



**Metropolitan
Transit
System**

Policies and Procedures No. 35

Board Approval: 5/12/22

SUBJECT:

DRUG AND ALCOHOL POLICY

I.

PURPOSES

- A. To maintain a safe and efficient public transportation system;
- B. To maintain a safe, healthy working environment for all employees;
- C. To reduce the incidence of accidental injury to person or property;
- D. To reduce absenteeism, tardiness and indifferent job performance;
- E. To maintain a work environment free of alcohol and drug related performance problems, accidents and injuries; and
- F. To comply with the Federal Transit Administration ("FTA") regulations on prevention of prohibited drug use and alcohol misuse in transit operations, 49 C.F.R. Parts 655 and 40 and the Drug Free Workplace Act of 1988.

II.

APPLICATION OF POLICY

This policy applies to applicants and employees of the San Diego Metropolitan Transit System's ("MTS") operating entities, San Diego Trolley, Inc. ("MTS Rail or SDTI") and San Diego Transit Corporation ("MTS Bus" or "SDTC") [MTS, SDTI and SDTC are collectively referred to as "the Agency"], and to certain contract personnel who have been notified of the applicability of this policy to their work and contractors who have chosen to incorporate this policy as their own based on contractual agreement with the Agency. The word "employee" as used in this policy includes all such designated personnel including contract employees. This policy also applies to employees of the Metropolitan Transit System who work in the positions listed below and/or perform safety-sensitive functions as defined below.

Some of the drug and alcohol testing and procedures required in this policy are mandated by FTA regulations preventing prohibited drug use and alcohol misuse in transit operations, 49 C.F.R. Parts 655 and 40. The drug testing and alcohol testing mandated by FTA is applicable to "safety-sensitive employees" of the Agency, which includes those who:

MTS 2022 D/A Policy

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San Diego Metropolitan Transit System (MTS) is a California public agency comprised of San Diego Transit Corp., San Diego Trolley, Inc. and San Diego and Arizona Eastern Railway Company (nonprofit public benefit corporations). MTS member agencies include the cities of Chula Vista, Coronado, El Cajon, Imperial Beach, La Mesa, Lemon Grove, National City, Poway, San Diego, Santee, and the County of San Diego. MTS is also the For-Hire Vehicle administrator for nine cities.



1. Operate revenue service vehicles, including when such vehicles are not in revenue service;
2. Operate a non-revenue service vehicle, when such vehicle is required to be operated by a holder of a Commercial Driver's License;
3. Control dispatch or movement of a revenue service vehicle;
4. Maintain a revenue service vehicle or equipment used in revenue service;
5. Security personnel who carry firearms;
6. Supervisors of the aforementioned employees since these supervisors may perform safety-sensitive duties.

The Agency has reviewed the actual duties performed by employees and determined that the following jobs functions may require the performance of safety-sensitive duties:

MTS Rail

Train Operator, Electromechanic, Linemen, Assistant Linemen, Track Serviceperson, LRV Maintainers, Wayside Maintainers, Serviceperson, Construction Safety Flagperson, Controller, Superintendent and Assistant Superintendent of Transportation, Central Control Supervisor, Assignments Supervisor, Training Coordinator/Supervisor, Transportation Supervisor, Superintendent and Assistant Superintendent of LRV Maintenance, LRV Maintenance Supervisor, Superintendent and Assistant Superintendent of MOW, Track Supervisor, Manager of Track and Structure, Superintendent of Facilities, Facilities Manager, Assistant Manager of Facilities, Facilities Supervisor, and System Safety Manager.

MTS Bus

Bus Operators (student and part-time included), Service Operations Supervisors, all hourly Maintenance employees, Maintenance Manager, Assistant Maintenance Managers, Maintenance Foremen, Quality Assurance Manager/ Asst. Manager, Quality Assurance Supervisor, Dispatchers, Dispatch Clerks, Communications/Operations Supervisors, Operations Trainer, Maintenance Instructor, Manager/Asst. Manager Transportation Communication and Technology, Manager of Transportation, Assistant Transportation Managers, Senior Transportation Supervisor, Director of Transportation and Director of Fleet and Facility Maintenance, Manager of Training, Part Time Training Instructor, Safety Manager, Facilities Manager, and Facilities Foremen.

MTS Security

Director of Transit Security and Passenger Safety, Deputy Director of Transit Enforcement, Manager of Transit Field Operations – Transit Enforcement, Asst. Manager of Field Operations – Transit Enforcement, Code Compliance Supervisor, Code Compliance Inspector, and all contract officers or supervisors of contract security officers who carry firearms regardless of title or rank.

The drug and alcohol testing required by this policy for employees who are not safety-sensitive employees as defined above is required by the Agency, not the FTA. This policy specifies which testing is mandated by FTA and which is required by the Agency.

Upon implementation, this policy supersedes all previously issued Drug and Alcohol Policies for SDTC, SDTI and MTS.

III.

ILLEGAL DRUGS, LEGAL DRUGS AND ALCOHOL

A. Illegal Drugs

The sale, offer to sell, purchase, use, manufacture, transfer or possession of illegal drugs while on Agency business or on Agency premises, property or vehicles is prohibited. Further, no employee shall bring drug paraphernalia onto Agency premises or property or into company vehicles. Violation of these rules will result in disciplinary action, up to and including termination; termination is likely for any violation, even a first offense.

