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Port Angeles, Washington 98363



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<b>Policy Title:</b> <b>DRUG AND ALCOHOL-FREE WORKPLACE</b>	<b>Policy No.:</b> 10-001
<b>Review Responsibility:</b> Barb Cox, Human Resources Manager	<b>Approved By:</b> James I. Fetzer, General Manager
<b>Authorized By:</b> Clallam Transit System Resolution No. 16:2018, which supersedes all prior resolutions.	<b>Effective Date:</b> 01/10/2024

## 1. PURPOSE

- A. This policy complies with 49 Code of Federal Regulations (CFR) Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.
- B. Portions of this policy are not FTA-mandated but reflect Clallam Transit System's policy. These additional provisions are identified by **bold text**.
- C. In addition, DOT has published 49 CFR Part 29, implementing the Drug-free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

## 2. POLICY

- A. **Clallam Transit System (CTS) is committed to delivering a vital service to its communities by providing and maintaining safe public transportation. CTS provides a drug and alcohol-free workplace.**
- B. **All CTS employees are subject to the provisions of the Drug-free Workplace Act of 1988.**
- C. All employees who perform safety-sensitive functions are subject to the provisions of this policy. Violations of this policy are subject to discipline, up to and including discharge.
- D. **For the purposes of implementation of this policy, CTS has assigned the Human Resources Manager as the designated employer representative (DER). See Appendix A for contact information.**
- E. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled or illegal substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace will notify the DER no later than five (5) calendar days after such conviction.

### 3. DEFINITIONS

- A. **Accident:** An occurrence associated with the operation of a revenue service vehicle even when not in revenue service, in revenue service, or which requires a commercial driver's license (CDL) to operate, if as a result:
  - 3.A.1 A person dies.
  - 3.A.2 An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident.
  - 3.A.3 One or more vehicles incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs.
  - 3.A.4 Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated (see definition J of this section).
- B. **Adulterated Specimen:** A urine specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.
- C. **Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation, or medication.
- D. **Alcohol Concentration:** Is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.
- E. **Canceled Test:** A drug test that has been declared invalid by a medical review officer. A canceled test is neither positive nor negative.
- F. **Covered Employee:** A person including an applicant or transferee, who performs or will perform safety-sensitive function for CTS.
- G. **Designated Employer Representative (DER):** An employee authorized by the CTS to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.
- H. **Department of Transportation (DOT):** The department of the federal government which includes the U.S. Coast Guard, FTA, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.
- I. **Dilute Specimen:** A urine specimen with creatinine and specific gravity values that is lower than expected for human urine.

- J. Disabling Damage:** Damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated. This does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors, or windshield wipers that makes them inoperative.
- K. Evidentiary Breath Testing Device (EBT):** A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the Office of the Drug & Alcohol Policy and Compliance's (ODAPC) website.
- L. Medical Review Officer (MRO):** A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.
- M. Negative Dilute:** A drug test result which is negative for the drug/drug metabolites but has a specific gravity value lower than expected for human urine.
- N. Negative Test Result:** A drug test that has a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.
- O. Non-Negative Test Result:** A test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.
- P. Performing (a safety-sensitive function):** Means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.
- Q. Positive Test Result:** A drug test result that has a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.
- R. Revenue Service Vehicles:** Includes all transit vehicles that are used to provide physical revenue service transportation for passengers.
- S. Safety-sensitive Functions:** Means any one of the following duties when performed by recipients, subrecipients, operators, or contractors:
  - 3.S.1** Operating a revenue vehicle, including when not in service.
  - 3.S.2** Operating a non-revenue service vehicle, when required to be operated by a holder of a commercial driver's license.
  - 3.S.3** Controlling dispatch or movement of a revenue service vehicle.

- 3.S.4** Maintain (including repairs, overhauls, and rebuilding) a revenue service vehicle or equipment used in revenue service
- 3.S.5** Carrying a firearm for security purposes.

