



**DRUG AND ALCOHOL
HANDBOOK FOR
CDL STAFF AND
STUDENTS**

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PURPOSE

The purpose of this CDL Drug & Alcohol Handbook is to outline the policies, procedures, and resources related to drug and alcohol use for all employees holding a Commercial Driver's License (CDL) within our organization and students attending the CDL program. This handbook is designed to ensure compliance with federal regulations, promote a safe and healthy work environment, and protect the well-being of all employees, students, and the public.

GOALS

The goals of the CDL Drug and Alcohol Policy and Testing Program are as follows:

- To enhance safety in the workplace and learning environment;
- To comply with the federal regulations related to alcohol and drug testing of staff and students covered by the federal Omnibus Transportation Employee Testing Act and U.S. Department of Transportation regulations;
- To comply with federal and state regulations related to positions requiring a Commercial Driver's License (CDL);
- To appropriately protect the rights, confidentiality, and privacy of those individuals subject to testing;
- To provide referral to rehabilitation services to those who are experiencing an alcohol or chemical dependency problem; and
- To take appropriate corrective action when the test of a covered employee shows the presence of alcohol or controlled substances.

“ZERO TOLERANCE” POLICY

Ancora and its affiliated CDL institutions are proud to abide by a “Zero Tolerance” policy for its CDL staff, CDL students, and any driver performing safety-sensitive functions.

Therefore, a positive result will result in ineligibility for employment or admission or result in termination or dismissal. Furthermore, consideration for future re-employment or program re-entry will require completion of a US DOT-certified Return-to-Duty (RTD) process administered by a certified Substance Abuse Professional (SAP)

Frequently Used Terms

Commercial Driver's Licence (CDL)

A CDL is a specific license that is required to operate Commercial Motor Vehicles on public roadways. Obtaining a CDL requires a higher level of knowledge, experience, skills, and physical abilities than that required to drive a non-commercial vehicle. (typically including large trucks, buses, and tractor-trailers) or a vehicle of any size that transports hazardous materials or more than 15 passengers (including the driver).

Commercial Motor Vehicle (CMV)

A CMV is any self-propelled or towed vehicle used on a public highway in commerce to transport passengers or property when the vehicle:

- Has a gross vehicle weight rating of 4,536 kg (10,001 pounds) or more
- Is designed or used to transport more than 8 passengers (including the driver) for compensation;
- Is designed or used to transport more than 15 passengers, including the driver, not used to transport passengers for compensation;
- Is used in transporting material found by the Secretary of Transportation to be hazardous.

Federal Motor Carrier Safety Administration (FMCSA)

The FMCSA is an agency in the United States Department of Transportation that regulates the trucking industry in the United States. The primary mission of the FMCSA is to reduce crashes, injuries, and fatalities involving large trucks and buses.

Safety-Sensitive Function

Safety-sensitive means all time from when a CDL covered employee or student begins to work or is required to be in readiness to work until the time the employee or student is relieved from work and all responsibility from performing work.

Prescribed Medication

A prescription drug (also prescription medication) is a pharmaceutical drug that is permitted to be dispensed only to those with a medical prescription.

Over-the-counter Medication (OTC)

OTC drugs are medicines sold directly to a consumer without a requirement for a prescription from a healthcare professional.

Breath Alcohol Test (BAT)

The BAT and/or Screening Test Technician (STT) is a person who instructs and assists donors in the alcohol testing process and operates an evidential breath-testing or alcohol screening device, respectively.

Evidential Breath-Test (EBT)

An EBT device is a breathalyzer that measures how much alcohol is in the air a person breathes out. It can be used to estimate blood alcohol content (BAC), or how much alcohol is in the blood. Test results can stand up in a court of law.

Adulterated Specimen

An adulterated specimen results from the manipulation of a urine specimen with chemical adulterants to produce a false negative test result.

Substituted Specimen

A substituted specimen is a urine specimen where the creatinine and specific gravity values are so diminished or so divergent that they are not consistent with normal human urine.

