



## **Yuma County Intergovernmental Public Transportation Authority**

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### **DRUG FREE WORKPLACE POLICY Adopted: October 1, 2011**

#### **I. PURPOSE**

The purpose of this policy is to set forth the Yuma County Intergovernmental Public Transportation Authority (YCIPTA) policy in compliance with the requirements of the Federal Drug-Free Workplace Act of 1988, which took effect March 17, 1989. Making the required certification of a drug-free work place is a precondition of receiving a contract or grant from a Federal agency beginning on March 18, 1989.

#### **II. POLICY**

YCIPTA must certify to the Federal Government that it will provide a drug-free workplace in connection with the performance of its Federal grants and contracts. It is the policy of YCIPTA to maintain a drug-free workplace for all employees and to have an ongoing drug-free awareness program.

YCIPTA shall notify employees that:

- The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace.
- Employees must abide by the terms of this policy statement as a condition of employment.
- If convicted of a drug statute violation occurring in the workplace, employees are to report such to YCIPTA in writing no later than five days after such a conviction.

It shall also be YCIPTA policy to include drug-free awareness information in its Employee Assistance Program.

### III. PROCEDURE

#### A. Employee Notification Statement

The attached Employee Notification Statement shall be given to and signed by all employees referred to this Policy. A signed copy of the Employee Notification Statement shall be retained in the employee's personnel file.

#### B. Employee Program

YCIPTA Drug Free Awareness and Employee Assistance Program shall include information about:

1. The dangers of drug abuse in the workplace;
2. YCIPTA policy of maintaining a drug-free workplace;
3. Any available drug counseling, rehabilitation and employee assistance programs;
4. The penalties which may be imposed upon employees for drug abuse violations occurring in the workplace.

#### C. Notice of Employee Convictions

The Act requires YCIPTA to notify the Federal Transit Administration Regional Counsel within 10 days after receiving notice (whether from an employee or some other source) of an employee's drug statute conviction for a workplace drug violation. Within 30 days of receiving such notice, YCIPTA is also required to take appropriate personnel action against such employee, up to and including termination, or to require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

#### D. Good Faith Compliance Efforts

YCIPTA will make a good faith effort to continue to maintain a drug-free workplace by implementing all of the above requirements. Our failure to comply with the provisions of this Act may subject YCIPTA to loss of payments under or termination of a contract, and to debarment as a federal contractor for up to five years.

### IV. SUBSTANCE ABUSE POLICY STATEMENT

YCIPTA has the responsibility to maintain a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to themselves and their co-workers. Moreover, the presence of drugs and alcohol in the workplace limits our ability to serve our customers.

- A. The following conduct is grounds for discipline, up to and including termination:

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**Yuma County Intergovernmental Public Transportation Authority Board Of Directors**  
Robert L. Pickels, Chairman - Yuma County, Greg Wilkinson, Vice Chairman - City of Yuma,  
Dr. Larry Gould - Northern Arizona University, Dr. Glenn Mayle - Arizona Western College,  
Ralph Velez - City of San Luis, Rodney Rinehart - Town of Wellton, Bill Lee - City of Somerton  
John Andoh, Transit Director

1. Use, possession, sale, or solicitation of illegal drugs;
2. Unauthorized use of alcohol on YCIPTA premises;
3. Reporting to work under the influence of alcohol or illegal drugs.

Employees with alcohol or drug dependencies are encouraged to seek assistance through the Employee Assistance Program.

- B. YCIPTA reserves the right to require employees while on duty or on YCIPTA property (including parking lots), to agree to inspections of their persons, vehicles, lockers, and/or their personal property, according to the state of the law. If an employee withholds consent to such an inspection, YCIPTA may discipline the employee, up to and including termination.
- C. YCIPTA reserves the right to investigate any possible violations of this Substance Abuse Policy. If an employee refuses to participate in such an investigation, which may include medical testing for alcohol or drug use, YCIPTA may discipline the employee, up to and including termination. Such alcohol or drug testing shall be handled according to the state of the law.

## **V. SUBSTANCE ABUSE SEARCH AND INSPECTION POLICY**

The use, possession, or sale of alcohol or non-prescription, illegal drugs by employees is strictly prohibited while on duty or on YCIPTA premises, including parking lots. Reporting to work under the influence of alcohol or non prescription, illegal drugs is also strictly prohibited. Violation of these policies will result in disciplinary action up to and including termination.

## **VI. DRUG FREE AWARENESS PROGRAM**

YCIPTA will establish a drug-free awareness program for all its employees.

## **VII. GOOD FAITH EFFORT**

YCIPTA will make a good faith effort to maintain a drug-free workplace, by implementing this policy.

Approved:



\_\_\_\_\_  
John Andoh  
Transit Director

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9-26-11  
Date

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John Andoh, Transit Director

**YUMA COUNTY INTERGOVERNMENTAL PUBLIC TRANSPORTATION  
AUTHORITY (YCIPTA)  
EMPLOYEE NOTIFICATION STATEMENT REGARDING YCIPTA  
DRUG-FREE WORKPLACE POLICY**

This statement is your official notification under the Drug-Free Workplace Act of 1988 that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Violation of this policy will result in appropriate disciplinary action, up to and including termination of employment, and/or the requirement that you satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment.

As a present condition of employment, the undersigned employee agrees to:

1. Abide by the terms of this statement; and
2. Notify YCIPTA of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

I have received a copy of this Employee Notification Statement, and I agree to abide by the terms of this Statement.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_