


# 2012 GRANT Pre-Application

## GENERAL INSTRUCTIONS:

- I. Complete all pages and enter responses in all fields.
- II. Required fields are marked with a \*

## Section A - Organization Information

1 - Short Name or Common Acronym *	Trans IV Buses		
2 - Operating Name *	Trans IV Buses/College of Southern Idaho		
3 - Legal Name *	College of Southern Idaho		
4 - Physical Address #1 *	496 Madrona		
5 - Physical Address #2			
6 - Physical City *	Twin Falls		
7 - Physical State *	Idaho		
8 - Physical Zip *	83301		
9 - Mailing Address same as Physical Address? *	<b>NO</b>	Please enter Mailing Address	
10 - Mailing Address #1	Box 1238		
11 - Mailing Address #2			
12 - Mailing City	Twin Falls		
13 - Mailing State	Idaho		
14 - Mailing Zip	83303		
15 - Business Phone #1 *	208-736-2133		
16 - Business Phone #2			
17 - Business Fax	208-736-2134		
18 - Business E-Mail	<a href="mailto:transiv@cableone.net">transiv@cableone.net</a>		
19 - Home Page / Web Address			
20 - What date was this organization formed?	1/5/1979		
21 - Established RPTA? *	<b>NO</b>		
22 - What counties does this organization currently serve?	Twin Falls, Jerome, Gooding, Cassia		
23 - What FTA Programs are associated with each county?	5311		
24 - Congressional District Entity Resides in *	<b>2ND DISTRICT</b>		
25 - Congressional District Served *	<b>2ND DISTRICT</b>		
26 - List the Local Mobility Networks (LMMN) you are currently serving? *	4B		
27 - DUNS Number *	08-284-5439		
28 - Employer ID # EIN *	82-0261628		
29 - Current By Laws? *	<b>&lt;&lt;Select&gt;&gt;</b>		
30 - Current Audit? *	<b>YES</b>	Upload a copy with your Pre-application	
31 - Current Drug/Alcohol Policy? *	<b>YES</b>	Upload a copy with your Pre-application	
32 - Do you Use a Cost Allocation Methodology? *	<b>YES</b>		
	Uses actual cost for everything except insurance that is allocated on a fair cost basis.		
	Describe the Methodology (500 Characters Maximum)		
33 - Do you have a Board of Directors?	<b>YES</b>	Upload a list of your Board members and meeting schedule with your Pre-application	
34 - Do you currently have a Vehicle Replacement Plan?	<b>NO</b>		
35 - Agency Type *	<b>State General and Local Government (State or City or</b>		
 <b>*Mandatory!!</b> Private non-profit applicants must attach a copy of their IRS Letter of Determination for 501(c)3 non-profit status to their submitted Pre-Application			
35 - Number of volunteer drivers (annual total)	None		
36 - Number of personal vehicles in service (annual total)	None		
37 - Average Trip Length (miles)	7 MILES		
38 - TEAM Recipient ID#	ECN - 69 -08 -8559		

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39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	We provide demand response service for Twin Falls, Kimberly, Hansen, Jerome. We also provide limited dailey demand response service between Twin Falls - Buhl, Wendell, Gooding, Shoshone & Burley. These services are available to the General Public, Elderly, Handicapped and Children.
40 - Governing Board Meeting Schedule* (500 Characters Maximum)	Monthly meeting for College of Southern Idaho Board of Trustees that are elected in the general election. Contact information is included on attachment.

### Section B - CERTIFICATIONS AND ASSURANCES

#### Instructions:

There are Certifications and Assurances that apply to sub-recipients receiving federal funding. The Sub-recipient's Board Chair or designated individual must indicate the organization is willing to comply with the applicable certifications, assurances, and procedures in order to receive federal funding. These documents are available for download from the internet at: <http://i-way.org/Tool%20Box/documentlibrary> under the heading of **Federal Transit Administration (FTA) Documents & Links**.

1 - Will the organization comply with applicable certifications, assurances, and procedures?

YES, the organization is willing to comply with any applicable certifications, assurances, and procedures.

NO, the organization is NOT willing to comply with the applicable certifications, assurances, and procedures.

(NOTE: NO means you will not be eligible to receive funding.)

