

Board of Education Policy 7.4874/7.4875, Omnibus Transportation Act of 1991
Administrative Procedure

Substance Abuse And Alcohol Testing

- All final candidates for part-time or full-time positions will be required to submit to a controlled substance abuse screening. Testing requirements as defined by the Department of Transportation (DOT) according to NIDA protocols will be utilized (five panel test). In addition to controlled substance abuse screening, alcohol screening will also be required for individuals employed or approved to drive a vehicle owned by the school system.
- Verified positive results of pre-employment screening will be cause to deny employment to any individual. A medical review officer will be available to discuss any positive results from the NIDA testing. Any applicant refusing to submit to a controlled substance or alcohol screening will be disqualified for employment.
- All current employees whose job requirement involves driving a county owned vehicle will be subject to a controlled substance abuse and alcohol screening when selected at random, or to meet post accident testing requirements.
- If an employee, while on Catawba County Schools property, while operating a county owned vehicle, or while engaging in Catawba County Schools' business, acts in an abnormal manner sufficient to cause reasonable suspicion that he/she has violated policy 7.4874, he/she will be required to submit to a controlled substance abuse or alcohol screening upon the approval of the superintendent or assistant superintendent. Verified positive test results will be cause for disciplinary action up to and including dismissal. Any employee refusing to submit to a controlled substance or alcohol screening when reasonable suspicion has been established will be subject to termination of employment.
- If an employee, while operating a Catawba County School owned vehicle or equipment, is involved in an accident that results in a fatality, or in any reportable accident in which the driver is issued a citation, or in which injuries occur that require medical attention, that employee will be required to submit to a controlled substance and alcohol screening. Samples for testing will be taken immediately following such an accident or as soon as medically and legally possible. In all cases the drug test should be completed within thirty-two (32) hours following the accident. Alcohol testing should be conducted within two (2) hours if possible but no later than eight (8) hours after the accident. Verified positive test results will be cause for disciplinary action up to and including dismissal. Any employee refusing to submit to a controlled substance or alcohol screening will be dismissed from employment.
- Anyone testing positive must be removed from safety-sensitive positions.
- Individuals not dismissed must complete a program of rehabilitation in order to be reinstated to safety-sensitive positions.
- Alcohol misuse prohibited conduct – cannot perform safety-sensitive functions:
 - With Alcohol Concentration of .04 or Greater
 - While Behavior or Appearance Indicates Intoxication or Impairment
 - While Using Alcohol

- Within Four (4) Hours After Using Alcohol
- Cannot Use Alcohol After An Accident Until Tested or Eight (8) Hours Have Passed
- The results of the controlled substance and alcohol screening are strictly confidential and reviewed only by the superintendent or assistant superintendent. All costs for required testing will be paid by the school system EXCEPT for final applicants seeking employment and non-employees desiring to become an approved activity bus driver.
- The use of legal drugs prescribed by a licensed physician for specific treatments will not result in disciplinary action. However, any employee who must use such prescribed medication while engaged in Catawba County School business and who has been advised by a physician that his/her performance or behavior might be adversely affected by such medication, particularly in safety-sensitive situations, must report these facts to his/her supervisor with appropriate documentation. The supervisor will inform the superintendent or assistant superintendent and a decision will be made concerning the need to make a temporary reassignment of the employee.
- An employee who is arrested for a criminal drug or alcohol related violation must report this fact to the superintendent within five (5) days after such arrest. Any employee convicted of a work related drug or alcohol charge will be subject to disciplinary action up to and including dismissal.
- Employee Assistance Program (EAP) as required by DOT will be available to all employees. If an employee should approach the school system for assistance through rehabilitation for drug or alcohol abuse prior to a testing request by the school system, all possible and positive consideration for a medical leave of absence for treatment or counseling will be pursued. If an employee is dismissed, the school system will not be obligated to provide assistance beyond the last day of employment.
- Teachers and other certificated employees who are covered by the Fair Employment and Dismissal Act, N.C.G.S. 115C-325 are entitled to the due process procedures contained in that Act. Employees not covered may request a review of any disciplinary action. The review shall be in accordance with the Grievance Procedure of the Board, Policy 7.1500.
- The documented results of any test administered pursuant to this regulation shall be admissible as evidence at any hearing conducted pursuant to G.S. 115C-325 or Board of Education Policy 7.1500.
- Except for those employees who are dismissed, an employee who tests positive shall be referred to the Employee Assistance Program for assessment, counseling, and rehabilitation. Participation in an alcohol and/or drug counseling rehabilitation and/or treatment program shall be a mandatory provision of any disciplinary action. The employee will be required to consent to unannounced drug or alcohol tests in accordance with the testing procedures for a period of up to three years. At least six (6) follow-up tests in the first twelve (12) months will be conducted. If an unannounced test produces a positive result, the employee will be subject to dismissal.

Superintendent

Date