

**POLICY # 1.10  
DRUG AND ALCOHOL TESTING**

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Eufaula Public School District I-001 recognizes that the use and abuse of controlled substances and alcohol in today's society is a very serious problem that has also found its way into the work place. Eufaula Public School District I-001 also recognizes the significant threat that a controlled substance-impaired employee working in the transportation industry can pose to the safety of the worker, coworkers and the general public. In order to address the safety threat presented by the problem of controlled substance and alcohol abuse in the transportation industry, the Department of Transportation, and the Federal Highway Administration have established extensive regulations requiring controlled substance and alcohol testing.

Additionally, Eufaula Public School District I-001's controlled substance and alcohol testing program is designed to create a drug and alcohol-free transportation industry. More importantly, we recognize that our employees are our most valuable resource and we want to assist any employee who feels that he or she may have a problem with substance abuse.

**I. Policy**

The use, possession, dispensing, manufacture, sale or distribution, or conspiracy to sell, distribute, or possess or being in the chain of sale or distribution or being under the influence of an illegal drug, controlled substance, alcoholic beverage, or low-point beer while on School District property (including vehicles) or other work locations and/or during work hours is strictly prohibited.

The above provision is applicable to all Eufaula Public School District I-001 employees who perform covered work.

The School District will utilize all reasonable measures to maintain a drug and alcohol-free workplace for its employees, students, and the general public.

Cooperation and compliance with the Eufaula Public School District I-001's Drug and Alcohol Testing Policy (as with all other School District policies and procedures) is a condition of continued employment for all employees involved in safety sensitive positions.

The Eufaula Public School District I-001's Drug and Alcohol Testing Policy is in compliance with the Federal Drug Free Workplace Act of 1988; Federal Highway Administration (FHA) Part 382. All collection and testing procedures will specifically follow the regulations set forth in 49CFR Part 40 for drugs and alcohol.

For the purpose of assuring compliance with the above, both employees and applicants for safety sensitive positions will be subject to controlled substance and alcohol screening.

The Board of Education of Eufaula Public School District I-001 under its own authority specifies that all employees will be subject to drug and alcohol screening for reasonable suspicion.

## **II. Safety-Sensitive**

The Board of Education of Eufaula Public School District I-001 has established the following factors in designating specific positions as safety sensitive. Drivers of commercial vehicles:

- a. with a gross vehicle weight rating of 26,001 pounds or more or combination vehicles (weighing at least 26,001 pounds) or
- b. designated to transport sixteen (16) or more passengers including the driver, or

Drivers as identified in subsection A are performing a safety-sensitive function at any of the following times:

- a. time at a facility waiting to be dispatched, unless the driver has been released from duty
- b. time inspecting equipment
- c. driving times
- d. all time other than driving time in or upon a vehicle
- e. loading and unloading time
- f. time obtaining assistance or remaining in attendance upon a disabled vehicle
- g. time spent providing a breath or urine sample, including travel time to and from a collection site

## **III. Responsibilities**

The Board of Education of Eufaula Public School District I-001 is responsible for the implementation and conformance of Eufaula Public School District I-001's drug and alcohol testing policy to 49CFR Parts 40, 382 (this includes any contractor personnel, including subcontractors and anyone employed by a subcontractor as they are subject to controlled substance and alcohol testing if they perform a covered function); and for record keeping and confidentiality of the testing process. (This includes maintaining required records with respect to subcontractors.) In addition it is responsible for observing employee behavior and performance in relation to reasonable cause testing.

Failure to comply with this policy may lead to disciplinary action up to and including termination from employment.

Unless an employee's physician has advised the employee that the legal/prescribed medication or authorized substances he/she is taking does not adversely affect his/her ability to safely operate a commercial motor vehicle, an employee should not drive under the influence of a legal/prescribed medication or authorized substance. An

employee must report the use of legal/prescribed medications or authorized substances and provide Eufaula Public School District I-001 with a written release from his/her physician which states it is safe to perform the safety sensitive function.

#### **IV. Controlled Substance and Alcohol Testing**

Controlled substance screening will be conducted for the following chemicals: Marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines.

#### **V. Collection Sites**

Collection sites for controlled substance screening specimen collection will be established by the Alcohol and Drug Testing contractor.

Alcohol testing will be conducted by a certified Drug & Alcohol Technician.

Strict chain-of-custody practices will be adhered to regarding urine specimen collection, transportation to the laboratory, during laboratory analysis, medical review officer (MRO) review and reporting to the School District.

