

NORTH COUNTY TRANSIT

SAN DIEGO RAILROAD

Board Policy No. 24 **Employee Drug and Alcohol/Drug-Free Workplace Policy**

Summary

This policy applies to employees of the North County Transit – San Diego Railroad (NCTD,), who are covered under U.S. Department of Transportation (DOT) regulations based upon the nature of their job duties. Terms that are applicable per DOT regulations are identified in regular typeface, and terms that are applicable based on NCTD (non-DOT) authority are identified in *italic* typeface. Upon adoption by the Board, this policy supersedes the Drug & Alcohol Policy of June 26, 2025 and all other prior-adopted Drug & Alcohol policies.

NCTD is a drug-free workplace in accordance with Drug-Free Workplace statutory requirements (41 U.S.C. sections 8101, et seq.), as promulgated under 49 CFR Part 32.

Purposes

- A. To maintain a safe and efficient public transportation system;
- B. To maintain a safe, healthy working environment for all employees;
- C. To reduce the incidence of accidental injury to person or property;
- D. To reduce absenteeism, tardiness and indifferent job performance;
- E. To maintain a work environment free of alcohol and drug related performance problems, accidents and injuries; and
- F. To comply with the Federal Transit Administration (FTA) regulations on prevention of alcohol misuse and prohibited drug use in transit operations (49 C.F.R. Part 655) and on procedures for transportation workplace drug and alcohol testing programs (49 C.F.R. Part 40).

Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited while on NCTD business or on NCTD premises, property or vehicles. Further, no employee shall bring drug paraphernalia onto NCTD premises or property or into NCTD vehicles. All employees must abide by this policy statement as a condition of employment. Violation of these rules will result in disciplinary action, up to and including termination; termination is likely for any violation, even a first offense.

Under the Federal Drug Free Workplace Act, all employees are required to notify the Human Resources department in writing immediately, but in any event within five calendar days, after they have been convicted of violating a criminal drug statute that occurred in the workplace or while working. *Any employee who fails to provide such notification shall be subject to termination of employment under NCTD authority.*

- 1.1 Pursuant to 49 CFR Part 32.225, NCTD is responsible to notify the appropriate Federal agencies if an employee who is engaged in the performance of an award informed NCTD about a conviction, or if NCTD otherwise learns of this conviction. "Award" means an award of financial assistance by the DOT or other Federal agency directly to a recipient

Board Policy No. 24 – Employee Drug and Alcohol Policy

such as NCTD. NCTD must notify every Federal agency on whose award the convicted employee was working. The notice must be in writing, include the employee's position title and employee identification number(s) of each affected award, and must be sent within 10 calendar days to the affected Federal agencies after NCTD has learned of a conviction. It must be sent to every awarding official or designee unless the Federal agency has specified a central point for the receipt of the notice. Within 30 calendar days of learning about the employee's conviction, NCTD must take appropriate personnel action against the employee, up to and including termination.

Application of Policy

This policy applies to employees of the NCTD who work in the titles listed in Appendix A and/or perform safety-sensitive functions as defined below.

Some of the drug and alcohol testing and procedures required in this policy are mandated by FTA regulations preventing prohibited drug use and alcohol misuse in transit operations (49 C.F.R. Part 655). The drug testing and alcohol testing mandated by FTA (49 C.F.R. Part 40) is applicable to "safety-sensitive employees" of NCTD, which includes those who:

- A. Operate revenue service vehicles, including when such vehicles are not in revenue service;
- B. Operate a non-revenue service vehicle, when such vehicle is required to be operated by a holder of a Commercial Driver's License;
- C. Control dispatch or movement of a revenue service vehicle;
- D. Maintain a revenue service vehicle or equipment used in revenue service;
- E. Security personnel who carry firearms;

NCTD has reviewed the actual duties performed by employees. The positions listed in Appendix A have been determined to require the performance of safety-sensitive duties as defined above.

NCTD does not employ volunteers to conduct safety-sensitive duties.