- T. Substance Abuse Professional:** A licensed or certified professional, as defined in DOT Rule 49 CFR Part 40, Section 40.281, who evaluates employees who have violated DOT drug and alcohol policy; recommends education, treatment, follow-up and aftercare options; determines whether the individual has been successful using the recommended treatment and education.
- U. Substituted Specimen:** A urine specimen with creatinine and specific gravity value that is so diminished that it is not consistent with normal human urine.
- V. Vehicle:** Bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A public transportation vehicle is a vehicle used for public transportation or for ancillary services.
- W. Verified Negative Test:** A drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).
- X. Verified Positive Test:** A drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40, as revised.
- Y. Validity Testing:** The evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

#### **4. EDUCATION AND TRAINING**

- A.** Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use. **Covered employees will also receive training on the provisions of the CTS Drug and Alcohol-free Workplace Policy.**
- B.** All CTS employees who are in a position to determine employee fitness-for-duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

#### **5. COVERED EMPLOYEES**

- A.** All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655. **See Appendix B for a list of covered positions by job title.**

B. This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

## 6. PROHIBITED DRUGS

A. Illegally-used controlled drugs or the use of illegal drugs is prohibited at all times. Illegal use includes the use of any illegal drug, the misuse of legally prescribed drugs, and the use of illegally obtained prescription drugs.

B. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited or controlled drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Prohibited or controlled drugs include:

**6.B.1** marijuana (THCA). **It is noted that medicinal/recreational use of marijuana is permitted under Washington law; however, federal statutes still prohibit the use and possession of marijuana.** A detectable level of marijuana present in the body, regardless of use resulting from medicinal or recreational purposes, constitutes a violation of 49 CFR Part 40.

**6.B.2** cocaine (BZE).

**6.B.3** phencyclidine (CP).

**6.B.4** opioids: heroin, codeine, morphine, oxycodone, hydrocodone, hydromorphone, and oxymorphone.

**6.B.5** amphetamines: amphetamine, methamphetamine, methylenedioxymethamphetamine (MDMA), and methylenedioxymphetamine (MDA).

## 7. PROHIBITED ALCOHOL USE

A. All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having a blood alcohol concentration (BAC) of 0.04 or greater.

B. All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform their safety-sensitive function, they must take an alcohol test with a result of **less than 0.02** prior to performance.

C. All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

D. All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until they submit to the post-accident drug and alcohol test, whichever occurs first.

## 8. MEDICATIONS

A. **This policy does not prohibit the appropriate use of legally prescribed drugs and non-prescription medications. It is the responsibility of the employee to inform their healthcare provider when being prescribed medications that are covered under the terms of this policy. The employee will use medically authorized drugs or over-the-counter medications in a manner which will not impair on-the-job performance. It is also the responsibility of the employee to remove themselves from service if they are not fit-for-duty because of adverse effects resulting from medications.**

- B. Safety-sensitive employees are responsible for notifying their healthcare provider(s) of their safety-sensitive duties every time a prescription or non-prescription medication is recommended/ordered to ensure their healthcare provider considers these duties during treatment and confirms the employee remains fit-for-duty during usage.**
- C. Employees are encouraged to obtain a position description form for their respective position to provide to the healthcare provider to assist them in determining if any medications being prescribed/recommended could potentially impair their ability to perform their safety-sensitive functions.**

## **9. CIRCUMSTANCES FOR TESTING**

### **A. Pre-Employment Drug Testing**

- 9.A.1** Pre-employment drug tests are conducted after making a contingent offer of employment or transfer.
- 9.A.2** A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions, including current non-safety sensitive CTS employees. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions. **CTS employees who do not pass the pre-employment tests will be denied their transfer and be subject to discipline in accordance with the consequences as outlined in this policy.**
- 9.A.3** If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment drug test before they can return to a safety-sensitive function.
- 9.A.4** A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.
- 9.A.5** **An applicant with a verified positive pre-employment drug test will have the CTS offer of employment rescinded and will not be hired.**

### **B. Reasonable Suspicion Testing**

- 9.B.1** All covered employees will be subject to a drug and/or alcohol test when CTS has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.
- 9.B.2** A reasonable suspicion referral for testing will be made by a trained CTS employee on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.
- 9.B.3** Covered employees may be subject to reasonable suspicion drug testing any time while on duty.
- 9.B.4** Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### **C. Post-Accident Testing**

- 9.C.1** **Fatal Accidents:** As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose

performance could have contributed to the accident, as determined by CTS using the best information available at the time of the decision, will be tested.