An applicant or employee will be required to sign the necessary controlled substance/alcohol screening consent forms established by the District or authorized by the collection site agency. Refusal to sign required controlled substance/alcohol screening consent forms will be considered refusal to submit to a controlled substance/alcohol screening test as a condition of employment and will be considered the equivalent of receiving a confirmed "positive" result for employment.

All urine specimens collected will remain in the custody of the technician.

An applicant or employee shall be informed of the controlled substance/alcohol screening specimen collection location and time. The applicant or employee shall be responsible for reporting to the collection site, at the scheduled time, with a photo ID, and comply with the directions of the specimen collector.

- a. An employee in a designated safety sensitive position who is requested to submit to a controlled substance specimen collection shall be given time off with pay for that purpose.
- b. Failure by an applicant or employee to report to the collection site at the scheduled time will be considered refusal to submit to a controlled substance/alcohol screen as a condition of employment or continued employment, and will be considered the equivalent of receiving a confirmed "positive" result. The applicant or employee shall not be utilized in a safety sensitive capacity until cleared by the MRO or substance abuse professional (SAP).

Negative controlled substance testing report results will be Reported to Eufaula Schools. All tests will be reported by to the Superintendent of Eufaula Public School

District I-001. In no instance will the test go unreported longer than five (5) days from the time the specimen is received from the laboratory by ADTI.

Reports of breath alcohol tests will be reported immediately to the safety sensitive employee (SSE) and the employer.

## **VI. Confidentiality**

Confidentiality will be applied to every aspect of the anti-drug program. Superintendent of Eufaula Public School District I-001 shall serve as the sole point of contact with the Eufaula Public School District I-001's Employee Assistance and Drug/Alcohol Testing Program.

All controlled substance and alcohol testing information will receive the highest level of respect in relation to confidentiality. Information regarding an individual's testing results or rehabilitation may be released only upon the written consent of the individual, except that such information must be released regardless of consent to the Administrator or the representative of a state agency upon request as part of an accident investigation and upon any other exceptions hereinafter specified. Statistical data related to testing and rehabilitation that is not name-specific and training records must be made available to the Administrator or the representative of a state agency upon request.

All records relating to controlled substance and alcohol testing will be kept in a separate, locked file from other employee records.

## **VII. Notification of Testing**

Notification of the School District's controlled substance and alcohol testing requirement shall be included in announcements or advertisements seeking applicants for all designated safety sensitive positions.

An applicant or employee required to submit to a controlled substance/alcohol screen will be advised of the following:

- a. methods of controlled substance/ alcohol screening which will be used
- b. substances which may be identified
- c. consequences of a refusal to submit to a controlled substance screening test or of a confirmed positive result; and
- d. reasonable efforts to maintain the confidentiality of results and any medical information which may be provided.

## **VIII. Training**

Employees who supervise employees or who have responsibility to administer the School District's controlled substance and alcohol screening policies and procedures

shall receive training on behavior, physical symptoms and performance indicators of probable controlled substance and alcohol use.

All subordinate-level employees will receive appropriate instruction regarding the Eufaula Public School District Drug and Alcohol Testing Policy and Employee Assistance Program.

## **IX. Testing Conditions**

The following conditions establish who may be screened and under what circumstances the controlled substance and alcohol screening may occur:

**Pre-Employment, Pre-Transfer:** An individual offered employment and/or re-assigned to a safety sensitive position may be required to take and pass a controlled substance and alcohol screening test as a condition of employment or continued employment.

An applicant who receives a confirmed positive controlled substance Screen result or the equivalent shall have the offer of employment withdrawn and be subject to disqualification from application or company employment for a period of 2 years from the effective date of the disqualifying action.

### **Reasonable Suspicion**

Any employee may be required to submit to a controlled substance/alcohol screening test by Superintendent of Eufaula Public School District I-001, based upon reasonable suspicion of controlled substance use by the employee as reported by the employee's supervisor. All supervisory employees are required to notify Superintendent of Eufaula Public School District I-001 when reasonable suspicion is present.

Reasonable suspicion involves a judgment made regarding the employee's behavior, appearance, speech or body odor, or evidence found or reported and may be based on, among other circumstances, one of the following: Direct observation of specific, contemporaneous, articulable behaviors exhibited by the employee which may impair the employee's ability to perform his/ her job or which may pose a threat to safety or health.