Illegal drug means any drug (a) which is not legally obtainable or (b) which is legally obtainable but has not been legally obtained. The term includes marijuana, cocaine, opioids (codeine, morphine, heroin, semi-synthetic opioids), phencyclidine[" PCP"], and amphetamines (amphetamine, methamphetamine, MDMA, MDA). Regardless of any State laws protecting the medicinal or recreational use of Marijuana, federal regulations forbid its use by safety-sensitive employees, and Agency policy forbids its use for all other employees. The term also includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes and any substance which a person holds out or represents to another as an illegal drug.

B. Legal Drugs

The use of legal drugs at a level, or in a manner, combination or quantity which impedes an employee's ability to perform his job is prohibited and will lead to disciplinary action, up to and including termination. Agency policy (not FTA regulations) also deems failure to report the use of legal drugs per the procedure described below as a violation of this policy that will result in discipline up to and including termination of employment.

It is the employee's responsibility to insure that any legal drug(s) they are taking allow them to safely perform their duties. Employees have an affirmative obligation to report any drug or medication which they are taking to their immediate supervisor, using the "Prescription Drug Notification Form", or in their supervisor's absence, directly to the Director of Human Resources, so that a determination can be made by the company's physicians as to the ability of the employee to perform their particular job safely while using that drug or combination of drugs. If, after consulting with its physicians, the Agency has determined that the employee does not pose a threat to his or her own safety, public safety, or the safety of coworkers, and that the employee's job performance will not be significantly affected by the legal drug, the employee may continue to work while taking that particular legal drug. Any employee using a prescription drug must provide the prescription and the medication itself (if requested) to the designated Agency medical facility as soon as possible (but in any case within 24 hours) after notification by Agency management or its physicians.

C. Alcohol

No employee shall consume alcoholic beverages in Agency vehicles, on Agency premises or property, within four hours before performing safety-sensitive functions, while on Agency business, or while in uniform. Violation of these rules will result in disciplinary action, up to and including termination, even for a first offense.

No employee who is on call and therefore subject to being called into work shall consume alcohol within four hours of or during those on call hours. In the event such an employee is called and must report for duty, the employee has the opportunity to acknowledge that they have used alcohol and therefore are not able to perform their safety-sensitive function. In such a case, that employee shall not be required to perform work, but may be disciplined for the use of alcohol during on call hours based on Agency policy (not FTA regulations). FTA regulations mandate that employees with a breath-alcohol concentration between 0.02 percent and 0.039 percent not be allowed to perform any safety-sensitive function until the start of the employee's next regularly scheduled duty period that is at least eight hours following the administration of the alcohol test. The Agency's policy is that any employee who is tested for alcohol and has a breath-alcohol content of 0.02 percent or greater will be terminated, even for a first offense.

IV.

PROHIBITION AGAINST EMPLOYEES HAVING ILLEGAL DRUGS OR ALCOHOL IN THEIR BODIES DURING WORKING TIME

All employees must report for work with no illegal drugs or their metabolites or alcohol in their bodies. Employees must not have illegal drugs or their metabolites or alcohol in their bodies at any time while on the job and employees may be tested for the presence of drugs and/or alcohol at any time while on duty or at an Agency facility. Alcohol tests on safety-sensitive employees who are performing, are about to perform or who have just completed performing safety-sensitive duties are FTA mandated tests; all other alcohol tests are required by MTS policy. Drug tests on safety-sensitive employees are FTA-mandated tests except those specifically identified by this Policy as MTS tests; all drug tests on non-safety-sensitive employees are required by MTS policy, not FTA regulations. FTA regulations prohibit safety-sensitive employees from using alcohol within four hours prior to their shift or while on call, and from having a breath-alcohol concentration of 0.04 or higher while performing safety-sensitive duties. Agency policy prohibits employees from having a breath-alcohol concentration while on duty of 0.02 percent or higher; any employee with a breath-alcohol concentration of 0.02 percent or higher will be terminated. Compliance with these rules is considered an essential job qualification for all employees. **Termination of employment will occur for a violation of any of these rules, even for a first offense. This is a zero tolerance policy. No employee who violates this policy will be given a second chance.**

V.

ENFORCEMENT OF RULE PROHIBITING EMPLOYEES FROM HAVING ILLEGAL DRUGS OR ALCOHOL IN THEIR BODIES DURING WORKING TIME

A. Pre-employment Drug Testing.

All Agency applicants are subject to pre-employment drug testing. Those who are applying for safety-sensitive positions are subject to an FTA pre-employment drug test. Those who are not applying for a safety-sensitive position may be subject to an Agency pre-employment drug test. All drug tests will be administered by a medical facility designated by the Agency. If the drug test is cancelled by the Medical Review Officer ("MRO"), the employee must retake and pass the drug test before being hired. The Agency extends conditional offers of employment to successful candidates contingent on their passing a pre-employment drug test; any prospective employee refusing to submit to the drug test will not be hired by the Agency. Any prospective employee with a positive drug test will be rejected from further consideration for

employment with the Agency. Further, any applicant or employee who has previously failed or refused a drug test must provide proof to the Agency, prior to being considered for employment, that they have successfully completed a referral, evaluation and substance abuse treatment plan compliant with the requirements in 49 C.F.R. Part 40 and 655. The Agency will provide each applicant or employee who fails a drug test with a list of names, addresses and telephone numbers of locally available Substance Abuse Professionals (“SAP(s)”) qualified under 49 C.F.R. Part 40 requirements. Agency policy, not FTA regulations, requires that all fees, other than the cost of the drug test itself, including but not limited to referral, counseling and treatment fees will be paid by the candidate/employee.