Invalid Test

A breath or urine test that has been declared invalid by a medical review officer, including a specimen that is rejected for testing by a laboratory for any reason. An invalid test shall not be considered either a positive or a negative test result.

Medical Review Officer (MRO)

A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.

Federal Drug Testing Chain of Custody and Control Form (CCF)

An approved chain of custody form is an official document that creates a paper trail of everyone who's handled a particular specimen.

Substance Abuse Professional (SAP)

A person who evaluates employees who have violated a DOT drug and alcohol program regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

Designated Employee Representative (DER)

The DER is an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, cause employees to be removed from these covered duties, or make required decisions in the testing and evaluation processes.

OVERVIEW

Background

In 1991, the federal government recognized a need for a drug and alcohol free transportation industry and passed The Omnibus Transportation Act. This act applies to employees or students who perform safety-sensitive functions. In addition to the federal requirements, Ancora has established specific practices for its employees who hold a CDL and engage in safety-sensitive functions. These practices are outlined in this CDL Drug and Alcohol Testing Handbook.

Both initiatives mandate participation in programs designed to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances. Drug and alcohol testing and training are a requirement of both the federal government and employers. This handbook serves to communicate the policies that apply to Commercial Drivers.

Specifically, the handbook will address the rules, required tests, testing procedures, test results and their consequences.

Testing of CDL-covered employees and students is required at the following times:

- Pre-employment / Pre-Admission
- Reasonable Suspicion

- Random
- Post Accident
- Return-to-Duty
- Follow-up

Testing positive for drugs and/or alcohol, refusal to submit to testing, and tampering with a drug or alcohol test all have serious consequences. Accuracy and your privacy are important. For that reason, measures are taken to ensure the validity of the testing procedures and the confidentiality of the results.

The reason this law was enacted is to increase the safety of the public and prevent vehicular accidents caused by drugs or alcohol. The Act also created opportunities for education and treatment for individuals struggling with addictions.

Problem Statement

Operating motorized equipment, particularly CDL covered vehicles requires the operator to be functioning at a highly responsive level that includes eye/hand coordination, reaction speed, decision-making, sound judgment and concentration. Should any one of these elements be diminished, the driver poses a risk to themselves and others and should not be operating motorized equipment. A person operating a motor vehicle after using even a small amount of alcohol or other drugs likely experiences:

- Reduced reaction time due to the impact on brain functioning.
- Delayed/impaired decision-making. For example, a reduction in the ability to brake or maneuver due to the interference with normal brain activity.
- Overreactions due to the stimulating effects of drugs. This may cause skidding, jack-knifing, or a rollover to the vehicle and potentially deadly consequences to other motorists.
- Increased daydreaming/lack of focus.
- Being tense or nervous from the physical withdrawal effects can lead to reacting with an outburst of anger and aggressive driving in response to the driving of others.
- Falling asleep behind the wheel as a result of the mental and physical fatigue brought on by repeated alcohol or other drug episodes.
- Blurred or distorted vision (such as seeing double).
- Being overly confident or aggressive, and impairing good judgment as to when to yield or extending highway courtesy.

Even after a person discontinues using alcohol or other drugs the individual can still exhibit diminished performance for hours and even days afterwards. Combining drugs (illegal or over the counter) with alcohol compounds the effects and can be even more hazardous.

Safety-Sensitive Functions

Safety-sensitive means all time from when a CDL covered employee or student begins to work or is required to be in readiness to work until the time the employee or student is relieved from work and all responsibility from performing work.

Safety-sensitive functions Include:

- All time at an employer 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;
- All time inspecting equipment as required by the Federal Motor Carrier Safety Administration (FMCSA) or otherwise inspecting, servicing, or conditioning, any commercial motor vehicle (CMV) at any time;
- All time spent at the driving controls of a CMV in operation;
- All time, other than driving time, on or upon any CMV (except time spent resting in a sleeper berth);
- All time loading or unloading a CMV, 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 from shipments loaded or unloaded;
- All time spent performing the driver requirements associated with accident and;
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Applicability

The Omnibus Transportation Employee Testing Act of 1991 is a federal law that applies to the transportation industry. Drivers are subject to the requirements if they operate on a safety-sensitive function. The drug and alcohol rules apply to every person who operates a commercial motor vehicle on interstate or intrastate commerce and who is subject to the commercial drivers' license (CDL) requirements.