**9.C.2 Non-fatal Accidents:** As soon as practicable following an accident not involving the loss of a human life in which a public transportation vehicle is involved, CTS will conduct drug and alcohol tests on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- 1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- 2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident.
- 3) In addition, any other covered employee whose performance could have contributed to the accident, as determined by CTS using the best information available at the time of the decision, will be tested.

**9.C.3** A covered employee subject to post-accident testing must remain readily available or it is considered a refusal to test. Nothing in this section will be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

**9.C.4** **CTS reserves the right to administer non-federal post-accident drug and alcohol testing should the circumstances warrant such action.**

#### **D. Random Testing**

**9.D.1** Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year and conducted at all times of the day when safety-sensitive functions are performed.

**9.D.2** Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates). **Unless otherwise stipulated, CTS meets its random testing requirements through its membership in a third-party drug and alcohol consortium.**

**9.D.3** The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made, with no discretion on the part of CTS.

**9.D.4** A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

**9.D.5** Random testing may occur anytime an employee is on duty so long as the employee is notified prior to the end of the shift. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

**9.D.6** Upon notification of the selection for random drug and/or alcohol testing, each covered employee must immediately proceed to the designated testing site.

### **10. TESTING PROCEDURES**

**A.** All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended. **See Appendix A for CTS's list of contact personnel and collection sites.**

**B.** The testing procedures that will be used to test for the presence of illegal drugs or alcohol misuse, are to protect the employee and the integrity of the drug and alcohol testing process, safeguard the validity of the test results, and ensure the test results are attributed to the covered employee.

**C.** Urine and/or oral fluid are the only allowable specimen. No DNA testing, to include (but not limited to blood, sweat, and hair) is permitted.

**D. Alcohol Test**

If an alcohol test is required and is not administered within two (2) hours following the determination to conduct an alcohol test, CTS will prepare and maintain a file on record stating the reason(s) the test was not promptly administered. If the alcohol test is not administered within eight (8) hours following the determination to conduct an alcohol test, CTS will cease attempts to administer the test and will prepare and maintain the same record.

**E. Post-accident Drug Test**

If a post-accident drug test is not administered within 32 hours following the accident, CTS will cease attempts to administer the test and prepare and maintain on file a record stating the reason(s) why the test was not promptly administered.

**F. Dilute Urine Specimen**

**10.F.1** If the MRO informs CTS that a positive drug test was diluted, **CTS will treat the test as a verified positive test. CTS will not direct the employee to take another test based on the fact that the specimen was dilute.**

**10.F.2** If the MRO informs CTS that a negative test was dilute, the following action will be taken accordingly:

1) If the MRO directs CTS to conduct a recollection under direct observation (i.e., because the creatinine concentration of the specimen was equal to or greater than 2 mg/dL, but less than or equal to 5 mg/dL (see §40.155(c)), CTS will comply immediately.

2) **Otherwise (i.e., if the creatinine concentration of the dilute specimen is greater than 5 mg/dL), CTS will direct the employee to take another test immediately.**

**G. Split Specimen Test**

**10.G.1** In the event of a verified positive test result, or a verified adulterated or substituted result, the employee may request (verbally or in writing) that the split specimen be tested within 72 hours of being notified by the MRO of the verified positive test.

**10.G.2** If the request for a test of the split specimen does not occur within 72 hours, the employee may present to the MRO information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances that unavoidably prevented the employee from making a timely request.