B. Reasonable Suspicion Alcohol and Drug Testing

All Agency employees are subject to reasonable suspicion alcohol testing and drug testing. Those who work in safety-sensitive positions are subject to an FTA alcohol test and drug test. Those who do not work in a safety-sensitive position are subject to an Agency alcohol test and drug test. When the Agency has reasonable suspicion to believe that an employee has violated the prohibitions set forth in this policy, the employee will be required to submit to an alcohol test and/or a drug test immediately upon demand by the Agency. Reasonable suspicion testing will be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of an employee. One or more supervisors or company officials trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations. For FTA reasonable suspicion alcohol tests, the alcohol testing authorized in this section (and the observations required by the supervisors or company officials referred to above) must occur during, just before or just after the employee being tested performs a safety-sensitive function. Observations leading to Agency alcohol tests will likewise be made during, just before or just after the workday of the employee being tested. Observations leading to FTA drug tests may occur any time a safety-sensitive employee is on duty. Observations leading to MTS drug tests may occur any time a non-safety-sensitive employee is on duty.

FTA regulations require that any employee with a positive drug test or an alcohol concentration measure of 0.02 percent or higher be immediately removed from service, and that an employee with an alcohol concentration measure of 0.02 to 0.039 percent will, at a minimum, not be allowed to perform a safety-sensitive function until the start of the employee’s next regularly scheduled duty period that is at least eight hours following the administration of the alcohol test.

Agency policy, not FTA regulations, requires that all employees who are required to submit to a reasonable suspicion drug and alcohol test (Agency or FTA) be removed from working until the results of both tests are known. Further, any employee with a positive drug test or having a breath alcohol concentration measure of 0.02 percent or higher will be terminated from employment with the Agency. Any employee who has a positive DOT drug test or an alcohol concentration measure of 0.04 percent or higher on a DOT-mandated alcohol test will be referred to the Substance Abuse Professional (“SAP”) for evaluation in accordance with 49 C.F.R. Part 40. Agency policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to, referral, counseling and treatment fees will be paid by the candidate/employee.

Refusal to submit to any testing required by this section will be sufficient grounds for termination and will result in the employee being relieved of his or her duties immediately.

C. Post-Accident Alcohol and Drug Testing

FTA regulations require drug and alcohol testing following certain accidents. In addition, the Agency requires post-accident testing for accidents in circumstances when such testing is not required by the FTA. The following guidelines describe when a test is required by the FTA versus when the test is required by Agency policy. Employees will be informed whether the test is an FTA test or an Agency test. Agency tests will not be conducted using FTA testing forms.

1. FTA Definition of "Accident." An accident, as defined by the FTA, is an occurrence associated with the operation of a vehicle, if as a result:
 - a. An individual dies; or
 - b. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
 - c. With respect to an occurrence in which the public transportation vehicle involved is a bus, van or automobile, one or more vehicles (including non-FTA funded vehicles) incurs disabling damage as a result of the occurrence and such vehicle or vehicles are transported away from the scene by a tow truck or other vehicle; or
 - d. With respect to an occurrence in which the public transportation vehicle involved is a trolley car, the public transportation vehicle is removed from operation.
 - e. Disabling damage means damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. Disabling damage includes damage to a motor vehicle, where the vehicle could have been driven, but would have been further damaged if so driven. Disabling damage does not include damage that can be remedied temporarily at the scene of the accident without special tools or parts, tire disablement without other damage even if no spare tire is available or damage to headlights, tail lights, turn signals, horns, or windshield wipers that makes the vehicle inoperative.
2. Fatal Accidents. As soon as practicable following an accident involving the loss of human life, each surviving employee operating the public transportation vehicle at the time of the accident shall submit to an alcohol test and a drug test. Further, any other employee whose performance could have contributed to the accident (e.g., a mechanic in the case of brake failure causing the accident), as determined by the Agency using the best information available at the time of the decision, shall also be required to submit to an alcohol test and a drug-screen test.
3. Non-fatal Accidents. As soon as practicable following an accident not involving the loss of human life, each employee operating the public transportation vehicle at the time of the accident shall submit to an alcohol test and a drug-screen test, unless Agency management determines, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. In addition, any employee whose performance could have contributed to the accident, as determined by the Agency, using the best information available at the time of the decision, will be required to submit to an alcohol test and a drug-screen test.
4. Agency Definition of "Accident". The Agency defines an accident as any incident which is not subject to FTA-mandated post-accident alcohol or drug testing, but involves damage

to company property or an injury to any person. Any employee who is involved in an accident may, at Management's discretion, be required to submit to a non-DOT breath alcohol test and drug test. The definition of "involvement" in an accident includes, but is not limited to, an employee who is in a bus, trolley or other Agency vehicle at the time of an accident. Further, any other employee whose performance could have contributed to the accident, as determined by Agency management using the best information available at the time of the decision, shall also be required to submit to a non-DOT alcohol test and a drug test. The procedures and rules outlined in the remainder of this section apply uniformly regardless of whether the test is an Agency test or a FTA test, however, the Agency sets the procedures for its own testing based on its own authority, not FTA authority.

