

Supervisor Reasonable Suspicion Training Guide and Certificate Test

This booklet is to be used as a written companion to the supervisor reasonable suspicion training tape that came with your program. The supervisors follow along with the training discussion in this section and complete the Post-Test at the end.

Contents of Supervisor Reasonable Suspicion Training

1. Introduction & Pretest
2. DOT Regulatory Overview
3. Introduction to Reasonable Suspicion

Drug abuse information

1. Drug Abuse Discussion
2. Reasonable Suspicion Review

Alcohol abuse/misuse information

1. Impact of Alcohol on Health, Society, Etc.
2. Alcohol & Reasonable Suspicion Discussion
3. Alcohol 101
4. Post Test & Wrap Up.

Program Objectives

1. Provide Supervisors with a greater understanding of substance abuse and alcohol misuse and how they effect the work environment, health of the employee, the motoring public, and the employer.
2. Help supervisors to be able to recognize when an employee is exhibiting the behavioral changes and symptoms indicative of substance abuse and/or alcohol misuse.
3. To Satisfy the training requirements found in section 382.603 of the Federal Motor Carrier Safety Regulations.

Pre-Test

1. What is the minimal breath alcohol concentration of a person who has tested positive for alcohol?
2. What is the acceptable amount of controlled substances drivers may consume on the job?

3. List some of the signs an employee would exhibit if he or she was abusing drugs?

4. List some of the signs an employee would exhibit if he or she was abusing alcohol?

5. True or False:

A supervisor should not attempt to determine or diagnose an employees condition.

6. What is the consequence when an employee refuses to submit to a required tested?

7. A safety sensitive employee must not consume alcohol within:

- a. 1 hour of going on the job
- b. 2 hours of going on the job
- c. 4 hours of going on the job

8. True or False:

An employer may not fire an employee that has tested positive.

9. True or False:

An employer must pay for any treatment programs necessary?

10. When an employee that tested positive completes a treatment program and returns to work an employer may test him or her:

- a. six times first year
- b. 10 time first year
- c. 100 times first year
- d. 360 times first year.

DOT Regulatory *History and Overview*

1. Drug and alcohol abuse or misuse is prevalent in society today.
2. Who hasn't known someone with a problem.
3. Is it getting better or worse?

The Costs of Substance Abuse

1. Financial Costs

U.S. Businesses spend billions every year due to drug abuse and/or alcohol abuse misuse

- a. Damaged equipment
- b. Lost work time
- c. Lower productivity
- d. Lower employee morale
- e. Workers comp
- f. Legal Fees & insurance costs

2. Health Costs

- a. Poor health
- b. Bad habits
- c. Health care costs

3. Personal & Family Costs

- a. Relationship problems
- b. Lost wages
- c. High stress

4. Society's Costs

- a. Highway deaths
- b. Heavy involvement of

Controlled substances in:

- * Theft & Violent Crimes
- * Murders
- * Traffic accidents
- * Marriage problems

Regulatory History Establishing the DOT Rules:

Controlled Substance Testing rule 1989

Omnibus Transportation Act 1991

Employee Assistance Programs

Alcohol Testing

Expanded Who Was Covered

Anti-Drug Abuse Programs

Procedures For Testing 1994 Title 49 of the Code of Federal Regulations Part 382 Federal Motor Carrier Safety Regulations

Drugs That Drivers Must be Tested For:

*Marijuana * Cocaine * Opiates *
Amphetamines * Phencyclidine (PCP) * Alcohol*

Regulatory Agency Review

The Regulations Cover Safety Sensitive Employees
In the Following Industries:

- * Mass Transit
- * Pipeline
- * Railroad
- * Federal Motor Carriers
- * Aviation
- * Maritime

What is Safety Sensitive Duty?

(From Federal Motor Carrier Safety Regulations)
"All the time from the time a safety sensitive employee begins to work or is required to be in readiness to work until he or she is relieved from work and all responsibility for performing work."