A commercial motor vehicle ("CMV") is one used to transport passengers or property if it:

1. Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
2. Has a gross vehicle weight rating of 26,001 or more pounds; or
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is of any size and is used in the transportation of materials found to be hazardous and is required to be placarded.

The federal rules preempt any state or local law, rule, regulation, or order. However, state or local governments can establish policies that exceed these requirements.

PROHIBITED CONDUCT FOR CDL EMPLOYEES AND STUDENTS

Drug and Alcohol Usage

Drugs and Controlled Substances

You cannot report for duty or remain on duty requiring the performance of safety-sensitive functions when you have used any drugs or controlled substances. The only exception is under the instruction of a physician who has advised you that the substance does not adversely affect your ability to safely operate a commercial motor vehicle.

Screened drugs include:

- Marijuana metabolites/THC
- Cocaine metabolites (including crack)
- Amphetamines (including methamphetamines)
- Opiates - opium and codeine derivatives including codeine, heroine, morphine
- Phencyclidine (PCP)

Prescription and non-prescription drugs are not permitted to be carried in a CMV unless they are manifested. The only exception is when use does not impair the ability of the driver to safely operate a CMV.

Alcohol

Individuals cannot report for duty or remain on duty requiring the performance of safety-sensitive functions when they have consumed alcohol substances. This includes:

- You may not perform safety-sensitive functions within four (4) hours after consuming alcohol.
- You may not be on duty or operate a commercial motor vehicle while you possess alcohol, unless the alcohol is manifested and transported as part of a shipment. In addition, materials containing alcohol (such as mouthwash, cough medication, etc.) are not allowed to be carried in a CMV unless it is manifested.
 - Individuals who are required to take a post-accident alcohol test, may not use alcohol for eight (8) hours following the accident or until you undergo a post-accident test, whichever occurs first.

Self-Disclosure of Alcohol Misuse or Drug Use

Self-disclosure happens if an individual tells their supervisor or instructor that they are misusing alcohol or using a controlled substance (in any other capacity other than one that is prescribed for an individual by a physician). An employee or student who self-discloses misuse of alcohol and/or controlled substance use is not subject to the CDL referral, evaluation, treatment and testing provisions found in the federal regulations, provided that both of the following requirements are met:

- The individual has not self-disclosed in order to avoid drug and/or alcohol testing.
- The individual makes the self-disclosure prior to performing safety-sensitive functions during that work shift (generally before reporting for duty).

If the individual self-discloses misuse of alcohol and/or controlled substance use that meets the above requirements, the following will occur:

- The individual will be removed from safety-sensitive functions,
- The Individual will not have a DOT reportable violation; however,
- The individual will still be considered for termination or dismissal under the “zero tolerance” policy.

Prescribed Medications & Over the Counter (OTC) Drugs

Prescribed medications and over the counter (“OTC”) drugs may affect your fitness for duty or ability to perform your duties safely. It is your responsibility to know how the medications you take for health reasons affect your ability to perform your job in a safe manner. For this reason, it is suggested that you always ask your medical provider how any medication(s) you are taking will affect your ability to function safely. You may use prescribed medications and OTC drugs and still perform your safety-sensitive functions; however, you must meet the following standards:

Prescribed Medications

- A **prescription medication** must be prescribed to you by a licensed physician, such as your personal doctor.
 - The substance must be used at the dosage prescribed or authorized.

- If you are being treated by more than one physician at least one of the treating doctors must be informed of all prescribed and over the counter medication and have determined that the use of the medications is consistent with the safe performance of your duties.
 - If it is determined that the medications could cause impairment to safe performance of your duties, documentation is required through a note completed by your physician.
 - Failure to follow these steps will result in being considered for termination or dismissal under the Ancora “zero tolerance” policy.