5. Post-Accident Testing Procedures.

- a. Any employee involved in an accident is prohibited from using alcohol for eight hours following the accident or until he or she undergoes a post-accident alcohol test and drug test. Any employee involved in an accident who fails to remain readily available for the testing required by this section, including notifying company officials of his or her location if he or she leaves the scene of the accident prior to submission to such tests, will be deemed to have refused to submit to testing.
- b. Post-accident testing will occur after the employee assists in resolution of the accident or receives medical attention following the accident. The Agency will complete the post-accident drug testing as soon as possible, and such testing will occur no later than 32 hours after the accident. The Agency will attempt to complete the post-accident alcohol testing within two hours of the accident. If the testing is not completed within two hours, the Agency will continue to attempt to complete the test and will prepare a report explaining why the breath specimen was not collected within two hours. If the alcohol test is not completed within eight hours of the accident, the Agency shall cease attempts to complete the test and update the report as to why the test was not completed.
- c. Refusal to submit to a test required by this section will be sufficient grounds for termination and will result in the employee being relieved of his or her duties immediately. Based on FTA regulations, any employee with a positive drug test or having an alcohol concentration measure of 0.02 percent or higher will be immediately removed from service. Based on Agency policy, any employee with a positive drug test and/or an alcohol concentration measure of 0.02 percent or higher will be terminated from employment with the Agency.
- d. Any employee who has a positive DOT drug test or an alcohol concentration measure of 0.04 percent or higher on a DOT-mandated alcohol test will be referred to the Substance Abuse Professional ("SAP") for evaluation in accordance with 49 C.F.R. Part 40. Agency policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to, referral, counseling and treatment fees will be paid by the employee/former employee.

D. Random Alcohol Testing and Drug Testing

(The testing in this section applies only to safety-sensitive employees as defined above.) All safety-sensitive employees will be subject to unannounced, random alcohol testing and random drug testing in accordance with 49 C.F.R. Part 655. The selection of employees for

random alcohol testing and random drug testing shall be made randomly by the Agency. The selection of employees for random alcohol testing and random drug testing shall be by a scientifically valid method, such as a random number table or a computer-based random number generator. Each employee will have an equal chance of being tested each time selections are made. These tests will not be announced in advance and will be administered on all days and at during all work hours throughout the year. The testing rates will meet or exceed the minimum annual percentage rates set each year by the FTA Administrator. The current year testing rates can be viewed online at: www.transportation.gov/odapc/random-testing-rates.

Each employee selected for random alcohol testing and/or random drug testing must proceed to the test site immediately. Refusal to submit to such testing will be sufficient grounds for termination and will result in the employee being relieved of his or her duties immediately. Based on FTA regulations, any employee failing a drug test or having an alcohol concentration measure of 0.02 percent or higher will be immediately removed from service. Based on Agency policy, any employee with a positive drug test and/or an alcohol concentration measure of 0.02 percent or higher will be terminated from employment with the Agency. Any employee who has a positive DOT drug test or a finding of an alcohol concentration measure of 0.04 percent or higher on a DOT-mandated alcohol test will be referred to the Substance Abuse Professional ("SAP") for evaluation in accordance with 49 C.F.R. Part 40. Agency policy, not FTA regulations requires that all costs, other than the cost of the drug test itself, including but not limited to referral, counseling and treatment fees will be paid by the employee/former employee.

E. Drug Testing for Employees Assuming Safety-Sensitive Duties

Any employee who accepts a position with the Agency involving safety-sensitive duties, who has previously been engaged in non-safety-sensitive duties, will be required to submit to and pass a pre-employment drug test prior to assumption of the safety-sensitive duties. In addition, any employee who has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and where that employee has not been in the Agency's random drug testing selection pool during that time, shall be required to take a pre-employment drug test in accordance with Section V(A) above, with a verified negative result before returning to duty.

If the drug test is cancelled by the MRO, the employee must retake and pass the test before assuming safety-sensitive duties. Refusal to submit to such testing will be sufficient grounds for termination of employment. Any employee failing a drug test will be immediately removed from service. Further, failure of a drug test will subject the employee to termination from employment with the Agency. Any employee who has a positive DOT drug test will be referred to the Substance Abuse Professional ("SAP") for evaluation in accordance with 49 C.F.R. Part 40. Agency policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to, referral, counseling and treatment fees will be paid by the employee/former employee.

F. Return to Duty and Follow-Up Alcohol Testing and Drug Testing

Any safety-sensitive employee who is allowed to return to duty after failing or refusing an alcohol test or a drug test must first provide a negative drug, alcohol (or both) test result. Employees returning to duty after failing or refusing an alcohol test or a drug test will be required to undergo unannounced follow-up alcohol and/or drug testing as directed by a substance abuse professional ("SAP"). The number and frequency of such follow-up testing shall be directed by the SAP. The employee will be subject to follow-up testing for as long as prescribed by the SAP, but such testing shall not continue beyond five years from the date the employee returns to safety-sensitive duties.