Safety Sensitive Duty Include:

- ⤴ Waiting to be dispatched
- ⤴ Loading or unloading
- ⤴ Inspecting a commercial motor vehicle (CMV)
- ⤴ Supervising loading
- ⤴ At the controls of a CMV in operation.
- ⤴ Giving or receiving receipts for shipments
- ⤴ All other time in or upon a CMV
- ⤴ All time repairing, waiting for assistance except time spent resting in a sleeper berth. remaining in attendance upon disabled vehicle.

What Employers of Safety Sensitive Workers are Required to do:

1. Prepare a written company policy.
2. Institute an employee assistance program.
3. Supervisors get 2 hours of reasonable suspicion training for drug/alcohol
4. Provide drivers with information on drugs, alcohol, a company policy, information on the regulations, how testing is conducted and employee assistance programs.
5. Institute random testing.
6. Keep records and be prepared to report on testing activities.
7. Perform all other type of testing as required by the D.O.T.
8. regulations:

Types of Testing That Must be Done:

	Alcohol	Drugs
Pre-Employment	No	Yes
Random	Yes	Yes
Reasonable Suspicion	Yes	Yes
Post Accident	Yes	Yes
Follow Up	Yes	Yes

Random Test Rates: (yearly)

Drugs tests equal to 25% Total number of safety sensitive employees

Alcohol tests equal to 10% Total safety sensitive number of employees

Introduction to: Reasonable Suspicion Testing

What a supervisor needs to know

When confronting a driver keep in mind:

- ☞ You have a legitimate right & regulatory mandate to ask questions.
- ☞ Your not being their buddy when you ignore the risks
- ☞ Confrontation is often the thing that helps.

Tips to help when confronting drivers:

- ☞ Develop clear standards so changes in norms are measurable and documental
- ☞ Talk with driver, check other factors
- ☞ Write it down and keep it in the file
- ☞ Encourage employees to get help

After Deciding to Conduct a Reasonable Suspicion Test:

- ☞ Make it a private meeting - don't do it in front of others
- ☞ Discuss deteriorating performance and behavioral changes that lead you to ask.

When Does Must Reasonable Suspicion Testing Be Done?

"When a supervisor trained to observe the symptoms of drug abuse and/or alcohol misuse, observes a driver exhibiting such symptoms."

What do You do if a Driver Refuses to Submit to a Required Drug or Alcohol Test?

- ◆ Can't be allowed to go back on S.S. Job
- ◆ Inform driver of your federal requirement
- ◆ Let them know they can't work until
- ◆ Refusal same as testing positive - SAP time
- ◆ Have witness confirm refusal

What are the Results of Testing:

If it's a negative test result- then back to work.

What if the Result is Positive?

- First it depends on your company's policy
- Some are Zero- Tolerance Policies (No)
- Some are a "We always believe in giving them a chance Policies (Yes)
- Some policies hedge and say evaluated and then we'll see (Maybe)

No matter if it's yes or no: there can be no return to safety sensitive duties until after the employee sees a Substance Abuse professional (SAP) and is released. The driver must be informed of where to go for help

If You Have a Company Policy That Allows a Driver to Come Back After A Positive:

- 1 Must see Substance abuse professional (SAP) for evaluation
- 2 Referred out to treatment
- 3 Re-evaluation by SAP
- 4 Return to Work Testing
- 5 Follow up Testing *as often as the employer would like up to 60 months with a minimum 6 times the first year after the positive result.*

Reasonable Suspicion Review : When Reasonable Suspicion Testing is Required

"When a supervisor trained to observe the symptoms of drug abuse and/or alcohol misuse, observes a driver exhibiting such symptoms."