Over The Counter Medications

- An **over-the-counter medication** must not prevent individuals from safely performing their job, and must be used at the dosage prescribed or authorized. If a misuse occurs:
 - Individuals will be removed from safety-sensitive functions, and
 - Individuals will still be considered for termination or dismissal under the Ancora “zero tolerance” policy.

TESTING PROCEDURES

Types of Tests for Drugs and Alcohol

There are two types of tests that are covered by the act.

1. **Alcohol** is tested via a breath specimen, which is analyzed for its breath alcohol level. A breath alcohol level equal to or greater than 0.02 will have consequences to the student or employee
2. **Drug tests** are conducted using urine specimens. The urine content is analyzed for the following drugs and metabolites:
 - Marijuana metabolites/THC
 - Cocaine metabolites (including crack)
 - Amphetamines (including methamphetamines)
 - Opiates - opium and codeine derivatives including (codeine, heroine, morphine)
 - Phencyclidine (PCP)

Required Testing Events

The regulation requires the following DOE drug tests:

- Pre-Employment
- Random
- Reasonable suspicion
- Post-accident
- Return-to-duty
- Follow-up testing

Pre-employment/Pre-Admission Testing

- Controlled substance testing must be done prior to the first time an employee/student performs safety-sensitive functions associated with Ancora. No pre-employment or pre-admission alcohol test is required.
- If an employee/student has been out of the random testing pool for 30 days or longer, a pre-employment or re-admission test is required.
- A student's pre-admission drug test, if results are negative, shall be deemed valid for enrollment for 30 days. Therefore, if the student's program start date is delayed and is greater than 30 days from the most recent test's collection date, another pre-admission test is required.

If a student has dropped a course and re-enters within 30 days of the drop date, a pre-admission test is not required provided that the most recent collection has a negative result.

Random Testing

CDL-holding employees and **active** students are subject to random, unannounced drug and alcohol testing each month. The selection of employees and students will be determined solely by the Company's Consortium/Third-Party Administrator (C/TPA) vendor using a scientifically valid method to ensure randomness.

- Random controlled substance testing will be conducted at an annualized rate established each year by the DOT. For 2024, 50% of the average number of active covered employees and students must be tested by the end of the calendar year.
- Random alcohol testing will be conducted at an annualized rate established each year by the DOT. For 2024, 10% of the average number of active covered employees and students must be tested by the end of the calendar year.

- If selected, the employee or student will submit to a drug or alcohol screening at the Ancora authorized facility immediately or at the soonest possible time not to exceed 6 hours from the time of notification.
 - Ancora will make reasonable efforts to ensure that notification is given when it is generally feasible for the employee or student to accommodate a time window notwithstanding the general inconvenience of missed work or training time.

- Alcohol and controlled substance tests must be unannounced.

Reasonable Suspicion Testing

Ancora and its affiliated CDL institutions shall require an alcohol and/or a controlled substance test when a supervisor observes that a driver's appearance, behavior, speech or body may indicate that the employee or student is unfit for duty or training.

In such instances, the employee or student will be transported by a Company employee to the Ancora authorized testing site where a DOT drug test and/or breath alcohol test will be administered.

Post-Accident Testing

If a CDL program employee or student is in an accident involving a training vehicle, testing is required when:

- The accident involves a fatality of any involved party; or
- The driver receives a moving violation AND
 - A vehicle of any party must be towed; or
 - An injury sustained by any party requires treatment away from the scene

Following such an accident, Ancora will arrange for testing the employee or student as soon as possible (ideally within two hours, but not to exceed eight hours for alcohol testing and 32 hours for drug testing). If after normal business hours, many authorized clinics offer "after-hour" services and will strive to be utilized where available.

- Employees or students involved in accidents must remain available for testing and must refrain from alcohol and drug use following the accident until a drug and alcohol test is administered. However, this does not require the delay of necessary medical attention for injuries or prohibit a covered employee or student from leaving the scene of an accident if necessary to obtain assistance to respond to the accident or to obtain emergency medical care.

- In such instances, the employee or student will be transported to the testing site. Employees

or students who leave the scene of an accident inappropriately will be considered to have refused the test and will be subject to appropriate corrective action, up to and including dismissal.