Agency policy, not FTA regulations, requires that any employee who is allowed to return to duty following leave for substance abuse rehabilitation must first provide a negative drug, alcohol (or both) test result. Employees returning to duty following leave for substance abuse rehabilitation will be required by Agency policy to undergo unannounced follow-up alcohol and/or drug testing as determined by a counselor who has earned the DOT Substance Abuse Professional (“SAP”) qualification. The number and frequency of such follow-up testing, and whether or not the testing will be observed, shall be directed by the SAP-qualified counselor. The employee will be subject to follow-up testing for as long as prescribed by the DAPM, but such testing shall not continue beyond five years from the date the employee returns to their duties. The follow-up testing following a leave of absence specified in this paragraph is required by Agency policy, not FTA regulations.

Based on FTA regulations, any employee with a positive drug test or having an alcohol concentration measure of 0.02 percent or higher will be immediately removed from service. Based on Agency policy, any employee with a positive drug test and/or an alcohol concentration measure of 0.02 percent or higher will be terminated from employment with the Agency. Any employee who has a positive DOT drug test or an alcohol concentration measure of 0.04 percent or higher on a DOT-mandated test will be referred to the Substance Abuse Professional (“SAP”) for evaluation in accordance with 49 C.F.R. Part 40. Agency policy, not FTA regulations, requires that all costs, other than the cost of the drug test itself, including but not limited to, referral, counseling and treatment fees will be paid by the employee/former employee.

G. Alcohol Testing and Drug Testing Following Injuries

(The alcohol testing and drug testing required in this section is required by the Agency; these are not FTA-mandated tests.) Any employee who sustains an injury on the job will be required to submit to an alcohol test and a drug test as part of the physician’s examination of the employee for the injury. Refusal to submit to such alcohol tests or drug tests will result in the employee being relieved of his or her duties immediately and will subject the employee to termination of employment. Any employee with a positive drug test or an alcohol concentration measure of 0.02 percent or higher will be terminated by the Agency.

VI.

FALSIFICATION, FAILURE TO TIMELY ARRIVE FOR TESTING, AND FAILURE TO NOTIFY

Any employee who provides false information in connection with an alcohol test or drug test administered under this policy, or who attempts to falsify test results through tampering, contamination, adulteration or substitution, shall be terminated by the Agency.

Any employee who fails to appear for a drug test or alcohol test within a reasonable time when required by this policy, or to remain at the testing site until the testing process is completed, or to cooperate fully in the testing process, will be deemed to have refused to be tested, and will be considered to have a positive test.

Under the federal Drug Free Workplace Act, all employees are required to notify the Human Resources department in writing immediately, but in any event within five days, after they have been convicted of violating a criminal drug statute that occurred in the workplace or while working. Any employee who fails to provide such notification shall be subject to termination of employment.

VII.

BEHAVIOR CONSTITUTING A REFUSAL TO SUBMIT TO A TEST

The behaviors outlined in this section apply to all tests administered under this policy regardless of if they are FTA-mandated or required by the Agency's authority; however, Agency tests will not be conducted on DOT testing forms.

A. Actions considered a refusal to submit to an alcohol test include:

1. Failure to appear for any test within a reasonable time, as determined by the Agency, after being directed to do so by the Agency or failure to remain readily available following an accident;
2. Failure to remain at the testing site until the testing process is complete;
3. Failure to cooperate with any part of the testing process;
4. Refusal by an employee to complete and sign the certification at Step 2 of the ATF (Alcohol Testing Form) for an FTA-mandated test (or an Agency form, if it is a non-FTA test);
5. Failure to provide an adequate breath specimen for testing without a valid medical explanation; or
6. Refusal to undergo a medical examination or evaluation as directed by the MRO or as directed by a Designated Employer Representative ("DER").

B. Actions considered a refusal to submit to a drug screen test include:

1. Failure to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, after being directed to do so by the employer or failure to remain readily available following an accident;
2. Failure to remain at the testing site until the testing process is complete;
3. Failure to cooperate with any part of the testing process (e.g., refusal to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process);
4. Failure to provide a sufficient urine sample as required without a valid medical cause established in writing by a physician;
5. Refusal to undergo a medical examination or evaluation as directed by the MRO or as directed by a Designated Employer Representative ("DER");
6. Failure or refusal by an employee to take a second drug screen test if a DER or the MRO has directed the employee to do so;
7. Failure to permit the observation or monitoring of the collection of the specimen in the case where a directly observed or monitored collection of a urine specimen is required;

8. For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process, or to possess or wear such a device that could be used to interfere with the collection process; or
9. The MRO reports to the Drug and Alcohol Program Manager that an employee has a verified adulterated, diluted or substituted test result.
10. Admitting to the Collector or MRO that the specimen was substituted or adulterated.

Refusal to submit to a drug screen test constitutes a verified positive drug test result, which will result in termination of employment according to Agency policy.

VIII.

PROCEDURES FOR ALCOHOL AND DRUG TESTING

A. Procedure for Alcohol Tests

All FTA-mandated alcohol testing called for in this policy shall be conducted in accordance with 49 C.F.R. Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs, as amended. All Agency-mandated breath alcohol testing will follow the same procedures but Agency-mandated tests are not required or governed by 49 C.F.R. Part 40. However, the results of FTA-mandated breath alcohol testing will be compiled on a U.S. Department of Transportation ("DOT") Alcohol Testing Form ("ATF"). The results of breath alcohol testing required by the Agency (and not FTA) will be on non-DOT testing forms. Agency management will inform the collection facility whether the test is an FTA or an Agency test. The alcohol testing in this policy applies regardless of whether the alcohol was ingested as beverage alcohol or in a medicinal or other preparation.

