I. PURPOSE & INTENT

The purpose of this policy is to comply with the Federal Omnibus Transportation Employee Testing Act of 1991 which mandates testing for alcohol and controlled substances of all employees in and applicants for positions requiring a commercial driver license as a condition of employment. The policy applies to all applicants for employment and all employees of the University of South Florida System (USF System) (hereafter referred to as employees), including faculty, staff, temporary, and graduate assistants applying for or holding positions requiring a commercial driver license as a condition of employment.

II. STATEMENT OF POLICY

The Omnibus Transportation Employee Testing Act of 1991 mandates testing for alcohol and controlled substances of all employees in and applicants for positions requiring a commercial driver license as a condition of employment.

Testing is conducted under the following circumstances: pre-employment (controlled substances only), random, reasonable suspicion, post-accident, and return-to-work.

Testing is conducted at approved sites and in accordance with Federal law.

The employee/applicant's department is responsible for the costs associated with the alcohol and/or controlled substances testing and the USF system-designated medical screener, including any follow-up/return-to-work tests.

An employee whose test confirms prohibited alcohol concentration levels (.02 or greater) or the presence of a controlled substance will be terminated from employment. Applicants for employment with like test results will be denied employment.
An employee is required to comply with all testing requirements; refusal to take a test is considered to be a positive test and will result in termination.

The USF system will make available to applicants and provide to employees educational materials that explain the requirements and procedures of this policy. Employees shall sign a statement acknowledging receipt of the policy, procedures, and specific program information. A copy of the signed and dated receipt will be placed in the employee's official personnel file.

The Division of Human Resources will maintain all records relating to the alcohol and controlled substances testing programs according to Federal requirements.

See COMPASS http://compass.custhelp.com/ (Keyword: Drug Testing) for detailed information.

*Current Responsible Office: Administrative Services/Human Resources

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.