Illegal Drugs, Legal Drugs, and Alcohol

A. Illegal Drugs

Illegal drug means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes marijuana, cocaine, opiates (codeine, morphine, heroin), phencyclidine (PCP), amphetamines (amphetamine, methamphetamine, MDMA, MDA), and semi-synthetic opioids (hydrocodone, oxycodone, hydromorphone, oxymorphone). Regardless of any State laws protecting the medicinal or recreational use of marijuana, federal regulations forbid its use by safety-sensitive employees. Employees are prohibited from using the six listed drugs at all times, and covered employee may be tested for these drugs any time while on duty as discussed below. *The term "illegal drugs" also includes prescribed drugs not legally obtained, or prescribed drugs not being used for prescribed purposes.*

Board Policy No. 24 – Employee Drug and Alcohol Policy

B. Legal Drugs

The use of legal drugs at a level, or in a manner, combination or quantity which impedes an employee's ability to perform his job is prohibited and will lead to disciplinary action, up to and including termination. NCTD policy (not FTA regulations) also deems failure to report the use of legal drugs per the procedure described below as a violation of this policy that will result in discipline up to and including termination of employment.

It is the employee's responsibility to ensure that any legal drug(s) they are taking allow them to safely perform their duties. Employees have an affirmative obligation to discuss any potential impact a prescription drug may have upon their ability to perform their job duties with their physician. If the physician feels a potential impact may exist, the employee must report any such prescribed drug or medication, to a member of the Human Resources Department so that a determination can be made as to the ability of the employee to perform their particular job safely while using that drug or combination of drugs. If the NCTD has determined that the employee does not pose a threat to his or her own safety, public safety, or the safety of coworkers, and that the employee's job performance will not be significantly affected by the legal drug, the employee may continue to work while taking that particular legal drug. Any employee using a prescription legal drug must provide the prescription to the designated Medical Review Officer as soon as possible (but in any case, within 24 business hours) after notification by NCTD management.

C. Alcohol

No employee shall consume alcoholic beverages in NCTD vehicles, within four hours before performing safety-sensitive functions, or while in uniform. An employee shall not allow an open container of alcohol or an illegal drug to be placed or carried in an NCTD vehicle or in any vehicle over which an employee has control while conducting NCTD business. NCTD prohibits the consumption of alcohol by employees while conducting NCTD business, whether or not such consumption will cause the employee to be considered under the influence of alcohol. Violation of these rules will result in disciplinary action, up to and including termination, even for a first offense.

No employee who is on-call and therefore subject to being called in to work shall consume alcohol within four hours of or during those on-call hours. In the event such an employee is called and must report for duty, the employee has the opportunity to acknowledge that he/she has used alcohol and therefore is not able to perform his/her safety-sensitive function. *In such a case, that employee shall not be required to perform work, but may be disciplined for the use of alcohol during on-call hours based on NCTD policy (not FTA regulations).* FTA regulations mandate that employees with a breath-alcohol concentration between 0.02% and 0.039% not be allowed to perform any safety-sensitive function until the start of the employee's next regularly scheduled duty period that is at least eight hours following the administration of the alcohol test. FTA regulations also mandate that employees with a breath-alcohol concentration of 0.04 or greater not be allowed to perform any safety-sensitive function and follow additional steps before a return to duty as described below for a positive test. *NCTD policy is that any employee who is tested for alcohol and has a breath-alcohol content of 0.02% or greater will be terminated, even for a first offense.*

Board Policy No. 24 – Employee Drug and Alcohol Policy

Prohibition Against Employees Having Illegal Drugs or Alcohol in their Bodies During Working Time

All employees must report for work with no illegal drugs or their metabolites or alcohol in their bodies. *Employees must not have illegal drugs or their metabolites or alcohol in their bodies at any time while on the job and employees may be tested for the presence of drugs and/or alcohol at any time while on duty or at a NCTD facility, under the circumstances described below.* Alcohol tests on safety-sensitive employees who are performing, are about to perform or who have just completed performing safety-sensitive duties are FTA-mandated tests when they are based on reasonable suspicion, post-accident or random (as described below); *all other alcohol tests are required by NCTD policy.* Drug tests on safety-sensitive employees are FTA-mandated tests when they are pre-employment (including assuming safety-sensitive duties), based on reasonable suspicion, post-accident, follow-up or random (as described below); all other drug tests are required by NCTD policy. FTA regulations prohibit safety-sensitive employees from using alcohol within four hours prior to their shift or while on call, and from having a breath-alcohol concentration of 0.02 or higher while performing safety-sensitive duties. *NCTD policy likewise prohibits employees from having a breath-alcohol concentration while on duty of 0.02% or higher. Any employee with a breath-alcohol concentration of 0.02% or higher will be terminated. Compliance with these rules is considered an essential job qualification for all employees. Termination of employment will occur for a violation of any of these rules, even for a first offense. This is a zero-tolerance policy. No employee who violates this policy will be given a second chance.*

Enforcement of Rule Prohibiting Employees from Having Illegal Drugs or Alcohol in their Bodies During Working Time