The alcohol tests will be administered by a breath alcohol technician ("BAT"), using an evidential breath testing device ("EBT"). The BAT will be trained to proficiency in the operation of the EBT. The EBTs are subject to a quality assurance plan developed by the manufacturers of EBTs. In order to insure that the test results are attributed to the correct employee, the BAT will require the employee to provide photo identification before tests are conducted. If the result of the alcohol screening test is an alcohol concentration of less than 0.02 percent, the employee will be deemed to have passed the FTA and Agency alcohol test. If the initial result of an FTA screening test is a breath alcohol concentration of 0.02 percent or higher, a confirmation test shall be performed under the FTA's authority. If the initial result of an Agency screening test is a breath alcohol concentration of 0.02 percent or higher, a confirmation test shall be performed under the Agency's authority. All alcohol confirmation tests shall be conducted within thirty minutes of the completion of the screening test.

B. Procedure for Drug Tests

All FTA-mandated drug tests called for in this policy shall be conducted in accordance with 49 C.F.R. Part 40: Procedures for Transportation Workplace Drug and Alcohol Testing Programs, as amended. All Agency-mandated drug tests will follow the same procedures but Agency-mandated tests are not required or governed by 49 C.F.R. Part 40. The DOT drug

testing custody and control form will be used in connection with all FTA-mandated drug tests administered pursuant to this policy. The results of drug testing required by the Agency (and not FTA) will be on non-DOT testing forms. Agency management will inform the collection facility whether the test is an FTA or an Agency test.

The drugs tested for will be marijuana, cocaine, opioids, phencyclidine, and amphetamines. When an employee arrives at the collection site, the collection site person shall positively identify the employee through the presentation of photo identification. Collection personnel will be trained to ensure employee privacy in providing the urine specimen. Urine specimens collected for drug testing will be split into two containers at the collection site. Collection site personnel will be trained to maintain the integrity of the specimen collection and transfer process. In order to maintain the integrity of the urine specimen, the specimen shall remain under the direct control of the collection site person from delivery to its being sealed in the mailer to the laboratory conducting the testing on the urine specimen. A tamper-proof sealing system will be utilized to ensure against undetected opening. The specimen bottle shall be identified with a unique identifying number identical to that appearing on the urine custody and control form.

Transfer of urine specimens will be accomplished through appropriate chain of custody procedures. The forms accompanying the specimens will have unique preprinted specimen ID numbers and the employee will sign or initial certifying that the specimen was taken from that employee. All drug tests that are positive will be retested in a confirmation test prior to the laboratory specifying a positive result on a drug test. All drug testing done under this policy will be done by a laboratory that has been certified by the federal Department of Health and Human Services (“DHHS”). The Agency’s DHHS certified laboratory is Quest Diagnostics, Inc. All confirmatory tests will be performed using GC/MS techniques. There are federally mandated cut-off limits for the minimum quantity of drug that must be detected in order for a positive test on the initial and confirming test. The current cut-off limits expressed in nanograms per milliliter (ng/ml) are as follows:

Initial test analyte	Initial test cutoff ¹	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites (THCA) ²	50 ng/mL ³	THCA	15 ng/mL.
Cocaine metabolite (Benzoylecgonine) ...	150 ng/mL ³	Benzoylecgonine	100 ng/mL.
Codeine/	2000 ng/mL	Codeine	2000 ng/mL.
Morphine		Morphine	2000 ng/mL.
Hydrocodone/	300 ng/mL	Hydrocodone	100 ng/mL.
Hydromorphone		Hydromorphone	100 ng/mL.
Oxycodone/	100 ng/mL	Oxycodone	100 ng/mL.
Oxymorphone		Oxymorphone	100 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamine/	500 ng/mL	Amphetamine	250 ng/mL.
Methamphetamine		Methamphetamine	250 ng/mL.
MDMA ⁴ /MDA ⁵	500 ng/mL	MDMA	250 ng/mL.
		MDA	250 ng/mL.

¹ For grouped analytes (i.e., two or more analytes that are in the same drug class and have the same initial test cutoff):

In order to protect the Agency’s employees and the integrity of the drug screen testing process, the Agency has retained the services of a Medical Review Officer (“MRO”). The Agency’s MRO is Richard Weinstein, M.D., of University Services. Dr. Weinstein’s phone number is 800-624-3784. The MRO is a licensed physician with knowledge of drug abuse disorders. If the laboratory results are confirmed positive, the MRO will interview the employee and review all information provided by the employee to determine whether the results are indicative of illegal or illicit drug use. If the employee provides an adequate explanation, the MRO will verify the test results as negative with the Drug and Alcohol Program Manager and take no further action. If the test result of the primary specimen is positive, the employee may request that the MRO direct that the second split specimen be tested in a different DHHS

laboratory. Agency policy requires that employees bear all expenses related to verification tests they request. The MRO shall honor such request if it is made within 72 hours of the employee having been notified of a verified positive test. If an employee has not contacted the MRO within 72 hours, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within 72 hours, the MRO shall direct that analysis of the split specimen be performed. The results of the test at the second DHHS-approved laboratory will be forwarded to the MRO. If the results of the second test fail to confirm the presence of the drugs or drug metabolites found in the primary specimen, the MRO shall cancel the test.