**10.G.3** CTS will ensure that the split specimen test is conducted in a timely manner.

**10.G.4** There is no split specimen testing for an invalid result.

**10.G.5** **CTS will pay for the cost of the split specimen test and will arrange for reimbursement by the employee. All costs associated with second testing of the verified positive split specimen are paid by the employee, unless the result of the split specimen test invalidates the positive result of the original test. Retests will not be delayed due to an employee's inability to pay.**

## 11. TEST REFUSALS

- A. As a covered employee, a refusal to test is defined as any one of the following
  - 11.A.1 Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by CTS. **Failure of a CTS employee to appear for a pre-employment test within a reasonable time, as determined by CTS.**
  - 11.A.2 Fail 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 has not refused to test.
  - 11.A.3 Fail to attempt to provide a breath or urine and/or oral fluid specimen. An employee who does not provide a urine and/or oral fluid or breath specimen because they left the testing site before the testing process commenced for a pre-employment test has not refused to test.
  - 11.A.4 In the case of a directly-observed or monitored urine and/or oral fluid drug collection, fail to permit monitoring or observation of your provision of a specimen.
  - 11.A.5 Fail to provide a sufficient quantity of urine and/or oral fluid or breath without a valid medical explanation.
  - 11.A.6 Fail or decline to take a second test as directed by the collector or CTS for drug testing.
  - 11.A.7 Fail to undergo a medical evaluation as required by the MRO or CTS's Designated Employer Representative (DER).
  - 11.A.8 Fail to cooperate with any part of the testing process.
  - 11.A.9 Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
  - 11.A.10 Possess or wear a prosthetic or other device used to tamper with the collection process.
  - 11.A.11 Admit to the adulteration or substitution of a specimen to the collector or MRO.
  - 11.A.12 Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- B. Fail to remain readily available following an accident. If the MRO reports a verified adulterated or substituted test result, it is considered a refusal to take a drug test.
- C. Covered employees, who refuse to take a drug and/or alcohol test, will incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a Substance Abuse Professional (SAP).

## 12. VIOLATIONS AND CONSEQUENCES

### A. Federal

- 12.A.1 **Violations:** A federal violation is a positive drug test result, a positive alcohol test result (BAC equal to or above 0.04), or a test refusal.
- 12.A.2 **Consequences:** Following a federal violation, the employee will be immediately removed from safety-sensitive duty and discharged from their employment with CTS. Any employee or applicant who tests positive for drugs or alcohol (BAC equal to or above 0.04) or refuses to test will be referred to two (2) SAPs. **See Appendix A for SAP contact information.**

### B. CTS Policy

- 12.B.1 **Violations:** A violation of this policy is a non-DOT positive drug test result, a non-DOT positive alcohol test result (BAC equal to or above 0.02), or a non-DOT test refusal. A further violation of this policy is a DOT alcohol test resulting in a BAC equal to 0.02 but less than 0.04. Failure to adhere to other provisions of this policy is also a violation of this policy.

**12.B.2 Consequences:** Following a positive non-DOT drug or alcohol test result (BAC equal to or above 0.04), or a test refusal, the employee will be immediately removed from safety-sensitive duty and be separated from their employment with CTS. Any alcohol test result with a BAC equal to 0.02 or above but less than 0.04, will be immediately removed from safety-sensitive duty and suspended without pay. Additional BAC violations of this nature (equal to or above 0.02 but less than 0.04), as well as other policy violations will be subject to discipline, up to and including discharge, in accordance with the CTS Discipline Guide.

**13. Reporting Violations**

Upon separation from employment with CTS, CTS will notify the Washington State Department of Licensing (DOL) of the positive test result(s) for CDL holders in accordance with RCW 46.25.123, Mandatory reporting of positive test. After consultation with CTS's DER to determine applicability of RCW 46.25.123, the MRO will report all positive pre-employment drug test results or refusals for current CDL holders to DOL.

**14. VOLUNTARY SELF-REFERRAL**

- A. CTS urges all its employees to seek help or treatment with an alcohol or chemical dependency problem before their job performance and employment are impacted.
- B. Prior to being selected or notified to undergo any testing in accordance with this policy and has not refused a drug or alcohol test, any employee who has a drug and/or alcohol abuse problem may voluntarily self-refer to the administrative services manager or their department manager. The administrative services manager may assist the employee with the referral to a substance abuse counselor for evaluation and treatment.
- C. All employees who enter a voluntary rehabilitation must agree and adhere to a return-to-work agreement with CTS.
- D. Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from their safety-sensitive functions and will not be allowed to perform such functions until released for safety-sensitive duty by their substance abuse counselor. Employees will continue with their prescribed rehabilitation program until completion. Employees will provide the DER written notice of their successful completion of the prescribed rehabilitation program.
- E. The cost of any treatment is the responsibility of the employee.
- F. Participation in a voluntary rehabilitation program does not affect DOT FTA testing requirements or the consequences of positive test results under this policy.