**YES**

**Please note:** a subrecipient of the State of Idaho is required to comply with certain pass-through requirements. Here are the references:

**Audits** (Procedure M-2010-20), **Open Meeting** (Procedure M-2010-19) <http://i-way.org/Mobility%20Funding/procedures>

**Procurement** <http://adm.idaho.gov/adminrules/rules/idapa38/0501.pdf>

[http://www.fta.dot.gov/funding/grants\\_financing\\_6036.html](http://www.fta.dot.gov/funding/grants_financing_6036.html)

**State Meeting and Travel** <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.html>

### Section C - RESOURCE & COMMUNITY COORDINATION

1 - Do you share resources in any significant way with other agencies (e.g., maintenance/ mechanics, vehicles, staff/drivers, facilities, marketing, insurance, fuel purchases, training, bilingual programs, etc.)? If yes, provide a brief description.\*

**YES**

Description  
(700 Characters Maximum)

We have one bus consigned to us from LINC that is used in general service to our riders

2 - Have you realized any measurable or quantifiable savings in costs directly through, or as a result of, your coordination efforts? If yes, provide a brief description.\*

**NO**

Description  
(700 Characters Maximum)

3 - Describe your efforts to work with other organizations, agencies, businesses, and other appropriate community interests in order to provide service (e.g., employers, medical centers, social service agencies, visitor services, activity centers, etc.). \* (Enter N/A if not applicable)

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Description  
(500 Characters Maximum)

### Section D - PROJECT INFORMATION

1 - In which state(s) will your project provide service? *	<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Nevada
	<input type="checkbox"/> Oregon	<input type="checkbox"/> Utah	<input type="checkbox"/> Washington
	<input type="checkbox"/> Wyoming		
2 - Strategy Number *	4BL001		
3 - Strategy Name *	Ensure a variety of transportation services are available in LMMN 4B		
4 - Project Name *	Public Demand Response Service for the Area Served		
5 - Please describe your project * (500 Characters Maximum)	Trans IV Buses will endeavor to make as much demand response transportation available to the Public in the area served. This area includes Twin Falls, Jerome, Kimberly & Hansen. Also service on a limited basis between Wendell, Gooding, Shoshone, Buhl, Burley & Twin Falls. Trans IV will continue to seek out new opportunities for enhance this ongoing service.		
6 - What mode will this project use? *	<b>Demand Response</b>		
7 - Which funding program do you intend to apply for? *	<b>5311</b>		
8 - List the Districts this project will serve. *	4B & very limited service in 4C		
9 - List the Local Mobility Networks (LMMN) this project will serve.*	4B & very limited service in 4C		
10 - Is this project dependent on any of your other projects? *	<b>NO</b>		
Identify the other projects that are dependent on this one. (500 Characters)			
11 - Are you submitting other projects as options for this strategy? *	<b>NO</b>		
Identify the other projects that are options to this strategy. (500 Characters)			
12 - Does this project directly interconnect with other mobility options? *	<b>NO</b>		

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Identify the other mobility options.  
(500 Characters)

### Section E - Required Documents to Be Submitted With Application - Checklist

**Instructions:**

Update the entry for each document to show a status of 'Included' as documents are prepared for uploading.

1 - Current Bylaws	• If Applicable	<b>Not Included</b>
2 - Current Audit	• For any companies which historically have received Federal funds - most recent audit. • For all other companies, audit report will be provided on anniversary data of grant agreement.	<b>Included</b>
3 - Drug Alcohol Policy	• If Applicable - You will need this if you are applying for 5311 funds.	<b>Included</b>
4 - Board of Directors Information	• Meeting Schedule • Board Contact Information	<b>Included</b>
5 - Vehicle Replacement Plan	• If you are purchasing a new vehicle, you will need to have a replacement plan.	<b>Not Included</b>
6 - IRS Letter of Determination for 501(C)3 non-profit status	• If Applicable	<b>Not Included</b>

### Section F - Signature

By typing your initials in the box to the right you are verifying that you have read, understood, and agreed to all the requirements of this pre-application. This mark will act as your electronic signature:

**LRB**

<b>Name and Title</b>	<b>Director, Trans IV Buses</b>	<b>Date</b>	<b>1/12/2012</b>
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	ITD #	Title	LOCATION	YR	MAKE	MODEL	TYPE	DT ACQUI	DT VISIT	INS_DATE	PLATE	AM	W/	STAT	CO	MILEAGE	SERIAL_NUMBER	
1		5309	TWIN FALLS	1999	2004	GMC	Glaval	BUS	1/19/2004	1/19/2004	1/19/2004	X 12	24	2	R	G	120,972	1GDE5V1154F504912
2		5309	TWIN FALLS	1999	2004	GMC	Glaval	BUS	1/19/2004	1/19/2004	1/19/2004	X 1335	24	2	R	G	130,130	1GDE5V1154F505056
3	340	ITD	TWIN FALLS	1999	2004	GMC	Glaval	BUS	3/1/2004	5/6/2006	5/6/2006	X 1763	24	2	R	G	124,002	1GDE5V1174F505088
4		5309	TWIN FALLS		2004	GMC	Glaval	BUS	10/18/2004		10/18/2004	X 1323	24	2	R	G	134,721	1GDE5V1254F521699
5		5309	TWIN FALLS		2006	CHEV	GOSHEN	BUS	8/11/2006	8/11/2006	8/11/2006	X 3849	11	2	R	G	89,519	1GBJG32U861231951
6		5309	TWIN FALLS		2006	CHEV	GOSHEN	BUS	8/11/2006	8/11/2006	8/11/2006	X 3839	11	2	R	G	108,445	1GBJG31U661224609
7	381	ITD	TWIN FALLS		2007	CHEV	GOSHEN	BUS	9/27/2007		9/27/2007	X 1764	11	2	R	E	72,994	1GBJG31U271215696
8		5309	TWIN FALLS		2008	CHEV	STARCRAFT	BUS	1/29/2008		1/29/2008	X 1757	16	2	R	E	86,427	1GBJG31K081130985
9	418	5311	TWIN FALLS		2008	CHEV	STARCRAFT	BUS	10/14/2008	10/17/2008	10/17/2008	X 4263	16	2	R	E	56,693	1GBJG31K281225967
10	417	5311	TWIN FALLS		2008	CHEV	STARCRAFT	BUS	11/3/2008		11/3/2008	X 4262	16	2	R	E	72,965	1GBJG31K981226162
11	450	5311	TWIN FALLS		2010	Ford	STARCRAFT	BUS	5/24/2010		5/24/2010	X1917	16	2	R	E	33,090	1FDFE4FSOADA52942
12	451	5311	TWIN FALLS		2010	Ford	STARCRAFT	BUS	5/24/2010		5/24/2010	X 1918	16	2	R	E	28,278	1FDFE4FS1ADA52951
13	452	5311	TWIN FALLS		2010	Ford	STARCRAFT	BUS	5/24/2010		5/24/2010	X 3189	16	2	R	E	24,683	1FDFE4FS5ADA55786
14		ARRA	TWIN FALLS		2010	Ford	STARCRAFT	BUS	9/13/12010		9/13/2010	X 4412	16	2	R	e	36,614	1FDFE4FS7ADA62884
52			TWIN FALLS		1990	BUICK	PARK AVE	CAR	9/14/2005		9/13/2005	C 9246	6	0	R	F	194,391	1G4CW54CXL1613850
53		5309	TWIN FALLS		2000	CHEV	IMPALA	CAR	5/31/2007		5/31/2007	C 9362	4	0	R	G	101,213	2G1WH55K8Y9230860
54		5309	TWIN FALLS		1989	CHEV	P/U	P/U	11/1/2006			X 257	2	0	R	G	70,117	2GCEC14K3K1229973

# **TRANS IV BUSES SUBSTANCE ABUSE POLICY**

## **DRUG AND ALCOHOL TESTING PROCEDURES**

*– As amended September 10, 2010*

### **I. NOTICE OF TESTING**

This procedure will act as notice of Drug and Alcohol Testing as prescribed in the Omnibus Transportation Employee Testing Act of 1991 and Department of Transportation (DOT) regulations. These regulations are 49 CFR part 655, “Prevention of Alcohol Misuse and Prohibited Drug Use In Transit Operations”, and 49 CFR part 40, “Procedures for Transportation Workplace Drug and Alcohol Testing Programs.” In addition, the Federal government published 49 CFR Part 29, “The Drug-Free Workplace Act of 1983,” which requires the establishment of drug free workplace policies and the reporting of certain drug-related offenses to the Federal Transit Administration (FTA). These procedures incorporate those requirements for safety-sensitive employees. Said procedures were adopted by the Board of Directors of Community Transit Services at a regularly scheduled meeting on August 12, 1999 and became effective as of the same date.

