-sensitive function until he/she has met the proper DOT requirements as described in the "Post-Violation/Return-to-Duty Procedures" section above under Consequences for procedures Violations.

**Medications prescribed for someone other than the driver, will be considered unlawfully used under any circumstance. The DOT also indicates that a driver's purported use of marijuana for medical purposes (even if pursuant to state "medical marijuana" law) or use of hemp or marijuana-related products does not constitute a legitimate medical explanation for a positive test result and these are insufficient grounds for the MRO to verify the test result as negative.**

#### **EDUCATION AND TRAINING**

Wiregrass Georgia Technical College has available information, education and training regarding problems associated with drug and alcohol abuse in the workplace and otherwise. We also provide training for supervisors and managers.

Wiregrass Georgia Technical College's educational and training materials include information on available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management. If there are concerns regarding a suspected substance abuse problem, Wiregrass Georgia Technical College encourages employees to contact the DER or other Company designee to obtain referrals to any employee assistance program and/or appropriate counseling or treatment programs through various private or public organizations. **Contact Wiregrass Georgia Technical College's Designated Employer Representative, April Lamon at 229-293-6261 for more information.**

#### **ACKNOWLEDGEMENT**

Drivers must sign an acknowledgement form after receiving a copy of these procedures and prior to testing.

## **RESERVATION OF RIGHTS**

These procedures supersedes and revokes any other Wiregrass Georgia Technical College practice or procedures relating to the use of drugs and alcohol in the workplace and drug and/or alcohol testing. Wiregrass Georgia Technical College reserves the right to interpret and administer these procedures, and at any time and at its sole discretion, amend or change these procedures, in whole or in part, with or without notice. These procedures automatically incorporates any changes to DOT or FMCSA regulations (49 CFR, Parts 40 and 382) or related regulations or statutes that govern the use of drugs and alcohol by student or employees who hold a Commercial Learner's Permit (CLP) or Commercial Driver's License (CDL) and drive a Commercial Motor Vehicle (CMV). These procedures is not an express or implied contract of employment nor is it to be interpreted as such. Additionally, these procedures does not in any way affect or change the status of any at-will employee. Nothing in these procedures is a promise or guarantee or should be construed as a promise or guarantee that Wiregrass Georgia Technical College will follow in any particular circumstances any particular course of action, disciplinary, rehabilitative or otherwise.

## **SIGNS AND SYMPTOMS OF A DRUG-ALCOHOL PROBLEM**

Drugs and alcohol can result in such work-related problems as absenteeism and tardiness, lower productivity, missed deadlines, poor work quality, unsafe driving, and increased injuries and accidents. Problems relating to or communicating with supervisors, co-workers or customers, following directions, concentrating or remembering things may also indicate a drug or alcohol problem.

Drugs and alcohol slow reaction times, cause confusion, harm coordination and motor skills and can impair decision-making and memory. People misusing alcohol and using illegal drugs may be withdrawn, lethargic, depressed, erratic, "hyper" or unusually anxious, hostile or paranoid.

Drugs and alcohol misuse can also result in health problems like chronic gastritis, headaches, chronic respiratory infections and liver problems. They may also show up as poor hygiene, a sloppy appearance, financial problems, DUIs or family problems.

Evidence of use can include paraphernalia such as pipes, syringes, foil packets, pills, powders and empty alcohol containers. Physical symptoms of use can include:

- A) Marijuana and alcohol odors
- B) Puffy or droopy eyelids, bloodshot eyes, dilated or pinpoint pupils
- C) Nosebleeds, excessive sniffing, chronic sinus problems, nasal sores
- D) Needle tracks or blood spots on clothing
- E) Tremors, racing or irregular heartbeats
- F) Slurred or incoherent speech
- G) Confusion, anxiety, or paranoia
- H) Coordination problems
- I) Lethargy and sleepiness

## **EFFECTS OF ALCOHOL AND DRUGS**

Drugs and alcohol can harm health and the workplace in a variety of ways.

