



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

DRUG AND ALCOHOL TESTING POLICY FOR EMPLOYEES HOLDING A COMMERCIAL DRIVER'S LICENSE

Effective Date: October 18, 2016

Policy #: HR-08

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- I. PURPOSE:** To ensure fitness for duty by employees in positions that require a Commercial Driver's License (CDL). This policy is also intended to comply with applicable Federal regulations governing workplace anti-drug programs as identified in the DPHHS Human Resources Policy #150 titled Drug and Alcohol Testing.

This policy is limited in scope and is also intended to comply with 39-2-206 through 39-2-211 of the Montana Codes Annotated.

- II. POLICY:** Employees in positions that require them to maintain a Commercial Drivers License will be subjected to random tests to detect drug or alcohol use. Tests will be carried out in accordance with federal regulations.

III. DEFINITIONS:

Commercial Driver's License – A Montana Driver's License that authorizes the licensee to operate a class of commercial motor vehicle.

IV. RESPONSIBILITIES:

- A. The Safety Officer will maintain contact with a third-party agency contracted to randomly select employees whose position requires use of a CDL for drug and alcohol testing.

The Safety Officer will work with the MSH Maintenance Supervisor to schedule testing and maintain a record of all results.

- B. The MSH Maintenance Supervisor ensures all employees working in positions requiring a CDL comply with this policy and report for testing when selected.
- C. Identified employees subject to CDL requirements will perform assigned duties in a safe, productive, and healthy manner free from adverse effects of drug and alcohol abuse or misuse. Employees will report for and submit to drug and alcohol testing as scheduled.

V. PROCEDURE:

- A. Upon notification from the third-party contractor, the Safety Officer will contact the MSH Maintenance Supervisor to schedule drug and alcohol testing for employees as selected.

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- B. The MSH Maintenance Supervisor will inform the employee and modify his or her scheduled duties to allow time to be tested.
- C. The employee ~~reports~~ **will report** for testing as scheduled.
- D. The Safety Officer accesses results electronically **and reviews hardcopy testing results.**
- E. The Safety Officer notifies the MSH Maintenance Supervisor of the test results and maintains a record of the results.
- F. Negative results will also be reported to the Director of Human Resources and the Hospital Administrator. Procedures for federal reporting requirements and actions taken will be initiated as outlined in the DPHHS Human Resources Policy “Drug and Alcohol Testing” and sections 39-2-206 through 39-2-211 of the Montana Codes Annotated.

VI. REFERENCES: DPHHS Human Resources Policy #150 titled Drug and Alcohol Testing; 49 CFR Part 382, 391, 392, and 395; 49 CFR Part 40; 49 CFR Part 29, “The Drug Free Workplace Act of 1988, 11;” and MCA 39-2-206 through 39-2-211.

VII. COLLABORATED WITH: Hospital Administrator, MSH Safety Officer, MSH and Maintenance Supervisor.

VIII. RESCISSIONS: #HR-08, *Drug and Alcohol Testing for Employees Holding a Commercial Driver’s License* dated December 13, 2013; #HR-08, *Drug and Alcohol Testing for Employees Holding a Commercial Driver’s License* dated October 19, 2009; # HR-08, *Drug and Alcohol Testing Policy for Employees Holding a Commercial Driver’s License* dated August 28, 2006; # HR-08, *Drug and Alcohol Testing Policy for Employees Holding a Commercial Driver’s License* dated September 1, 2002; Policy # HR-01-96-R, *Drug and Alcohol Testing Policy* Dated October 8, 1996.

IX. DISTRIBUTION: All hospital policy manuals

X. ANNUAL REVIEW AND AUTHORIZATION: This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

XI. FOLLOW-UP RESPONSIBILITY: Director of Human Resources

XII. ATTACHMENTS: None

_____/____/____
Jay Pottenger Date
Hospital Administrator

_____/____/____
Todd Thun Date
Director of Human Resources