

DRUG-FREE WORKPLACE POLICY

The purpose of the Board's Drug-Free Workplace Program is to institute and maintain a program for achieving the objective of a drug-free work force and to provide a workplace that is free from illegal or prohibited and improper manufacture, distribution, dispensing, possession, sale, use or advocacy of alcohol, controlled substances or illegal drugs.

All employees are expected to read and understand this policy and any corresponding Administrative Guideline. Participation in any program pursuant to this policy and any corresponding administrative guideline by all employees is mandatory.

Definitions

For the purpose of this policy and the guidelines associated with the policy, the following definitions shall apply.

A. The term *illegal drug* means drugs, controlled substances and intoxicating substances, the possession, use, distribution and/or advocacy of which is unlawful, pursuant to Federal, State and local laws and regulations and/or is prohibited by District policy.

B. The term *controlled substance* includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity and any drug prohibited by District policy. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions or the ability to perform the functions of the individual's assigned work as determined by the District. Being under the influence of an illegal drug will be presumed to impair an individual's ability to so perform.

C. The term *controlled substance abuse* includes any use of an illegal drug or the excessive use of alcohol, an intoxicating substance and/or prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

D. The term *safety-sensitive function* includes all tasks associated with the operation and maintenance of district owned vehicles and/or equipment or as defined by the District.

E. The term *safety-sensitive employee* means all regular and substitute bus drivers, employees who are required to hold a CDL license as a condition of employment, other staff members who may drive students in Board-owned vehicles or employees who inspect, repair, and maintain district owned vehicles or equipment.

F. The term *while on duty* means all time from the time the District employee begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work, any time an employee is maintaining or operating a district owned vehicle or Board-owned equipment and any time an employee is acting or holding him or herself out as acting or is reasonably believed to be acting in a representative capacity for the District.