Physical on-the-job observation of controlled substance and/or alcohol use by the employee.

Documented deterioration in the employee's job performance that is likely to be attributed to controlled substance or alcohol use by the employee.

An on-the-job incident or occurrence where there is evidence to indicate the incident or occurrence was in whole or in part the result of the employee's actions or inactions and/or the employee exhibited behavior indicating illegal controlled substance or alcohol use.

Supervisors have the right to ask a current employee to submit to a controlled substance/alcohol screening test under the circumstances of reasonable cause as a condition of employment in accordance with items VII and VIII of this policy. Refusal may be grounds for termination. In no instance of refusal for testing shall an individual be allowed to perform a safety sensitive function

Any employee requested to provide a urine specimen under the auspices of reasonable suspicion will be transported to the collection site.

Under no circumstances will an employee be allowed to perform a safety sensitive function if he/she has consumed alcohol within four hours of reporting for duty.

If an alcohol test is not administered within two (2) hours of this determination, a record should be prepared stating the reasons for not administering the test. Attempts to test should cease at eight (8) hours and the individual should be removed from the safety sensitive function until they test less than .02 or twenty-four (24) hours has passed. A written record should be made of the observations.

### **Random testing**

At least fifty percent (50%) of the average number of safety sensitive positions will be tested on a random basis annually under the controlled substance testing requirements.

Under the alcohol testing requirements at least twenty-five percent (25%) of the number of safety sensitive positions shall be tested on an annual basis.

Random selection will be made through a computerized program provided by Alcohol & Drug testing.

Any employee testing positive under the category of random selection, reasonable cause, or post-accident will be immediately removed from performing safety sensitive work.

### **Post Accident:**

- a. The following parameters will require controlled substance testing for each employee performing a safety sensitive function and whose performance either contributes to the accident, or cannot be completely discounted as a contributing factor to the accident as soon as possible and not later than thirty-two (32) hours after an accident. Following are the times when controlled substance testing must occur: If the accident involved the loss of a human life. If the driver received a citation under State or local law for a moving violation arising from the accident.
- b. No driver required to take a post accident test shall use alcohol for eight (8) hours following an accident or until a breath alcohol test occurs.

- c. The employee who is subject to post accident testing, shall remain readily available for testing. Necessary medical attention may be secured. Failure to remain available can be interpreted as a positive test result.
- d. Results of a breath test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and that the results are obtained by the employer
- e. Following an accident all reasonable steps to obtain a urine sample for an employee should be implemented after treating the injury first.

## **X. Consequences of a Positive Test**

An employee who receives a confirmed positive screening Result or the equivalent shall be subject to termination.

An employee who receives a confirmed positive controlled substance or alcohol test may be referred to a Substance Abuse Professional for appropriate assessment, education and treatment.

Eufaula Public School District I-001 will in no way be responsible for charges arising from any referral services. Employee shall be responsible for any amount not paid for by insurance. Employees should consult their insurance policy for extent of nervous, mental and substance abuse coverage.

## **XI. Tampering**

Any applicant for a School District position who intentionally tampers with a sample provided for controlled substance/alcohol screening, violate the chain-of-custody or identification procedures or falsifies test results shall have the conditional offer of employment withdrawn. Such actions will be grounds for is qualification for all positions in School District service. Any current employee who intentionally tampers with a sample provided for controlled substance screening, violates chain-of-custody or identification procedures or falsifies a test result shall be subject to termination.

## **XII. Controlled Substance Testing Appeals**

If an employee or applicant challenges the validity or accuracy of the confirmed positive result, he/she may appeal in writing to the Board of Education seventy-two (72) hours of the employee/applicant having been notified of the positive result. All positive urine samples will be kept at the laboratory for a period of one year, and at the employee's request may be kept longer. The Substance screening Coordinator should be notified of the appeal request so that arrangements for a second analysis process can be initiated.

The employee will be responsible for any associated retest costs in advance and will be reimbursed by Eufaula Public School District I-001 if the retest is negative.

The Superintendent or technician will have discretion to authorize a retest by the original or a different laboratory if it is determined that the technical standards established for test methods or chain-of custody procedures were violated in deriving a confirmed positive result or as other appropriate cause to warrant a retest.

