

# Woodridge Local School District

## PRE-IMPLEMENTATION AND PROGRAM REVIEW CHECKLIST

- \_\_\_ A. All CDL license holders have been identified.
- \_\_\_ B. The District is thoroughly familiar with Federal, State, and local regulations and practices in place. The drug-testing program adequately reflects the structure and needs of the District; e.g., existing programs, union representation, collective bargaining agreements, etc.
- \_\_\_ C. The District has policies and administrative guidelines to comply with the FHWA regulations and provide for the disciplinary measures and other consequences that will occur when violated.
- \_\_\_ D. The District has made the necessary provisions for recordkeeping and reporting. They include procedures to protect the individual's right to privacy and the prevention of unauthorized release of test result information.
- \_\_\_ E. The District has selected qualified personnel who will be responsible for implementing and monitoring the program. Each has been provided with sufficient training.
- \_\_\_ F. All CDL license holders have been informed, in writing, about the District's drug and alcohol policies and their implementation, including the CDL license holder's obligations when a test is required. This written information has been given to them before they start to drive or perform other safety-sensitive functions, an acknowledgement of receipt of the information has been obtained (see 4162 F2), and notice will be provided to any representative of covered employees regarding the availability of this information.
- \_\_\_ G. The District has established employee training on the effects and consequences of drug use and alcohol abuse on personal health, safety and the work environment. CDL license holders have been provided with information concerning the availability and location of counseling and rehabilitation services. Each CDL license holder will be required to provide written receipt of training and information.
- \_\_\_ H. The minimum of sixty (60) minutes of training has been provided for the transportation supervisor and others who may be supervising the CDL license holders. The Transportation Supervisor and other supervisors can identify when a CDL license holder has a drug or alcohol problem. The training will be ongoing, to account for any staff turnover or other personnel changes that occur. The training will be documented.
- \_\_\_ I. There is a procedure in place to escort CDL license holders to the test site, and then home, when the District requires them to take a reasonable suspicion test.
- \_\_\_ J. The District has contracted with a laboratory certified by the National Institute on Drug Abuse (NIDA) to provide the required analysis for drug tests. There is a contract with, qualified breath analysis technicians to conduct the required alcohol tests.
- \_\_\_ K. The drug-testing program calls for tests for the NIDA-5 drugs -- marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP).

- \_\_\_ L. The drug-testing program is designed to conduct the following categories of drug and alcohol tests: 1) pre-employment/pre-duty; 2) post-accident; 3) random; 4) reasonable suspicion; 5) return-to-duty; 6) follow-up monitoring.
- \_\_\_ M. The District has contracted for a secure specimen collection site and for alcohol breathalyzer tests with appropriately-trained personnel. The contracts include agreement on the collection procedures that comply with the Federal regulations.
- \_\_\_ N. The District has designated a qualified MRO to review and report drug test results to the company, and who will serve as the custodian of individual test result records.
- \_\_\_ O. The District has established effective lines of communication with its service providers, e.g., collection personnel, laboratory, MRO, educational trainers, substance abuse professionals.
- \_\_\_ P. The District has procedures in place to deal with counseling and rehabilitation; discipline and termination of employment; return-to-work; State requirements which are not preempted.
- \_\_\_ Q. The District has established a mechanism to evaluate the effectiveness of the program on an ongoing basis and has established a management information system to facilitate preparation of any annual program summary and to report the results of its compliance program (as requested).
- \_\_\_ R. The drug-testing program does not conflict with the Americans With Disabilities Act and is compatible with the Federal Family and Medical Leave Act.