Return-to-Duty Testing

Due to the Ancora “zero tolerance” policy, a Return-to-Duty testing procedure is not applicable. Ancora reserves the right to readmit/retain a student/employee who has sufficiently met the requirements of an SAP-administered Return-to-Duty process.

Follow-up Testing

Ancora will adhere to the Follow-Up Testing plan, where applicable, for any employee or student under a completed Return-to-Duty process that requires drug and/or alcohol testing as a provision of being able to return to safety-sensitive functions.

Procedures for Drug Testing

The collection of urine will be conducted under the procedures required by mandatory regulations of the Federal Department of Transportation. These regulations allow for individual privacy unless there is reason to believe that a particular individual may alter or substitute the urine specimen to be provided. The collecting onsite person(s) will take precautions to ensure that an employee or student’s specimen is not adulterated or diluted during the collection procedure. The specimen collection must also follow a strict chain of custody and security procedures.

Procedure

- If the screening is a scheduled screen (e.g. pre-employment, pre-admission) and your School participates with online scheduling; you will receive an email allowing you to select an authorized DOT clinic convenient to you. After confirming your clinic, you will be issued, via email and/or text, an “ePassport” that includes a barcode. The ePassport can be printed and taken to the clinic or the electronic version can be presented to the clinic.
- When you arrive at the clinic, you must present your photo identification and the ePassport or Drug and Alcohol Testing Program Cover Sheet (completed by the supervisor). In some program locations, a paper Federal Drug Testing Chain of Custody and Control Form (CCF) will need to be taken to the collection site. In these locations this will be made known to the donor in advance.
- You will be asked to remove any unnecessary outer garments such as a coat or jacket. You will be required to empty the contents of your pockets. All personal belongings like

briefcases will remain within the outer garments. The clinic will specifically direct you on how the test will be administered.

- You will be required to wash and dry your hands prior to providing a specimen.
- Your specimen will be provided in the privacy of a stall or otherwise portioned area that allows for individual privacy unless your collection must be witnessed.
- After handing the specimen bottle to the collector, you should keep the specimen in full view at all times until it is sealed and labeled. This protects you against the wrong label being put on the bottle or someone possibly tampering with the specimen.
- You will be asked to initial the identification label on the specimen you provide.
 - If the collection site person has reason to believe that you may have altered or substituted the specimen, the person will notify a higher-level supervisor.
 - Should you in any way attempt to tamper with, adulterate, substitute, or dilute the specimen, the collection site person will collect a second specimen under direct observation by a same gender collection site person.

Procedures for Alcohol Testing

A breath alcohol test will be conducted under the procedures required by mandatory regulations of the Federal Department of Transportation. Evidential breath testing is reliable and highly accurate at detecting low alcohol concentrations.

Procedure

- You must present your photo ID (CDL License, if applicable) and the Drug and Alcohol Testing Program Cover Sheet (completed by the supervisor), where applicable, at the testing site.
 - The breath alcohol technician (BAT) will complete Step 1 on the Breath Alcohol Testing Form. You will be asked to complete Step 2 and scan the certification. Refusal to scan the certification will be regarded as a refusal to take the test.
- An individually sealed mouthpiece will be opened and attached to the evidential breath-testing (EBT) device. You will be asked to blow forcefully into the mouthpiece for at least six seconds or until the EBT device indicates that an adequate amount of breath has been obtained.

- The technician will show you the displayed results of the screening test and record the results on the testing form. If the result is a breath alcohol concentration of less than 0.02, the technician will date the form and sign the certification on Step 3.
- If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test will be performed.
- Prior to the confirmation test, you will be instructed not to eat, drink, put any object or substance into your mouth, and, to the extent possible, not belch during a waiting period before this confirmation test. This instruction is for your benefit as these actions could lead to an artificially high reading. The test will be conducted at the end of the waiting period, even if the above instructions have been disregarded.
- This waiting period begins with the completion of the screening test and shall not be less than 15 minutes. The confirmation test will be conducted within 30 minutes of the completion of the screening test.
- Prior to the confirmation test, the EBT device will be cleared and a new mouthpiece will be used. The above procedures will be followed.
- The confirmation test result is deemed to be the final result. The results will not be released to anyone other than the employer without your written consent.