### **XIII Record Keeping**

- a. Records relating to controlled substance/alcohol testing will be maintained as confidential, available only on a strict "need to know" basis. Records will not be kept in an employee's personnel file. Information regarding an individual's controlled substance and alcohol testing results or rehabilitation may be released only upon written consent of the individual EXCEPT: such information must be released regardless of consent of a government agency as part of an accident investigation
- b. such information may be disclosed regardless of consent in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual and arising from a verified positive controlled substance/alcohol test
- c. such information may be disclosed regardless of consent on need to know basis to school officials or Board of Education members as grounds for appropriate disciplinary action against any employee receiving positive drug/alcohol test.

Records will be maintained according to mandated requirements. Alcohol and Drug Testing Inc.'s Protocol #10 identifies the most current requirements.

### **XIV. Policy Changes**

Any changes made by Eufaula Public School District I-001 to this policy will be in conformance with stated regulations.

### **EUFAULA PUBLIC SCHOOL DISTRICT I-001 EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The Eufaula Public School District I-001 has the responsibility of providing a safe, healthy and efficient work environment for all employees. In an effort to enhance the personal well being of the Eufaula Public School District I-001 employees and their immediate family members and to contain the rising health care premiums of its work force, the Board of Education of Eufaula Public School District I-001 has chosen to make an Employee Assistance Program (EAP) available to all employees and their family members.



## **POLICY**

The Board of Education of the Eufaula Public School District I-001 will provide an Employee Assistance Program for all employees and their family members.

The EAP will be available for use on a voluntary basis as well as for mandatory referrals.

The EAP will provide assessment and referral services

The EAP will offer thorough and complete confidentiality.

The Superintendent of Eufaula Public School District I-001 shall be responsible for oversight and maintenance of the EAP and will provide direction and promotion of the EAP.

The EAP will provide training and education for all employees on how to utilize the program and will provide additional training and education for supervisors who will be allowed to make mandatory referrals.

## **VOLUNTARY REFERRAL**

The EAP will be available to all safety sensitive employees and immediate family members to utilize at their own discretion as needed.

## **MANDATORY REFERRAL**

Mandatory referrals may be made to the EAP by the supervisors of Eufaula Public School District I-001. A mandatory referral shall be the result of a documented problem or problems related to poor job performance on the part of the employee. If a mandatory referral is made by a supervisor, the referral form shall be completed by the supervisor, signed by the employee and the form forwarded to Superintendent of Eufaula Public School District I-001 (See exhibit "A").

## **CONFIDENTIALITY**

The Employee Assistance Program Administrator (Alcohol and Drug Testing Inc.) shall maintain only those records necessary to comply with the program. After a supervisor refers an employee to the EAP, the EAP will maintain all records necessary to carry out its duties. All medical and/or rehabilitation records concerning the employee's problem, including the employee's identity, diagnosis, prognosis, or treatment are confidential and may be disclosed only when authorized through written consent of the employee.

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~~A~~. VOLUNTARY REFERRAL

Employees will be allowed to utilize their accrued sick leave or accrued vacation leave to voluntarily access the EAP, should such appointment(s) be necessary during their normal working hours. Eufaula Public School District I-001 would encourage employees to pursue assessment and counseling during off duty hours when ever possible.

b. MANDATORY REFERRAL

Employees' vacation and sick leave will be used for referral and assessment sessions which are mandated by the employee's supervisor, or the Superintendent of Eufaula Public School District I-001. Further, counseling activities beyond referral and assessment will be the responsibility of the employee.

**TRAINING AND EDUCATION**

The EAP will provide an initial training and education program for employees to familiarize them with the program and its process

**EXHIBIT A**

**EUFAULA PUBLIC SCHOOL DISTRICT I-001**

**MANDATORY REFERRAL AND RELEASE OF INFORMATION**

As an employee of Eufaula Public School District I-001, I understand that I have been referred to the Eufaula Public School District I-001's Employee Assistance Program (EAP). I understand that I must:

- ( ) Contact the EAP counselor (SAP) within forty-eight (48) hours of time designated below.
- ( ) Provide a urine specimen within twenty-four (24) hours.
- ( ) Submit to a breath alcohol test.

A signed copy of this waiver will be presented to the drug/alcohol consortium as notification that I am a referral from Eufaula Public School District I-001. This form will serve as notice that information may be released to the Superintendent of Eufaula Public School District I-001. Only information regarding my notification of the EAP counselor or SAP, confirmation of a fact-to-face assessment, confirmation of admittance, including date and estimated length of stay, to an appropriate treatment program, confirmation of attendance at all scheduled treatment appointments, successful completion of the treatment program or controlled substance and/or alcohol test results may be released to Superintendent.