If the MRO advises the Agency that the result of the drug test was negative, but that the test was dilute because the specimen contained a creatinine concentration greater than or equal to 2mg/dL, but less than or equal to 5mg/dL, the employee will be required to take another drug screen test immediately; the new test will be an observed collection. In this circumstance, the employee will be given as little advance notice as possible that he or she must return to the collection site. The test result from this test will be used to determine if the employee passes the drug test.

If the MRO advises the Agency that the result of the drug test was negative, but that the test was dilute and the specimen contained a creatinine concentration greater than 5mg/dL, the employee will be required to take another drug screen test immediately; the new test will not be an observed collection. In this circumstance, the employee will be given as little advance notice as possible that he or she must return to the collection site. The test result from this test will be used to determine if the employee passes the drug test.

The drug testing laboratory shall report test results to the MRO in writing, identifying the results of the test. The MRO will report to the DAPM whether the test is positive or negative, and will report the drug for which there was a positive test, but shall not disclose the quantitation of the test results (except in the case of a grievance, lawsuit, or other proceeding or inquiry initiated by the employee arising out of the verified positive drug test). All records pertaining to urine specimens shall be retained by the drug testing laboratory for a minimum of two (2) years. The drug testing laboratory shall retain all urine specimens confirmed as positive and place them into properly secured long-term frozen storage for a minimum of one (1) year.

MTS policy, not FTA regulations, require that employees who are waiting to provide a breath or urine sample refrain from using electronic devices such as cell phones, ipods, and PDAs. Employees violating this rule will be suspended for a minimum of one day.

IX.

POLICY REGARDING TREATMENT FOR DRUG OR ALCOHOL ADDICTION

A. (The following policy on treatment for drug and alcohol addiction, follow-up testing and the associated consequences is an Agency policy, not an FTA policy.) Any employee who feels that he or she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is encouraged to seek assistance. No disciplinary action will be issued against any employee who (1) comes forward to management with their problem prior to being requested to submit to an alcohol test or a drug screen test and before the Agency learns of a violation of the drug and alcohol policy, and (2) provided the employee has not violated the policy before coming to management. If an employee comes forward to management regarding a drug or alcohol problem seeking assistance, but management learns

that the employee violated this policy before coming forward, the Agency will discipline the employee for violating the policy, up to and including termination of employment. Further, if the company learns of a violation of this policy before the employee comes forward, or if the employee comes forward with the problem only after being requested to submit to an alcohol test or a drug screen test, the employee will be subject to termination.

B. **How to Seek Assistance.** To seek assistance for a problem with drugs or alcohol, you may contact MTS's Director of Human Resources (See "Contact Person" listed below), or you may directly contact MHN, the Agency's Employee Assistance Program ("EAP"), by calling 800-535-4985. Information concerning the EAP is posted on company bulletin boards and is available in the Human Resources offices. All requests for assistance will be kept confidential.

C. The Agency has worked with the EAP to develop a list of resources (hospitals and community organizations) offering alcohol or drug treatment programs. The EAP will refer employees seeking assistance to a facility covered by their healthcare (if applicable) or another appropriate treatment organization. Any employee failing an alcohol test or drug test required under this policy will be provided the above-referenced list of resources. The referral to the EAP is independent of any disciplinary action that the company may impose and the employee is responsible for all costs associated with analysis and treatment.

D. Rehabilitation itself is the responsibility of the employee. However, any employee seeking medical attention for alcoholism or drug addiction will be entitled to benefits available under the company's group medical insurance plan applicable to that employee, subject to the restrictions and limits stated in the applicable plan document and/or Collective Bargaining Agreement. Furthermore, rehabilitation leave will be available only to those employees whose employment is not terminated for misconduct prior to coming forward. Rehabilitation leave requests are subject to the leave of absence provisions of the applicable collective bargaining agreement, the Agency's medical leave policy (or the applicable administrative leave policies, if the employee is an administrative employee or member of management). Rehabilitation leave will be available on a one-time-only basis, subject to the conditions for continuing employment in Paragraph E below. **The Agency will not offer rehabilitation leave on a second occasion. The recurrence of an alcohol or drug problem will result in termination of employment.**

- E. To be eligible for continuation of employment following a rehabilitation leave, the employee must:
1. Undergo evaluation by a SAP, who will recommend a course of rehabilitation. (This is an Agency-mandated evaluation, not an FTA requirement.)
 2. Begin a program of rehabilitation, strictly follow the rules and guidelines of that program, and sign a release of all medical information, including that relating to drug and alcohol treatment, so the company can monitor his or her progress.
 3. Remain continuously enrolled in a treatment program and actively participate in that program.
 4. Not reject treatment or leave the treatment program prior to being properly discharged therefrom.