A. Pre-employment Drug Testing

Individuals who are applying for safety-sensitive positions are subject to an FTA pre-employment drug test. All drug tests will be administered by a medical facility designated by NCTD. If the drug test is cancelled by the Medical Review Officer (MRO), the applicant must retake and pass the drug test before being hired. NCTD extends conditional offers of employment to successful candidate's contingent on their passing a pre-employment drug test; any prospective employee refusing to submit to the drug test will not be hired by the District. A covered employee or applicant, who has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason and has not been in NCTD's random selection pool, shall take a pre-employment drug test with a verified negative result before being permitted to perform any safety-sensitive duties.

Any prospective employee with a positive drug test will be rejected from further consideration for employment with NCTD. Further, any applicant or employee who has previously failed or refused a drug test must provide proof to NCTD, prior to being considered for employment, that he/she has successfully completed a referral, evaluation and substance abuse treatment plan compliant with the requirements in 49 CFR Parts 40 and 655. NCTD will provide each applicant or employee who fails a drug test with a list of names, addresses and telephone numbers of locally available Substance Abuse Professionals (SAPs) qualified under 49 CFR Part 40 requirements. *NCTD policy, not FTA regulations, requires that all fees, other than the cost of the drug test itself, including but not limited to referral, counseling and treatment fees will be paid by the candidate/employee.*

Board Policy No. 24 – Employee Drug and Alcohol Policy

B. Reasonable Suspicion Alcohol and Drug Testing

Employees who work in safety-sensitive positions are subject to an FTA alcohol test and drug test. Reasonable suspicion testing will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of an employee. One or more supervisors or NCTD officials trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations. For FTA reasonable suspicion alcohol tests, the alcohol testing authorized in this section (and the observations required by the supervisors or NCTD officials referred to above) must occur during, just before or just after the performance of safety sensitive job functions. Observations leading to FTA drug tests may occur any time a safety-sensitive employee is on duty.

FTA regulations require that any employee with a positive drug test or an alcohol concentration measure of 0.02% or higher be immediately removed from service, and that an employee with an alcohol concentration measure of 0.02 to 0.039% will, at a minimum, not be allowed to perform a safety-sensitive function until the start of the employee's next regularly scheduled duty period that is at least eight hours following the administration of the alcohol test.

Any employee with a positive drug test or having a breath alcohol concentration measure of 0.02% or higher will be terminated from employment with NCTD. Any employee who has a positive FTA drug test or an alcohol concentration measure of 0.04% or higher on an FTA-mandated alcohol test will be referred to the SAP for evaluation in accordance with 49 CFR Part 40. NCTD policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to, referral, counseling and treatment fees will be paid by the candidate/employee.

Refusal to submit to any testing required by this section will be sufficient grounds for termination and will result in the employee being relieved of his or her duties immediately.

C. Post-Accident Alcohol and Drug Testing

FTA regulations require drug and alcohol testing following certain accidents. In addition, NCTD requires post-accident testing for accidents in circumstances when such testing is not required by the FTA. The following guidelines describe when a test is required by the FTA versus when the test is required by NCTD policy. Employees will be informed whether the test is an FTA test or a NCTD test. NCTD tests will not be conducted using FTA testing forms.

1. FTA Definition of "Accident": An accident, as defined by the FTA, is an occurrence associated with the operation of a vehicle, if as a result:
 - a) An individual dies; or
 - b) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
 - c) With respect to an occurrence in which the public transportation vehicle involved is a bus, van or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as a result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle. In the case of a rail vehicle, disabling damage means that the vehicle must be removed from operation.
 - d) Disabling damage means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs.

Board Policy No. 24 – Employee Drug and Alcohol Policy

Disabling damage includes damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage that can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available or damage to headlights, tail lights, turn signals, horns, or windshield wipers that makes the vehicle inoperative.