I understand that if I do not follow the directions checked above and provide confirmation of attendance and completion, that I may be subject to disciplinary action up to and including termination of employment with Eufaula Public School District I-001.

Likewise I understand that if I am required to submit to a controlled substance and/or alcohol test and fail to do so that I may be subject to disciplinary action up to and including termination of employment with Eufaula Public School District I-001.

NAME OF EMPLOYEE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT OR EMPLOYEE DATE

\_\_\_\_\_  
REFERRING SUPERVISOR DATE

\_\_\_\_\_  
SUPERINTENDENT DATE

\_\_\_\_\_  
TIME

**EXHIBIT B  
EUFAULA PUBLIC SCHOOL DISTRICT I-001  
SAFETY SENSITIVE POSITIONS EUFAULA PUBLIC SCHOOL DISTRICT I-001**

**SAFETY SENSITIVE**

The Board of Education of Eufaula Public School District I-001 has established the following factors in designating specific positions as safety sensitive. The number of safety sensitive positions may increase further as criteria are established by the Board of Education of Eufaula Public School District I-001.

1. Drivers of commercial vehicles:

- a. with a gross vehicle weight rating of 26, 001 pounds or more or combination vehicles (weighing at least 26,001 pounds) or
- b. designated to transport sixteen (16) or more passengers including the driver, or
- c. transporting hazardous materials in amounts requiring placarding.

Additional safety sensitive positions may be identified as further criteria are established or new mandates are implemented. Any employee who occupies added safety sensitive positions would be notified in writing of the change.

**EXHIBIT C  
EUFAULA PUBLIC SCHOOL DISTRICT I-001  
AFFIRMATION OF DRUG AND ALCOHOL TESTING POLICY**

As an employee in a safety sensitive position, I affirm that I have received, read and understand the Eufaula Public School District I-001's Drug and Alcohol Testing Policy, I am aware that I may be required to undergo the following types of controlled substance and/or alcohol pre-employment testing, post-accident testing, random testing, and

reasonable suspicion testing; that I will be informed prior to the controlled substance/alcohol screen; and, that I may be referred to an education and treatment program depending on the results of the controlled substance/alcohol screen. I agree to abide by all provisions of the anti-controlled substance policy as a condition of my continued employment with the school district.

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EMPLOYEE NAME (Please Print)

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EMPLOYEE SIGNATURE DATE

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EUFAULA PUBLIC SCHOOL DISTRICT DATE  
I-001 REPRESENTATIVE

**EXHIBIT D  
EUFAULA PUBLIC SCHOOL DISTRICT I-001  
AFFIRMATION OF DRUG AND ALCOHOL TESTING POLICY  
REASONABLE SUSPICION**

As an employee, I affirm that I have received, read and understand the Eufaula Public School District I-001s Drug and Alcohol Testing Policy, I am aware that I may be required to undergo controlled substance or alcohol testing upon reasonable suspicion; that I will be informed prior to the controlled substance/alcohol screen; and, that I may be referred to an education and treatment program depending on the results of the controlled substance/alcohol screen. I agree to abide by all provisions of the anti-controlled substance policy as a condition of my continued employment with the school district.

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EMPLOYEE NAME (Please Print)

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EMPLOYEE SIGNATURE DATE

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EUFAULA PUBLIC SCHOOL DISTRICT DATE  
I-001 REPRESENTATIVE

**EXHIBIT E  
EUFAULA PUBLIC SCHOOL DISTRICT I-001  
AFFIRMATION OF DRUG AND ALCOHOL TESTING POLICY STATEMENT OF  
POLICY**

Eufaula Public School District I-001 is committed to ensure a safe and controlled substance and alcohol free workplace for all school district employees and the general public. As a public employer, the school district has a compelling interest in establishing reasonable conditions of employment. Prohibiting employee controlled substance/alcohol use is one such condition.

Eufaula Public School District I-001 is concerned with the well-being of its employees and the need to maintain employee productivity. The intent of the Eufaula Public School District I-001's Drug and Alcohol Testing Program is to offer a helping hand to those who need it, while sending a clear message that any controlled substance or alcohol use is contradictory with public services and WILL NOT BE TOLERATED!