- √ Supervisor must be trained
- √ Employers must do reasonable suspicion
- √ Determination to test must be based on specific & documental observations
- √ Observed just before, during or after the work day

Supervisor Alcohol Training

Why Test for Alcohol

- ① Drunk driving is a serious problem
- ② The problem is growing, is everywhere and it is very real
- ③ The risks are high to everyone
- ④ The costs are high to everyone
- ⑤ An employer can't afford not to test insurance costs, accidents, reputation
- ⑥ It's mandated
- ⑦ It's effective 25% positives on reasonable suspicion testing

Alcohol Misuse/Abuse Awareness

Alcohol & Work Related Issues

- ⤴ 1 in 10 have the problem
- ⤴ They don't leave it at home

Alcohol & Highway Related Issues:

- ⤴ Nearly 37,000 deaths a year
- ⤴ Over 15,000 non traffic deaths due to impaired drivers.
- ⤴ Over 125,000 die with alcohol
- ⤴ 30,000 liver disease deaths due to alcohol related conditions
- ⤴ Over 15,000 more non-traffic alcohol related deaths

Alcohol & Health Related Considerations

- ⤴ Reduces sexual function
- ⤴ Liver Disease
- ⤴ Cancers of the breast, tongue, rectum, esophagus, etc.
- ⤴ Ulcers
- ⤴ Birth problems & defects

Social Problems

Brought on by Alcohol Abuse

- ⤴ Heavy homicide involvement (75%)
- ⤴ Heavy violent crime involvement
- ⤴ Drinking and driving (2-3%)
- ⤴ Family relationship problems
- ⤴ Divorce seven time greater
- ⤴ Suicide rate (15 times more)
- ⤴ Other accidents

Alcohol Discussion Review

Indicators of probable Misuse/abuse of alcohol

- Changes in physical appearance
- Changes in behavioral characteristics
- Changes in speech characteristics
- Detection of body odor
- Changes in Job Performance

Alcohol 101

What's in a drink?

Wine * spirits * Beer

Ethanol is in it: 1 drink = ½ 1 oz ethanol

- ✓ That's true of a glass of wine
- ✓ That's true of a shot of whiskey
- ✓ That's true of one beer

Alcohol The Body & Absorption

on the (Average male)

1 drink=1/2 oz ethanol = .02% blood alcohol concentration (BAC)

Blood alcohol concentration level, weight & gender effects

If every one has the same amount to drink then...

If weight is more ↗ your BAC will be lower ↘
If your weight is less ↘ BAC will be higher ↗

Men lower BACs ↘

Women on the average will have higher BACs ↗

Food ↗ slows down the absorption ↘ BAC lower

The body rids itself of ½ 1 drink (.02) per hour

Time since last drink and how much drank also play a role in BAC level.

What is Conduct is Prohibited for Drivers:

- × A test resulting in a .02 BAC or greater while on duty (or on call)
- × A test resulting in a .02 -.039 BAC - results in a 24 hour suspension
- × A test resulting in a .04 or more BAC - Positive & SAP Time
- × Possession of alcohol while on duty
- × Use within four hours of going on duty

Alcohol and its Effects on a Driver.

- ⊖ Reaction time slowed down at as low as .01
- ⊖ Tracking (keeping it going straight) effected at .05
- ⊖ Vision effected at .05 (moving objects)
- ⊖ Comprehension - recognition of hazards .05
- ⊖ Attention .08

Blood Alcohol Concentration Level & Crash Risk Chart

B. A. C Level	Effects and Increase in Crash Risk.
10	↔ 12 times greater risk of accident than sober driver
.09	↔ 9 times greater risk of accident than sober driver
.08	↔ 3 times greater risk of accident than sober driver
.07	↔ 2.5 times greater risk of accident than sober driver
.06	↔ 2 times greater risk of accident than sober driver
.05	
.04	↔ DOT positive level
.03	
.02	↔ DOT 24 hour Suspension
.01	
.00	

Supervisor Reasonable Suspicion Training Post-Test

Company Name _____ Date of Training _____

Name of student _____

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**Complete and return to admin@mydrugtestingprogram.com
and we'll email you back a certificate.**