Validity Testing

This refers to testing conducted by a laboratory to identify any attempt to tamper with a specimen, such as adulteration or substitution. All specimens are tested for dilution, substitution, and adulteration.

If the laboratory has identified the specimen as adulterated or substituted, the laboratory will not report the result as negative or positive, only adulterated or substituted with remarks as to the adulterant or interfering substance. The Medical Review Officer (“MRO”) will contact the employee or student to discuss the adulterated or substituted specimen and to offer testing of the split specimen. After this is verified that the specimen was adulterated or substituted, the MRO will report to the School that the specimen was adulterated or substituted, **either of which constitutes a refusal to test.** Federal Guidelines state that employers/schools must treat adulterated or substituted specimens as a positive test result and the employee must be referred to a SAP for evaluation.

- An **adulterated specimen** is one that contains a substance that is not expected to be present in human urines or contains a substance expected to be present, but is at a concentration so high that it is not consistent with human urine.
- A **substituted** specimen is one with content values that are inconsistent with human urine. This is done by adding water to the specimen to decrease the concentration of a drug or by substituting another fluid for the specimen to produce a drug free specimen. A substitute specimen may also be the urine of another individual.

Occasionally a test cannot be completed because of interfering substances that cannot be identified. This is called an **Invalid Test**.

- If the MRO determines there is a medical explanation, no additional testing is required unless a negative test is needed (pre-employment, return-to-duty, and follow-up tests).
 - If no medical explanation is found, a witnessed collection will be ordered and will be done as soon as possible without notice to the employee or student.

Handling Result, Confidentiality, and Retention of Records

Ancora contracts with a Consortium/Third-Party Administrator (C/TPA) to maintain confidential records of the Ancora alcohol and controlled substance testing program, including all testing results and records related to the collection process, such as the list of Random Testing names selected.

- The designated employee representative (DER), designated by Ancora, keeps documentation of training of supervisors and drivers.
- The DER, designated by Ancora, keeps documentation of the justification for reasonable suspicion and post-accident testing and verbal results of testing as communicated by the C/TPA.
- The substance abuse professional (SAP) keeps all evaluation and referral documentation. All records are maintained in a secure location with limited access. No one is permitted to release any form of drug and alcohol testing information without proper authorization. Anyone found releasing confidential information without proper authorization will face disciplinary action.

CONSEQUENCES OF POSITIVE RESULTS

Zero Tolerance Policy

Ancora and its affiliated CDL institutions abide by a “Zero Tolerance” policy for its CDL staff, CDL students, and drivers performing safety-sensitive functions. Therefore, a positive result will result in termination or dismissal. Furthermore, consideration for future re-employment or program re-entry will require completion of a US DOT-certified substance abuse program.

Definition of a Positive Result

Positive Results Include:

- Any refusal to take an alcohol and/or drug test (reasonable suspicion, random, post-accident, return to duty, or follow-up) is considered a positive test result.
- Except for extreme circumstances as acknowledged by Ancora, any random, post-accident, return to duty, or follow-up test never taken, forgotten, or not taken within the time allotment as indicated in “Testing Procedures” section.
- An adulterated or substituted test is considered a refusal and treated the same as a positive test result.
- An alcohol test result of 0.040 or greater.
- A positive test for drugs prohibited in the “Testing Procedures” section.

Consequences of a Positive Drug Test

Upon receiving a positive test result of a drug test, the employee or student will be removed from safety-sensitive functions and will be subject to administrative actions. Under the Ancora “Zero Tolerance” policy, the employee will be terminated or the student will be dismissed.

Consequences of a Positive Breath Alcohol Test

Upon receiving a test result of 0.040 breath alcohol level or greater, the employee or student will be removed from safety-sensitive functions and will be subject to administrative actions. Under the Ancora “Zero Tolerance” policy; the employee will be terminated or the student will be dismissed.