It is the policy of Eufaula Public School District I-001 that all applicants, for safety sensitive positions, who receive a conditional offer of employment submit to a controlled substance and alcohol test to document they are drug and alcohol free. Refusal to comply with this requirement will be considered the equivalent of receiving a confirmed positive result for employment and disqualification purposes. Any applicant who receives a confirmed positive screen result will have the offer of employment withdrawn and will be subject to disqualification from other application for school district employment for a period of two (2) years from the effective date of the disqualification action.

**AFFIRMATION OF POLICY**

As an applicant for a position, I affirm that I have read and understand the Eufaula Public School

District I-001's Drug and Alcohol Free Workplace Statement of Policy noted above, and I am aware that any offer of employment is conditional upon my taking a drug and alcohol test and the results thereof. If hired into a position for Eufaula Public School District I-001, I agree to abide by all provisions of the anti-drug policy as a condition of my continued employment with the school district.

\_\_\_\_\_  
EMPLOYEE NAME (Please Print)

\_\_\_\_\_  
EMPLOYEE SIGNATURE DATE

\_\_\_\_\_  
EUFAULA PUBLIC SCHOOL DATE  
DISTRICT I-001 REPRESENTATIVE

**EXHIBIT F  
EUFAULA PUBLIC SCHOOL DISTRICT I-001  
RELEASE OF INFORMATION**

I hereby authorize \_\_\_\_\_ to release information related to my participation in the

alcohol \_\_\_\_\_ and/or controlled substance testing \_\_\_\_\_ program of said organization to

\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

It has been brought to our attention that \_\_\_\_\_ has participated in the alcohol testing \_\_\_\_\_ and/or controlled substance testing \_\_\_\_\_ program. Under the auspices of 49 CFR

382, et al., Subpart C 382.301(b) and (c) we are requesting the following information in order to establish our need to require this applicant to take an alcohol and/or controlled substance test prior to employment.

Name and address(es) of the program(s)

DRUG TESTING PROGRAM ALCOHOL TESTING PROGRAM

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The driver did/did not participate in the alcohol testing program. ~~YOU MUST~~
2. The driver did/did not participate in the controlled substance testing program. ~~YOU MUST~~
3. The alcohol program conforms to the testing requirements of 49CFS Part 40. ~~YOU MUST~~
4. The controlled substance testing program conforms to testing requirements of 49CFR Part 40. ~~YOU MUST~~
5. The driver is qualified under these rules and has not refused to be tested for alcohol or controlled substances. YES NO
6. Date the driver was last tested for controlled substances:  
\_\_\_\_\_.
7. Date the driver was last tested for alcohol:  
\_\_\_\_\_.

Please attach a copy of the results of any test taken within the previous six (6) months and any violations of the prohibitions related to alcohol and controlled substance usage. (Total number of results attached

Total number of violations attached \_\_\_\_\_.

\_\_\_\_\_  
Signature of Responsible Party

**EXHIBIT G  
EUFAULA PUBLIC SCHOOL DISTRICT I-001  
REASONABLE SUSPICION REPORT FORM**

EMPLOYEE'S  
NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE BEHAVIOR OBSERVED: \_\_\_\_\_  
(Month/Day/Year)

TIME OBSERVED: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

LOCATION WHERE EMPLOYEE WAS OBSERVED:  
\_\_\_\_\_

BEHAVIOR OBSERVED: (Check all items which apply)

Speech: Normal \_\_\_ Incoherent \_\_\_ Confused \_\_\_ Slurred \_\_\_ Whispering \_\_\_

Silent \_\_\_ Loud \_\_\_ Rapid \_\_\_ Cursing \_\_\_

Balance: Normal \_\_\_ Staggering \_\_\_ Swaying \_\_\_ Falling \_\_\_

Eyes: Normal \_\_\_ reddened (bloodshot) \_\_\_ Pupils Dilated \_\_\_ Pupils Constricted \_\_\_

Walking and Turning: Normal \_\_\_ Stumbling \_\_\_ Arms raised for Balance \_\_\_

Reaching for Support \_\_\_ Lack of Coordination \_\_\_ Awareness: Normal \_\_\_

Confused \_\_\_ Sleepy \_\_\_ Paranoid \_\_\_

Comments of employee (please quote remarks, admissions, etc.) which are pertinent; such as swearing, cursing.

Other observed actions or behavior (i.e., odors, vomiting, coughing, gagging, crying, etc.):

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SUPERVISOR

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DATE

This report must be completed every time an employee is suspected of controlled substance or alcohol use by actions, appearance, or conduct while on duty. This form must be completed within twenty-four (24) hours or before test results are released.