



GILA COUNTY
DIVISION OF PUBLIC WORKS

DIVISION POLICY or PROCEDURE

Title: Commercial Driver License (CDL) Random Drug/Alcohol Testing	Effective Date: 11/3/2009 Revised: 4/19/2011	Department: All Divisions
Purpose: To comply with Federal Regulations regarding random drug and/or alcohol testing for individuals operating commercial class vehicles.	Authorized Signature: <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Steve Stratton, Director of Public Works</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Bryan Chambers Chief Deputy County Attorney</p>	

Policy Statement:

Employees are required to hold current Commercial Driver License (CDL) as stated in their job classifications and be tested according to County random drug/alcohol testing process. This policy is intended to supplement Rule 10 – Drugs and Alcohol of the Gila County Merit System Rules and Policies Manual. The Gila County Merit System Rules and Policies take precedence in the event of any conflict between the policies.

1. Background:
Federal Regulations require that random drug and/or alcohol testing be administered to persons who are required to have a CDL in order to perform their job. County policy indicates that persons holding safety sensitive positions have a current CDL and be included in the random drug and/or alcohol testing process.

2. Responsibilities:
Supervisors will uphold the requirement for a Class A and B CDL with endorsements and will prohibit any employee from operating equipment requiring a CDL without endorsements, physicals, renewals, and refreshers, except for training and/or testing purposes. This responsibility is set in 49 CFR (Code of Federal Regulations) Part 172.704 *Training Requirements*, (c) (ii)(4) *Compliance* and Part 391 *Qualifications of Driver*. Any employee performing a safety sensitive function on a commercial class vehicle must have a current CDL.
 - A. It is the supervisor's responsibility to be sure their employees comply with the requirements of obtaining and maintaining a CDL and the associated endorsements.
 - B. It is the employee's responsibility to obtain and maintain the CDL and the endorsements as a condition of employment. In the event a CDL is suspended or a citation is received, the CDL and endorsement must be renewed at the employee's expense using personal time for testing and physicals. If loss of CDL privileges occurs, the employee must immediately (within 24 hours) notify their supervisor upon receipt of the suspension, revocation or loss of CDL privileges.

Waivers, for employees who can't renew the CDL privileges due to health issues or driving record issues, will not be granted.

3. Procedures:
 - Each month employee's names are randomly selected for drug and/or alcohol testing by an independent consultant. The Deputy Human Resources Director is sent the list of employees selected.

 - The Deputy Human Resources Director contacts the Public Works Executive Administrative Assistant with the list of names selected so that testing dates and times may be scheduled.

 - The Public Works Executive Administrative Assistant gives list of names selected to the Materials Tester/Safety Representative.

 - The Materials Tester/Safety Representative informs the Deputy Human Resources Director when testing will occur.

- The Materials Tester/Safety Representative informs the foreman/manager immediately prior to picking up selected employees from their worksite. If the employee is a Payson area employee, the Material Tester/Safety Representative will have called the Deputy Human Resources Director at least the day before. The Deputy Human Resources Director will call Diversified Solutions or Stat Clinix letting them know who is on their way for testing.

Payson

Diversified Solutions hours of operation are 8:00 am – 12:00 pm, Monday through Friday.

Stat Clinix hours of operation are 8:00 am – 8:00 pm, 7 days per week.

Globe

Diversified Solutions hours of operation are 8:30 am – 12:15 pm and 1:00 pm to 2:30 pm, Monday through Friday.

If the employee is a Globe area employee, he/she is taken to Deputy Human Resources Director in Globe for the required paperwork and then taken to the testing site. The employee does not leave the sight of the Materials Tester/Safety Representative until the testing has been completed and the employee is back at the worksite.

- Testing results are sent to the Deputy Personnel Director. Should a test return with a positive result, the Gila County Merit System Rules and Policies will be followed. All other results are ultimately sent to the Public Works Executive Administrative Assistant. The results are eventually distributed to the appropriate area to be included in the employee's CDL file.