

Procedures for Drug and Alcohol Testing for City of Philadelphia Employees who hold Commercial Drivers Licenses

Background

Pursuant to the Omnibus Transportation Employee Testing Act of 1991, the Federal Highway Administration (FHWA) promulgated regulations requiring drivers of commercial motor vehicles to participate in a program of drug and alcohol testing. Beginning January 1, 1995, employers must conduct pre-employment, reasonable suspicion, random and post-accident testing of drivers for use of alcohol or controlled substances. These procedures establish how the City of Philadelphia will comply with these regulations.

Covered employees are all those who drive motor vehicles that weigh more than 26,001 lbs., can carry 16 or more passengers, or are required to be placarded because of the quantity of hazardous materials that they carry. The City has promulgated the CDL Drug and Alcohol Policy to outline the disciplinary results of positive tests.

Departmental Responsibilities

1. Existing departmental drug testing programs are unaffected by this law. All employees who currently participate in departmental drug and alcohol testing programs and are covered by this program must have clearly separate urine samples for CDL drug testing and must be informed about which tests are covered under this program.
2. All City departments shall generate a listing of all of their drivers who have CDL's. This list shall contain the employee name, payroll number, job title, SSN, driver's license number, job class code, division and location. This listing shall be provided to the Director of Safety and Loss Prevention in a database format. The list shall be provided by Dec. 11, 1994 and shall be updated at least quarterly.
3. All departments with CDL holders shall
 - a) generate a requirements contract for the drug testing services. The current provider of this service is Drug Scan Inc. of Warminster, Pa.
 - b) fund the cost of drug tests (currently approx. \$21/ test) and fund the cost of employee evaluation by a substance abuse professional (SAP) (currently approx. \$200/ positively tested employee).
 - c) develop operational procedures for staffing work operations while employees are receiving drug or alcohol tests.
 - d) develop operational procedures for staffing work operations if current drivers have tested positively and cannot drive.
 - e) develop procedures for transporting CDL holders to the testing site when they need to be tested (including providing supervised transportation for reasonable suspicion and post-accident testing.)
 - f) providing informational sessions for CDL drivers presenting news of the programs requirements, testing and disciplinary procedures.
 - g) provide time off for training for supervisors of CDL holders so that these supervisors can identify signs of impairment related to drug or alcohol usage.

Medical Evaluation Unit Responsibilities

1. The Medical Evaluation Unit (MEU) of the Philadelphia Department of Public Health at 1901

Fairmount Ave. is responsible for doing drug and alcohol testing under this program. The MEU will be responsible for securing the availability of this service so that a testing site is available 24 hours a day, 365 days per year. After 3:30 pm Monday – Friday, on weekends or City holidays contact: Drug Scan, Inc., Collections Supervisor, Maria Santoni, 215-850-8496. Call the supervisor's cell. They will dispatch a tester to **your** site for testing. Please let her know the name of the person to be tested and the location where you and the employee will be. Unless drivers are unable to provide adequate quantities for testing, their drug and alcohol testing will be completed within one hour of arrival at the MEU. Reasonable suspicion and post-accident testing will be done as a priority as soon as possible after arrival.

2. The MEU will also be the primary contact with the drug analysis laboratory, Drug Scan Inc. of Warminster. Alcohol testing will be done at MEU with equipment that the MEU has purchased. The MEU will provide a contract for the provision of evaluation and referral to treatment for employees who test positive for drugs or alcohol.
3. The MEU will also contract with Drug Scan to provide for the random selection of drivers for drug and alcohol testing.
4. The MEU will provide two medical review officers who will receive the results of drug tests and decide, in consultation with the laboratory and after interviewing the employee, true positives for controlled substances. The two physicians will act as substance abuse professionals (SAP's) in evaluating employees returning to duty following treatment for substance abuse problems
5. The MEU will maintain and report to the Risk Management Division information required by the Federal Government to be maintained by employers.

Safety and Loss Prevention Unit Responsibilities

1. The Safety and Loss Prevention Unit will be responsible for monitoring compliance with the City's programs for drug and alcohol testing and the Government's regulations. Deficiencies in the City's program will be reported to the responsible parties, the Director of Finance and the Managing Director.
2. The Safety and Loss Prevention Unit will be responsible for coordinating random selection of employees by Drug Scan with departments.
3. The Safety and Loss Prevention Unit will be responsible for collecting information relating to the City's compliance with the requirements of the CDL drug and alcohol testing regulations, maintaining that information in an information system and reporting on the program on an annual basis to the Director of Finance and the Managing Director. Reports to the Federal Highway Administration will also be made as necessary.

Central Personnel Department Responsibilities

1. The Central Personnel Department will be responsible for providing the training for supervisors required by the regulations. This training will be provided on a periodic basis to allow supervisors to receive the training in a timely fashion.
2. The Central Personnel Department shall forward records of supervisors trained to the Safety and Loss Prevention Unit for maintenance.