### **Alcohol**

Alcohol is a central nervous system depressant that acts like a poison if used in large quantities. Each year the lives of tens of thousands of Americans are shortened or ended by alcohol misuse.

Alcohol quickly reaches the brain after drinking. It impairs self-control and other learned behaviors. This loss of self-control can lead to aggressive driving (or overly cautious driving), as well as the other kinds of aggressive behaviors associated with drinking. Even small doses of alcohol, i.e. a single drink, can harm driving performance. In large doses, alcohol significantly impairs coordination, memory and judgment.

Over time, alcohol misuse damages the liver, the heart, the digestive system and can cause permanent brain damage. On average, alcoholics shorten their life span by about 10 years.

Alcohol misuse harms the ability to think clearly, harms judgment and can affect the ability to get along with and work constructively with co-workers and customers. Alcoholics often have attendance and work performance problems and get fired because of the consequences of alcohol misuse. Because of its adverse effects on coordination, reflex time, vision, driving ability, judgment and the ability to evaluate and quickly process information, alcohol is especially dangerous for drivers of commercial motor vehicles.

A small glass of wine, a can of beer and a one and one-half ounce shot of liquor all contain about the same amount of alcohol. It takes the body about one hour to metabolize and eliminate each "drink" of alcohol. Coffee, exercise and cold showers do not speed up this process or magically produce sobriety. While individuals differ greatly, each drink on an empty stomach by an average-sized adult male may lead to an alcohol concentration of about .02. Thus, drinking more than two drinks raises a serious risk of having an alcohol concentration in excess of DOT rules, especially for people with low body weights. Any drinking while on duty or during the 4 hours before working violates DOT rules.

### **Cocaine**

Cocaine is a powerful stimulant that can be inhaled up the nose, injected or smoked. It greatly increases heart rate and blood pressure. Partly because of its effects on the circulatory system, cocaine use can lead to seizures. Every time cocaine is used, there is some unquantifiable risk of a fatal stroke or heart attack. Cocaine can also cause tremors, convulsions, vomiting and raises body temperature to dangerous levels. Repeated snorting damages nasal tissues, sometimes permanently. Needle use carries risks of infection and overdose.

Initially, cocaine use brings a rush of euphoria and exaggerated overconfidence. Sometimes these effects are so strong that safe driving is impossible. Cocaine wears off in about an hour after it is snorted and in just a few minutes after it is smoked. When it wears off, the user may become depressed, anxious, paranoid and exhausted.

Cocaine users may exhibit rapid mood swings and changes in activity level. They may grind their teeth, repeatedly wash their hands or engage in other compulsive behaviors.

## **Amphetamines**

Amphetamines, also known as "speed," are powerful stimulants that are often abused by truck drivers because they make it easy to stay awake. Amphetamines, however, are dangerous drugs with a high potential for abuse. Amphetamines may also be known as uppers, black beauties, white crosses or dexies.

Use brings feelings of alertness and a loss in appetite. The user may also become very talkative or physically active or feel very strong after ingesting amphetamines. In a few hours however, the amphetamines wear off and restlessness, anxiety, paranoia and headaches set in. In large doses, amphetamines can produce serious toxic effects. The user's blood pressure can rise to the point where strokes or heart attacks occur. Long-term users often have acne, tooth problems and may exhibit symptoms of permanent brain damage.

## **Marijuana**

Marijuana is a hallucinogen that alters the user's sense of time and reduces the user's ability to perform tasks requiring coordination, swift reactions and concentration. Taken in large quantities, marijuana can act like a depressant.

While some people may regard marijuana as harmless, there is evidence its use is unhealthy and dangerous for the driver. Marijuana causes significant increases in blood pressure and pulse rate and, thus, can aggravate or cause heart disease. Marijuana smoke also contains a number of known carcinogens. Many experts believe that marijuana is actually unhealthier to smoke than tobacco.

