I. **PURPOSE & INTENT**

The purpose of this policy is to comply with the Federal Omnibus Transportation Employee Testing Act of 1991 and the United States Coast Guard Chemical Testing Program regulations contained in 46 CFR Parts 4 and 16, 33 CFR Part 95, and 49 CFR Part 40, which mandate testing for alcohol and controlled substances of all employees in, and applicants for, positions requiring a commercial driver license or maritime credential 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 or maritime credential as a condition of employment.

II. **STATEMENT OF POLICY**

The Omnibus Transportation Employee Testing Act of 1991 and the United States Coast Guard regulations contained in 46 CFR Parts 4 and 16, 33 CFR Part 95, and 49 CFR Part 40 mandate testing for alcohol and controlled substances of all employees in and applicants for positions requiring a commercial driver license or maritime credential as a condition of employment.

Testing is conducted under the following circumstances: pre-employment (controlled substances only), random, reasonable suspicion/reasonable cause (as set forth in 49 CFR Part 382 or 46 CFR Part 16, as applicable), 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 immediately removed from their safety sensitive duties and terminated from employment. Applicants for employment with like test results will be denied employment. No person subject to these regulations shall be engaged or employed as a crewmember on a vessel unless the individual passes a chemical test for dangerous drugs.

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.

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.