**15. CONFIDENTIALITY**

- A. Records required under this policy, including test results, will be maintained in a secure location with restricted access. Upon request, safety-sensitive employees will be entitled to receive copies of their own records. Safety-sensitive employees may also release this information to subsequent employers with written authorization.
- B. Information may also be disclosed to relevant state or federal agencies, or in connection with judicial, administrative or related proceedings initiated by or on behalf of the safety-sensitive employee, or where otherwise required by law.

## **16. ADMINISTRATIVE AND REGULATORY CHANGES**

- A.** To facilitate the regular business routine of the CTS, the board designates the CTS General Manager to approve and implement subsequent changes to the policy that may be required to be in compliance with federal and state regulatory changes or clarifications. The board will be notified of all policy changes.
- B.** In addition, the board authorizes and designates the general manager to approve and implement subsequent administrative changes to the policy which are deemed appropriate in order to facilitate the regular business routine of CTS. The board will be notified of all policy changes.

## **17. REFERENCES**

- A.** 49 CFR Part 655, as amended
- B.** 49 CFR Part 40, as amended
- C.** Drug-free Workplace Act of 1988
- D.** Appendix A: Contact Personnel, Collection Sites, and Substance Abuse Professionals
- E.** Appendix B: Covered Positions

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**Policy Title:**

## DRUG AND ALCOHOL-FREE WORKPLACE

**Policy No.:**  
10-001

**Appendix A:**

Contact Personnel, Collection Sites, and Substance Abuse Professionals

**Effective Date:**

01/18/2026

### CONTACT PERSONNEL

Barb Cox, Human Resources Manager  
Designated Employer Representative  
360-417-1357  
[barbc@clallamtransit.com](mailto:barbc@clallamtransit.com)

Jason McNickle, General Manager  
360-417-1350  
[jasonm@clallamtransit.com](mailto:jasonm@clallamtransit.com)

Taron Lee, Operations Manager  
360-417-1370  
[taronl@clallamtransit.com](mailto:taronl@clallamtransit.com)

### COLLECTION SITES

NW Mobile Drug and Alcohol Testing  
*(On-Site Collection)*  
Alissa Bruch  
360-461-2922  
Dan Kelly Rd  
Port Angeles, Washington 98363  
**After Hours: Same as above**

Cedar Grove Counseling Services  
221 North Race Street  
Port Angeles, Washington 98362  
360-452-2443  
Regular Business Hours: Monday through Thursday,  
9:00 a.m. to 5:00 p.m.; Friday, 9:00 a.m. to 4:00 p.m.  
**After Hours: Randa Skerbeck 360-565-6091**

**Forks Only:**  
Bogachiel Clinic  
390 Founders Way  
Forks, Washington 98331  
360-374-6998  
Monday-Friday; 8:00 a.m. -4:30 p.m.  
(closed daily 12:00 p.m. to 1:00 p.m.) No after-hours testing

### SUBSTANCE ABUSE PROFESSIONALS

<http://saplist.com>

Maria Maier  
email: [mlmaier1@gmail.com](mailto:mlmaier1@gmail.com)  
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17012 Aurora Avenue North  
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**Appendix B:** **Covered Positions** **Effective Date:** 08/20/2024

<b>Covered Positions</b>	<b>Occupational Category</b>
	Revenue Vehicle Operation (RVO) Revenue Vehicle Maintenance (RVM) Revenue Vehicle Control (RVC)
Fixed-route Transit Operator	RVO
Lead Fleet Maintenance Technician	RVM
Fleet Maintenance Technician	RVM
Maintenance Worker I	RVM
Maintenance Worker II	RVM
Paratransit Operator	RVO