2. Fatal Accidents. As soon as practicable following an accident involving the loss of human life, each surviving employee operating the public transportation vehicle at the time of the accident shall submit to an alcohol test and a drug test. Further, any other employee whose performance could have contributed to the accident (e.g., a mechanic in the case of brake failure causing the accident), as determined by NCTD using the best information available at the time of the decision, shall also be required to submit to an alcohol test and a drug-screen test.
3. Non-fatal Accidents. As soon as practicable following an accident not involving the loss of human life, each employee operating the public transportation vehicle (as defined above in item 4.F.1. – FTA Definition of “Accident”) at the time of the accident shall submit to an alcohol test and a drug-screen test, unless NCTD management determines, using the best information available at the time of the decision, that the employee’s performance can be completely discounted as a contributing factor to the accident. In addition, any employee whose performance could have contributed to the accident, as determined by NCTD, using the best information available at the time of the decision, will be required to submit to an alcohol test and a drug-screen test.
4. NCTD Definition of “Accident”. *NCTD adheres to the same definition of an accident as the FTA definition above at 4.F.1., which extends application to any NCTD vehicle, including non-revenue vehicles. All employees involved in an accident in as defined in 4.F.1 will be subject to a post-accident drug and alcohol test. The procedures and rules outlined in this section apply uniformly regardless of whether the test is a NCTD test or an FTA test; however, NCTD sets the procedures for its own testing based on its own authority, not FTA authority.*
5. Post-Accident Testing Procedures.
 - a) Any employee involved in an accident is prohibited from using alcohol for eight hours following the accident or until they undergo a post-accident alcohol test and drug test. Any employee involved in an accident who fails to remain readily available for the testing required by this section, including notifying NCTD officials of his or her location if they leave the scene of the accident prior to submission to such tests, will be deemed to have refused to submit to testing.
 - b) Post-accident testing will occur after the employee assists in resolution of the accident or receives medical attention following the accident. NCTD will complete the post-accident drug testing as soon as possible, and such testing will occur no later than 32 hours after the accident. NCTD will attempt to complete the post-accident alcohol testing within two hours of the accident. If the testing is not completed within two hours, NCTD will continue to attempt to complete the test and will prepare a report explaining why the breath specimen was not collected within two hours. If the alcohol test is not completed within eight hours of the accident, NCTD shall cease attempts to complete the test and update the report as to why the test was not completed.

Board Policy No. 24 – Employee Drug and Alcohol Policy

- c) *Refusal to submit to a test required by this section will be sufficient grounds for termination and will result in the employee being relieved of their duties immediately. Based on FTA regulations, any employee with a positive drug test or having an alcohol concentration measure of 0.02% or higher will be immediately removed from service. Based on NCTD policy, any employee with a positive drug test and/or an alcohol concentration measure of 0.02% or higher will be terminated from employment with NCTD.*
- d) Any employee who has a positive FTA drug test or an alcohol concentration measure of 0.04% or higher on an FTA-mandated alcohol test will be referred to the SAP for evaluation in accordance with 49 C.F.R. Part 40. *NCTD policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to referral, counseling and treatment fees will be paid by the employee/former employee*

D. Random Alcohol Testing and Drug Testing

All safety-sensitive employees as identified in Appendix A will be subject to unannounced, random alcohol testing and random drug testing in accordance with 49 CFR Part 655. The selection of employees for random alcohol testing and random drug testing shall be made randomly by NCTD. The selection of employees for random alcohol testing and random drug testing shall be by a scientifically valid method, such as a random number table or a computer-based random number generator. Each employee will have an equal chance of being tested each time selections are made. These tests will not be announced in advance and will be administered on all days and at during all work hours throughout the year. The minimum testing requirement effective January 1, 2022 is to annually perform drug tests on 50% and alcohol tests on 10% of the safety-sensitive employees. The NCTD's Drug and Alcohol Program Manager (DAPM) will adjust the number of tests as needed to ensure NCTD conducts no fewer than the FTA-mandated number of tests.

Each employee selected for random alcohol testing and/or random drug testing must proceed to the test site immediately. *Refusal to submit to such testing will be deemed a positive and be sufficient grounds for termination and will result in the employee being relieved of his or her duties immediately. Based on FTA regulations, any employee failing a drug test or having an alcohol concentration measure of 0.02 percent or higher will be immediately removed from service. Based on NCTD policy, any employee with a positive drug test and/or an alcohol concentration measure of 0.02% or higher will be terminated from employment with NCTD.* Any employee who has a positive FTA drug test or a finding of an alcohol concentration measure of 0.04% or higher on an FTA-mandated alcohol test will be referred to the SAP for evaluation in accordance with 49 CFR Part 40. *NCTD policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to referral, counseling and treatment fees will be paid by the employee/former employee.*

Random alcohol testing is only permissible just before an employee performs safety-sensitive duties, during that performance, and just after an employee has performed covered duties.