Studies have shown that smoking marijuana affects the ability to perform tasks like driving, which require both thinking and motor skills, for at least 24 hours. Users, however, often believe that all the impairing effects of smoking have worn off after 4 to 6 hours. Marijuana significantly impairs short-term memory and can harm the user's ability to concentrate or plan for and achieve long-term goals. There is also significant evidence that marijuana harms the reproductive systems of men and women and is dangerous for children and non-smokers who live with the user.

## **Opiates**

Opiates are a class of narcotics and sedatives derived from the opium poppy plant. Heroin is the strongest opiate. Heroin use has been increasing in recent years because of the availability of cheap, strong heroin from Asia. This new stronger heroin can be smoked or snorted. Heroin can also be injected using needles.

Morphine and codeine are opiates that are often used to relieve pain or induce sleep. However, they can be stolen from hospitals or pharmacies and abused.

Opiate misuse causes a number of health problems. Because of variations in dosages and strength, heroin use carries a risk of overdose and death. Addicts who use needles also risk contracting AIDS or hepatitis. Heroin is often contaminated with other drugs or toxins or combined with other narcotics.

Opiate use slows down and depresses a number of body functions, including brain functioning. Heroin users may act sleepy or euphoric for a while and then become anxious or irritated after the heroin wears off. Heroin users tend to have a number of

related health problems and tend to also abuse alcohol and tobacco. Together, these drugs and the unhealthy lifestyles of heroin users result in decreased life expectancy.

### **PCP**

Phencyclidine, or PCP, is also called angel dust. PCP is an extremely dangerous hallucinogen that has unusual and unpredictable side effects. It was developed as an anesthetic in the late 1950's and used for a while as a tranquilizer both for humans and animals. Because of its dangers, it now has no legal uses and is no longer legally manufactured. Rather, PCP is manufactured in underground laboratories. It often contains dangerous adulterants but is very dangerous all by itself.

PCP can produce violence and bizarre behavior in anyone who uses it. Occasionally, PCP users attack nurses and policemen or jump out of windows because they believe they can fly. PCP somehow scrambles the brain's internal stimuli and seriously changes how users feel, see and deal with their environment.

In low doses, PCP produces a feeling of numbness. Increased doses produce excitement, confusion and delirium. The user's body may become rigid or go into convulsions. Routine activities like driving become dangerous and unpredictable.

Users may walk with strange uncoordinated steps. PCP users may have a blank stare, sweat heavily, have thick slurred speech or engage in some of the violent and bizarre behaviors mentioned above.

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**Certification of Receipt of the Wiregrass Georgia Technical College DOT Procedures and Procedures on Drug and Alcohol Testing of Students and Employees in positions requiring a Commercial Learner’s Permit, Commercial Driver’s License or otherwise holding a safety sensitive position.**

I hereby certify that in accordance with Title 49, Part 382.601 of the Code of Federal Regulations (CFR), I have been provided a copy of Wiregrass Georgia Technical College procedures and procedures on drug and alcohol testing and program of students/employees in positions requiring a Commercial Learner’s Permit (CLP), Commercial Driver’s License (CDL) or in a safety sensitive position. I understand that it is the procedures of Wiregrass Georgia Technical College that students and employees, who are required to obtain and hold a CLP or CDL or perform in a safety sensitive position as a condition of continued employment or enrollment, will comply with all Federal regulatory requirements for drug and alcohol testing as detailed in Title 49 CFR.

**Wiregrass Georgia Technical College has a ZERO tolerance against any violation of these procedures. Students are also governed by the TCSG Non DOT procedures!**

By signing below, student acknowledges receipt and/or signing all of the following:

- A copy of Wiregrass Georgia Technical College DOT drug and alcohol procedures.
- DOT “What employees need to know”
- Drug and Alcohol Awareness class
- Acknowledgement and Notification
- I Acknowledge that I have access to review TCSG’s Drug-Free Workplace Policy 4.8.1. and Procedure: 4.8.1 p2. Drug Testing: U.S. DOT and FMCSA Regulated Positions on the TCSG Website.
- OTHER \_\_\_\_\_

Student Name	Student Signature	Date Signed
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Instructor Name	Instructor Signature	Date Signed
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