RESPONSIBILITIES

Management

Management's responsibilities are as follows:

- Promote a work environment free from drugs and alcohol;
- Provide the resources necessary to carry out this policy;
- Ensure the contents of this policy are communicated to affected staff;
- Ensure that supervisors receive training to understand the provisions of this policy and to recognize behaviors which may indicate substance abuse; and
- Remove employees and students from safety-sensitive functions and take appropriate corrective action as warranted by positive test results and in accordance with this policy, and with federal and state regulations.

Supervisors

Supervisors include, but are not limited to, CDL Program Directors and CDL Driver Trainers.

Supervisors' responsibilities are as follows:

- Attend training in order to explain the provisions of this policy and how to recognize behaviors which may indicate substance abuse;
- Inform all current and future covered employees and students about the Ancora drug and alcohol abuse policy, educational materials, and information on rehabilitation services available;
- Enforce and comply with the provisions of this policy;
- Serve as a positive role model; and
- Remove employees and students from safety-sensitive functions and take appropriate corrective action as warranted by positive test results and in accordance with this policy, and with federal and state regulations.

Employees and Students

Employees and students' responsibilities are as follows:

- To comply with the Ancora policy and federal regulations which prohibit being under the influence of drugs and/or alcohol while in school, on the job, or in a paid standby capacity;
- To report any impairment that affects the ability to perform safety-sensitive functions to the supervisor, including the effect of prescribed drugs;
- Submit to alcohol and drug testing when required to do so in accordance with federal regulations;
- Immediately notify their supervisor of any criminal conviction involving drugs or alcohol in the workplace or learning environment;
- Immediately notify their supervisor of any conviction for driving under the influence of drugs or alcohol; and
- Immediately notify their supervisor of any accidents, regardless of who may be at fault, that occur while operating a vehicle for which possession of a Commercial Driver's License is required.

Human Resources Department

The Human Resources Department's responsibilities are as follows:

- Promote a drug and alcohol-free workplace by informing applicants for CDL employment of the Ancora policy and testing program;
- Implement a training program for supervisors and managers of covered employees and students subject to drug and/or alcohol testing which covers this policy, the effects of drugs and/or alcohol in the workplace and behavioral symptoms of impairment;
- Provide caregiver referral services to employees who may need assistance to overcome drug or alcohol dependency;
- Provide referral for substance abuse professional services; and
- Assist supervisors and/or appointing authorities in planning and implementing corrective

action plans for employees who have positive test results.

Testing Contractor (Consortium/Third Party Administrator)

The testing contractor's responsibilities are as follows:

- Determine random testing to be accomplished;
- Carry out random, pre-employment, pre-admission, post-accident, reasonable suspicion, and follow-up sample collection and testing, while protecting personal privacy in accordance with federal regulations;
- Establish and maintain chain of custody, transport, and test samples;
- Provide Medical Review Officer (MRO) services meeting the separation of function requirements pursuant to 49 CFR §40.33(b)(1) and (2);
- Exercise confidentiality when reporting test results;
- Maintain all dated records and notifications pursuant to 49 CFR §382.409;
- Develop and implement a record keeping and reporting system meeting the requirements of the U.S. Department of Transportation pursuant to 49 CFR §382.401; and
- Provide Management Information System (MIS) reports and other reports as required by federal regulations.

ACCESS TO HELP

Ancora and its affiliated CDL institutions care about its employees and students, encourage them to seek treatment voluntarily, and will arrange for referral to an appropriate substance abuse professional upon request. Please contact your Human Resources representative for assistance.

Resource List

Resource	Content
Federal Motor Carrier Safety Administration	Federal government agency responsible for regulating and providing safety oversight of commercial motor vehicles (CMVs)

CDL Drug & Alcohol Handbook

[US Department of Transportation - Office of Drug & Alcohol Policy & Compliance](#)

The Office of Drug and Alcohol Policy and Compliance advises the Secretary on national drug testing and control issues and is the principal advisor on rules related to the drug and alcohol testing of safety-sensitive transportation employees in aviation, trucking, railroads, mass transit, pipelines, and other transportation industries.