E. Drug Testing for Employees Assuming Safety-Sensitive Duties

Any employee who accepts a position with NCTD involving safety-sensitive duties, who has previously been engaged in non-safety-sensitive duties, will be required to submit to and pass a

Board Policy No. 24 – Employee Drug and Alcohol Policy

pre-employment drug test prior to assumption of the safety-sensitive duties. In addition, any employee who has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and where that employee has not been in the NCTD's random drug testing selection pool during that time, shall be required to take a pre-employment drug test in accordance with Section A (Pre-Employment Drug Testing) above, with a verified negative result before returning to duty.

If the drug test is cancelled by the MRO, the employee must retake and pass the test before assuming safety-sensitive duties. *Refusal to submit to such testing will be deemed a positive and are sufficient grounds for termination of employment.* Any employee with a positive drug test result will be immediately removed from service. *Further, having a positive drug test result will subject the employee to termination from employment with NCTD.* Any employee who has a positive FTA drug test will be referred to the SAP for evaluation in accordance with 49 CFR Part 40. *NCTD policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to referral, counseling and treatment fees will be paid by the employee/former employee.*

F. Reasonable Cause Testing – NCTD Authority – NON-DOT

Under NCTD authority, NCTD may require any employee to submit to drug and alcohol testing whenever a determination is made that "Cause" exists. Any tests done under NCTD authority shall be non-DOT tests and shall be conducted accordingly.

In addition to the Reasonable Suspicion testing described in Section B above, the following circumstances constitute "Cause" for the administration of drug and/or alcohol testing:

- 1. Safety Critical Violation: ALL FTA Regulated Employees*
 - An employee directly involved in a safety critical rule or whose performance resulted in a violation that could possess an immediate threat to the safety of employees, passengers or the general public will be immediately taken out of service and required to submit to drug and/or alcohol testing.*
- 2. Operating Rule Violation: All FTA Regulated SPRINTER Operations Employees*
 - An employee directly involved in one of the following Operating Rules violations will be required to submit to drug and/or alcohol testing:*
 - Noncompliance with a Track Permit, Timetable, Signal Indication, Special instruction or other rule or procedure with respect to movement of a train.*
 - Operation of a train at a speed that exceeds the maximum authorized speed by at least five miles per hour or by 50% of such maximum authorized speed, whichever is less.*
 - Failure to apply or stop short of derail as required.*

Board Policy No. 24 – Employee Drug and Alcohol Policy

G. Alcohol Testing and Drug Testing Following Injuries

The alcohol testing and drug testing required in this section is required by NCTD; these are not FTA-mandated tests. Any employee who sustains an injury on the job may be required to submit to an alcohol test and a drug test as part of the physician's examination of the employee for the injury, at Management's discretion. Refusal to submit to such alcohol tests or drug tests will result in the employee being relieved of his or her duties immediately and will subject the employee to termination of employment. Any employee with a positive drug test or an alcohol concentration measure of 0.02% or higher will be terminated by NCTD.

Falsification, Failure to Timely Arrive for Testing, and Failure to Notify

Any employee who provides false information in connection with an alcohol test or drug test administered under this policy, or who attempts to falsify test results through tampering, contamination, adulteration or substitution, shall be terminated by NCTD. Any employee who fails to appear for a drug test or alcohol test within a reasonable time when required by this policy, or to remain at the testing site until the testing process is completed, or to cooperate fully in the testing process, will be deemed to have refused to be tested, and will be considered to have a positive test.

Behavior Constituting a Refusal to Submit to a Test

The behaviors listed in 49 CFR Part 40 apply to all tests administered under this policy regardless of if they are FTA-mandated or required by NCTD's authority; however, NCTD tests will not be conducted on DOT testing forms. The behaviors that constitute a refusal to submit to a drug and/or alcohol test are identified in 49 CFR Part 40 as amended, and below. Employees can obtain a current list from the DAPM.

A. Refusal to Submit to Testing for Alcohol and/or Drug

In accordance with 49 CFR Part 40 the following are considered a refusal to test if the employee:

1. Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer;
2. Fails to remain at the testing site until the testing process is complete (an employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test);
3. Fails to provide a urine specimen or adequate amount of breath for any drug or alcohol test required by 49 C.F.R. Part 40 or DOT agency regulations;
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of provision of a specimen;
5. For an observed collection fails to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
6. Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;

Board Policy No. 24 – Employee Drug and Alcohol Policy

7. Admitting to the collector or MRO that you adulterated or substituted the specimen;
8. Fails to provide a sufficient amount of urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
9. Fails or declines to take a second test the employer or collector has directed you to take;
10. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “Shy Bladder” or “Shy Lung” procedures;
11. Fails to sign the certification at Step 2 of the Alcohol Test Form;
12. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector);
13. If the MRO confirms that you have a verified adulterated or substituted test result that test is considered a refusal to test.