5. Agree that the SAP will determine whether the employee has successfully completed the program.
 6. Not violate the Drug and Alcohol Policy.
- F. Any employee suffering from an alcohol or drug problem who rejects treatment or who leaves a treatment program prior to being properly discharged there from will be terminated from employment.
- G. All employees returning to active employment from rehabilitation will be required to sign a "Return to Work Agreement" requiring:
1. That the employee must pass a non-DOT alcohol test and non- DOT drug screen test before returning to work;
 2. That a SAP must determine that the employee has properly followed an appropriate rehabilitation program and is capable of returning to duty;
 3. That the employee agrees to unannounced alcohol testing and drug testing. The number and frequency of follow-up testing shall be determined by the SAP (this is required by Agency policy, not FTA regulations). The employee will be subject to follow-up testing for as long as prescribed by the SAP, but such tests shall not continue beyond five years from the date of the employee's return to duty;
 4. That failure of any drug test or alcohol test or refusal to immediately submit to such testing during this period shall be grounds for immediate termination based on Agency policy (not FTA regulations);
 5. That the employee must maintain an acceptable attendance and performance record, not violate the Drug and Alcohol Policy, and comply with all other company rules and policies upon their return to work.

X.

MISCELLANEOUS INFORMATION REGARDING THIS DRUG AND ALCOHOL POLICY

A. Contact Person – Drug and Alcohol Program Manager (DAPM)

Any employees having questions about the Agency's Drug and Alcohol Policy should contact Brendan Shannon, MTS's Director of Human Resources and Drug and Alcohol Program Manager, located at 1255 Imperial Avenue, Suite 1000, San Diego, California 92101-7492, telephone number 619-557-4569. If any of the personnel (e.g. EAP, SAP or MRO) listed in this Policy change, or their contact information changes, the DAPM is authorized to update their name and/or contact information as necessary, without requiring the Policy return back to the MTS Board of Directors for approval.

B. Training

The Agency provides training for all of its supervisors in order for them to be able to make a determination of whether reasonable suspicion exists for an employee to be required to submit to reasonable suspicion alcohol testing and drug testing. This training includes a minimum of 60 minutes of supervisor training on the effects of drug use and 60 minutes of

supervisor training on the effects alcohol use and this policy. Training of newly promoted or hired supervisors will occur before they assume supervisory duties (unless they are under the direct supervision of a trained supervisor or manager). All Safety-Sensitive employees will receive at least 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use or alcohol misuse.

C. Notice of Certain Requirements in Addition to FTA-Mandated Requirements

The policy is designed in part to comply with the Federal Transit Administration (“FTA”) regulations on prevention of prohibited drug use and alcohol misuse in transit operations, 49 C.F.R. Part 655. However, MTS has added certain additional requirements to this policy, including the following:

1. This policy applies to all employees of MTS and its operating divisions (MTS Bus and MTS Rail), not just safety-sensitive employees as defined by the FTA. As such, Agency employees who are not safety-sensitive employees are subject to pre-employment drug testing and to reasonable suspicion, post-accident and post-injury drug testing and alcohol testing.
2. The Agency requires post-accident alcohol and drug testing in cases where such testing is not required by the FTA. The FTA regulations limit the circumstances under which post-accident alcohol and drug testing will occur, as set forth in Article V(C) above. The Agency requires post-accident alcohol and drug testing using a much broader definition of accident.
3. The Agency requires alcohol testing and drug testing following work injuries, which is not required by FTA regulations.
4. This policy requires employees using prescription drugs to report the prescription to their supervisor or Human Resources, and to provide the medication itself (if requested) to the Agency medical facility.
5. This policy sets forth the disciplinary action for violations of the policy, which is an Agency decision, and is not part of the FTA regulations.
6. This policy requires that all costs of drug treatment and/or SAP evaluation be paid by the employee or former employee. This is an Agency decision, not an FTA requirement.

D. Substance Abuse Professional

The Agency has secured the services of a Substance Abuse Professional (“SAP”). The Agency’s Substance Abuse Professional is Johnny Guinn, who can be reached at 619-228-1715. Mr. Guinn is a Certified Substance Abuse Professional who specializes in evaluating and treating individuals with substance abuse disorders. Mr. Guinn will evaluate employees who come forward with substance abuse problems, employees returning to duty after failing an alcohol or drug test or following leave for substance abuse rehabilitation, and will direct the frequency of follow-up drug testing and alcohol testing for employees.

E. Right to Examine Records

Every employee has the right to review his/her drug and alcohol testing records (except SAP-determined DOT follow-up testing plans), provide information to dispute the results of a drug or alcohol test and, upon written request, to obtain copies of any records pertaining to his or her drug and alcohol tests, including records pertaining to equipment calibration and laboratory certifications.

APPROVAL OF POLICY BY MTS

This policy has been approved by the MTS Board of Directors and Chief Executive Officer.

DATED: May 12, 2022



Nathan Fletcher
Chairman, MTS Board of Directors

DATED: May 12, 2022



Sharon Cooney
Chief Executive Officer

**ACKNOWLEDGMENT OF RECEIPT OF
METROPOLITAN TRANSIT SYSTEM DRUG AND ALCOHOL POLICY
(EFFECTIVE 5/12/2022)**

I hereby acknowledge receipt of a copy of the **METROPOLITAN TRANSIT SYSTEM** Drug and Alcohol Policy, effective 5/12/2022. I understand that I am responsible for reading the policy and in consideration of my employment with the Agency (MTS, SDTC or SDTI), I hereby agree to comply with the policy in all respects and consent to the alcohol testing and drug screen testing required by this policy.

DATED: _____

Employee Signature

Employee ID Number

Employee Name (Please Print)

Original Policy was adopted on 1/12/89.
Policy revised on 2/8/93.
Policy revised on 3/25/04.
Policy revised on 8/18/11.
Policy revised on 4/13/17.
Policy revised on 5/12/22.