Any covered employee who refuses to submit to a drug or alcohol test will be immediately removed from performing any safety-sensitive function and in accordance with 49 C.F.R., Part 40.285, and Subpart O will be referred to the NCTD's SAP.

Procedures for Alcohol and Drug Testing

A. Procedure for Alcohol Tests

All FTA-mandated alcohol testing called for in this policy shall be conducted in accordance with 49 CFR Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs, as amended. All NCTD -mandated breath alcohol testing will follow the same procedures, but NCTD -mandated tests are not required or governed by 49 C.F.R. Part 40. However, the results of FTA-mandated breath alcohol testing will be compiled on a DOT Alcohol Testing Form (ATF). *The results of breath alcohol testing required by NCTD (and not FTA) will be on non-DOT testing forms.* NCTD management will inform the collection facility whether the test is an FTA or a NCTD test. The alcohol testing in this policy applies regardless of whether the alcohol was ingested as beverage alcohol or in a medicinal or other preparation.

The alcohol tests will be administered by a breath alcohol technician (BAT), using an evidential breath testing device (EBT). The BAT will be trained to proficiency in the operation of the EBT. The EBTs are subject to a quality assurance plan developed by the manufacturers of EBTs. In order to ensure that the test results are attributed to the correct employee, the BAT will require the employee to provide photo identification before tests are conducted. If the result of the alcohol screening test is an alcohol concentration of less than 0.02%, the employee will be deemed to have passed the FTA and NCTD alcohol test. If the initial result of an FTA screening test is a breath alcohol concentration of 0.02% or higher, a confirmation test shall be performed under the FTA's authority. *If the initial result of a NCTD screening test is a breath alcohol concentration of 0.02% or higher, a confirmation test shall be performed under the NCTD's authority.* All alcohol confirmation tests shall be conducted within 30 minutes of the completion of the screening test.

Board Policy No. 24 – Employee Drug and Alcohol Policy

B. Procedure for Drug Tests

All FTA-mandated drug tests called for in this policy shall be conducted in accordance with 49 C.F.R. Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs, as amended. All NCTD -mandated drug tests will follow the same procedures, but NCTD -mandated tests are not required or governed by 49 CFR Part 40. The DOT drug testing custody and control form will be used in connection with all FTA-mandated drug tests administered pursuant to this policy. *The results of drug testing required by the NCTD (and not FTA) will be on non-DOT testing forms.* NCTD management will inform the collection facility whether the test is an FTA or a NCTD test.

The drugs tested for will be marijuana metabolites, cocaine metabolites, opioids, phencyclidine, and amphetamines (amphetamine, methamphetamine, MDMA, MDA). When an employee arrives at the collection site, the collection site person shall positively identify the employee through the presentation of photo identification. Collection personnel will be trained to ensure employee privacy in providing the urine specimen.

Urine specimens collected for drug testing will be split into two containers at the collection site. Collection site personnel will be trained to maintain the integrity of the specimen collection and transfer process. In order to maintain the integrity of the urine specimen, the specimen shall remain under the direct control of the collection site person from delivery to its being sealed in the mailer to the laboratory conducting the testing on the urine specimen. A tamper-proof sealing system will be utilized to ensure against undetected opening. The specimen bottle shall be identified with a unique identifying number identical to that appearing on the urine custody and control form.

Transfer of urine specimens will be accomplished through appropriate chain of custody procedures. The forms accompanying the specimens will have unique preprinted specimen ID numbers and the employee will sign or initial certifying that the specimen was taken from that employee. All drug tests that are positive will be retested in a confirmation test prior to the laboratory specifying a positive result on a drug test. All drug testing done under this policy will be done by a laboratory that has been certified by the federal Department of Health and Human Services (DHHS). The NCTD's current DHHS-certified laboratory is Pacific Toxicology and Quest Diagnostics, Inc. for out-of-town testing. All confirmatory tests will be performed using CC/MS techniques.

There are federally mandated cut-off limits for the minimum quantity of drug that must be detected for a positive test on the initial and confirming test. The current cut-off limits are as specified in 49 CFR 40.87.

In order to protect the NCTD's employees and the integrity of the drug screen testing process, the NCTD has retained the services of an MRO. The NCTD's MRO is Dr. Kirk A. Roberts, M.D., of Cynergy Wellness. Dr. Robert's phone number is 844-730-7996. The MRO is a licensed physician with knowledge of drug abuse disorders. If the laboratory results are confirmed positive, the MRO will interview the employee and review all information provided by the employee to determine whether the results are indicative of illegal or illicit drug use. If the employee provides an adequate explanation, the MRO will verify the test results as negative with the Drug and Alcohol Program Manager and take no further action. If the test result of the primary specimen is positive, the employee may request that the MRO direct that the second split specimen be tested in a different DHHS laboratory. *NCTD policy requires that employees bear all expenses related*

Board Policy No. 24 – Employee Drug and Alcohol Policy

to verification tests they request.

The MRO shall honor such request if it is made within 72 hours of the employee having been notified of a verified positive test. If an employee has not contacted the MRO within 72 hours, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that analysis of the split specimen be performed. The results of the test at the second DHHS-approved laboratory will be forwarded to the MRO. If the results of the second test fail to confirm the presence of the drugs or drug metabolites found in the primary specimen, the MRO shall cancel the test.

If the MRO advises NCTD that the result of the drug test was negative, but that the test was diluted because the specimen contained a creatinine concentration greater than or equal to two mg/dL, but less than or equal to five mg/dL, the employee will be required to take another drug screen test immediately; the new test will be an observed collection. In this circumstance, the employee will be given as little advance notice as possible that he or she must return to the collection site. The test result from this test will be used to determine if the employee passes the drug test.

If the MRO advises NCTD that the result of the drug test was negative, but that the test was diluted and the specimen contained a creatinine concentration greater than five mg/dL, the employee will be required to take another drug screen test immediately; the new test will not be an observed collection. In this circumstance, the employee will be given as little advance notice as possible that he or she must return to the collection site. The test result from this test will be used to determine if the employee passes the drug test.

The drug testing laboratory shall report test results to the MRO in writing, identifying the results of the test. The MRO will report to the DAPM whether the test is positive or negative, and will report the drug for which there was a positive test, but shall not disclose the quantitation of the test results (except in the case of a grievance, lawsuit, or other proceeding or inquiry initiated by the employee arising out of the verified positive drug test). All records pertaining to urine specimens shall be retained by the drug testing laboratory for a minimum of two years. The drug testing laboratory shall retain all urine specimens confirmed as positive and place them into properly secured long-term frozen storage for a minimum of one year.

NCTD policy, not FTA regulations, requires that employees who are waiting to provide a breath or urine sample refrain from using electronic devices such as laptops, cell phones, iPads, and PDAs. Employees violating this rule will be suspended without pay for a minimum of one day.

Miscellaneous Information Regarding this Drug and Alcohol Policy

- A. Contact Person – Drug and Alcohol Program Manager (DAPM). See Appendix A.
- B. Training

NCTD provides training for all its supervisors in order for them to be able to make a determination of whether reasonable suspicion exists for an employee to be required to submit to reasonable suspicion alcohol testing and drug testing. This training includes a minimum of 60 minutes of supervisor training on the effects of drug use and 60 minutes

Board Policy No. 24 – Employee Drug and Alcohol Policy

of supervisor training on the effects of alcohol use and this policy. Training of newly promoted or hired supervisors will occur before they assume supervisory duties (unless they are under the direct supervision of a trained supervisor or manager).

C. Notice of Certain Requirements in Addition to FTA-Mandated Requirements

The policy is designed in part to comply with FTA regulations on prevention of prohibited drug use and alcohol misuse in transit operations, 49 CFR Part 655. However, NCTD has added certain additional requirements to this policy, including the following:

1. *NCTD requires post-accident alcohol and drug testing in cases where such testing is not required by the FTA. The FTA regulations limit the circumstances under which post-accident alcohol and drug testing will occur, as set forth in Section 5 (Post-Accident Testing). NCTD requires post-accident alcohol and drug testing using a much broader definition of accident.*
2. *NCTD requires alcohol testing and drug testing following work injuries (if deemed necessary) as a result of an incident or unsafe action that had a direct result in causing the injury, which is not required by FTA regulations.*
3. *This policy requires employees using prescription drugs, as defined under Illegal Drugs, Legal Drugs, and Alcohol, Section B in this policy, to report the prescription to the Drug and Alcohol Program Manager by using the "Prescription Drug Notification Form".*
4. *This policy sets forth the disciplinary action for violations of the policy, which is a NCTD decision, and is not part of the FTA regulations.*
5. *This policy requires that all costs of drug treatment and/or SAP evaluation be paid by the employee or former employee. This is a NCTD decision, not an FTA requirement.*

D. Substance Abuse Professional

NCTD has secured the services of an SAP as noted in Appendix A.

E. Right to Examine Records

Every employee has the right to review his/her drug and alcohol testing records (except SAP determined DOT follow-up testing plans), provide information to dispute the results of a drug or alcohol test and, upon written request, to obtain copies of any records pertaining to his or her drug and alcohol tests, including records pertaining to equipment calibration and laboratory certifications.

F. Reporting Alcohol/Drug Related Motor Vehicle Actions

Employees must report any of the following alcohol/drug-related motor vehicle actions to the DER/DAPM within 48 hours:

- *DUI charge*
- *Driver's License cancellation*
- *Driver's License suspension*
- *Conviction for DUI or any other related offense (i.e., reckless driving, "wet and reckless," etc.)*
- *Denial of Driver License issuance / renewal*

Board Policy No. 24 – Employee Drug and Alcohol Policy

Approvals



Board Chair

10/23/2025

Date



Chief Executive Officer

10/23/2025

Date



Deputy Chief Executive Officer/Chief General Counsel

10/23/2025

Date

Board Policy No. 24 – Employee Drug and Alcohol Policy

DATE	REVISION NO.	RESOLUTION No.	COMMENTS
10/18/2012	ADOPTED	12-10	
10/17/2013	1	13-07	2013 REVISION
10/16/2014	3	14-04	2014 REVISION
11/19/2015	4	15-08	2015 REVISION
10/20/2016	5	16-10	2016 REVISION
01/19/2017	6	17-01	2017 REVISION
10/19/2017	7	17-10	2017 REVISION
12/21/2017	8	17-14	FTA DRUG SCHEDULE UPDATE.
10/18/2018	9	18-09	2018 REVISION; ADDRESSES FTA 49 CFR 655.45 REVISION EFFECTIVE 01/01/2019
10/17/2019	10	19-06	SECTION NO. 1 OF APPENDIX A UPDATED.
6/18/2020	11	20-06	SECTION NO. 1 AND 3 OF APPENDIX A UPDATED
10/15/2020	12	20-08	STRUCTURE OF POLICY UPDATED FOR BETTER FLOW OF INFORMATION.
10/21/2021	13	21-05	2021 REVISION
05/19/2022	14	22-07	2022 REVISION; ADDS FTA SAFETY SENSITIVE POSITIONS
10/20/2022	15	22-18	2022 REVISION
10/19/2023	16	23-06	2023 REVISION; ADDED REASONABLE CAUSE TESTING
10/17/2024	17	24-08	2024 REVISION: ADDED SECTION F IN MISCELLANEOUS INFORMATION ADDED NEW DAPM
6/26/2025	18	25-04	REVISION DUE TO ADDITION OF POSITIONS FOR BUS TRANSITION
10/23/2025	19	26-06	2025 REVISION: UPDATES TO POINTS OF CONTACTS IN APPENDIX A

Board Policy No. 24 – Employee Drug and Alcohol Policy

Appendix A

1. DOT Safety-Sensitive Positions (effective June 26, 2025):

- SPINTER Train Attendant
- SPINTER Train Operator
- SPINTER Maintenance Technician
- SPINTER Maintenance of Equipment Supervisor
- SPINTER Maintenance of Equipment Manager
- SPINTER Operations Supervisor
- Bus Operations Manager
- Road Supervisor/Dispatcher
- Coach Operator
- Demand Response Dispatcher
- Demand Response Driver
- OCC Traffic Controller
- Senior Operations Instructor, Bus
- Operations Instructor, Bus
- Maintenance Supervisor
- Maintenance Manager
- Auto Technician II
- Auto Technician III
- Body Technician III
- Electronics Technician
- Bus Servicer
- Operations Supervisor, On-Demand Services

2. DAPM Contact Information

Any employees having questions about the District's Drug and Alcohol Policy should contact one of the following individuals:

Albert Aguero
Program Administrator – Drug & Alcohol
760-435-9158

Board Policy No. 24 – Employee Drug and Alcohol Policy

Jesus Garcia
Human Resources Manager
760-967-2824

Celeste Leichter
Senior Human Resources Business Partner
760-967-2815

Karen Tucholski
Senior Legal Counsel – Regulatory Compliance
760- 966-6574/760-405-3949

3. SAP Provider Information

American Substance Abuse Professionals (ASAP)
10151 York Road, Suite 120
Cockeysville, MS 21030
(888)792-2727