Employees holding non-safety sensitive positions are held to the standards and testing procedures set forth under the sole authority of the College of Southern Idaho per the “CSI Policy Handbook Section 2.08 Drug and Alcohol Campus Free Policy and Drug and Alcohol Testing Policy and Procedures” Board Approved 4/2002. (See [http://hr.csi.edu/handbook/2commitment.htm#BM2\\_07\\_DRUG\\_FREE](http://hr.csi.edu/handbook/2commitment.htm#BM2_07_DRUG_FREE) ). Employees in non-safety sensitive positions may be required to participate in related training and educational activities to assure opportunities for internal staff transfers to safety-sensitive positions.

### **II. INTENT**

TRANS IV BUSES is dedicated to providing safe and dependable transportation services to our passengers. TRANS IV BUSES’ employees are our most valuable resource and it is our goal to provide a healthy, satisfying working environment, which promotes personal opportunities for growth. In meeting these goals, it is our intent to:

1. Assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner;
2. Create a workplace environment for TRANS IV BUSES free from the adverse effect of drug abuse and alcohol misuse;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and,
4. To encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect TRANS IV BUSES and their ability to perform their assigned duties.

### **III. PURPOSE OF EMPLOYEE DRUG AND ALCOHOL TESTING**

This policy was adopted to comply with all applicable federal regulations governing workplace anti-drug and alcohol programs in the transit industry. This document provides a uniform procedure concerning the testing of employees or applicants for employment to detect individuals having drugs or alcohol in their

system. The purpose of such testing is to provide, in the interest of the safety of employees, passengers, and the general public, work and service environments that are free from the effects of drug and alcohol abuse. TRANS IV BUSES is committed to providing a safe work place for its employees that is free of the effects of substance abuse. Since TRANS IV BUSES is involved in public service, the community depends on careful attention by all employees. Such attention cannot be affected by the use of drugs and/or alcohol.

The use of any drug, including alcohol, can interfere with the safe and efficient functioning of TRANS IV BUSES' personnel, therefore, drug or alcohol abuse is a matter of TRANS IV BUSES' concern and will be dealt with in an appropriate manner.

TRANS IV BUSES expects TRANS IV BUSES employees to report for work in condition to perform their duties. On-the-job involvement with drugs and/or alcohol is a violation of TRANS IV BUSES' policy and federal law. TRANS IV BUSES also recognizes that employee off-the-job involvement with drugs and alcohol can have an impact on the work place and our ability to accomplish the goal of a safe, effective, drug and alcohol-free work environment.

#### **IV. APPLICABILITY**

These policies apply to all safety-sensitive employees, including paid part-time employees, temporary employees. Though not included in the random testing pool, under TRANS IV's sole authority, these policies also prohibit drug or alcohol use by volunteers, contract employees and contractors when they are on TRANS IV BUSES property or when performing any safety-sensitive functions. They also apply to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by these policies while on TRANS IV BUSES premises and will not be permitted to conduct TRANS IV BUSES business if found to be in violation of these policies.

A safety-sensitive function is any duty related to the safe operation of TRANS IV BUSES revenue service vehicle (whether or not the vehicle is in revenue service), dispatch and maintenance of a revenue service vehicle (maintenance contractors are exempt as defined in the Section 5311 circular); or equipment used in revenue service, any employee carrying a firearm for security reasons, and any other employee who holds a Commercial Driver's License and may be operating a non-service revenue vehicle. A list of safety-sensitive positions is under section VII, subsection 19 of this policy.

#### **V. PROHIBITED SUBSTANCES**

"Prohibited substances" addressed by these procedures include the following:

##### ***Illegally Used Controlled Substances or Drugs***

Any illegal drug or substance identified in Schedules I through V Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes the use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

##### ***Legal Drugs***

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited under Federal rules. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a TRANS IV supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicated that the employee can safely perform his/her assigned functions.

Employees who are taking prescription or non-prescription lawful drugs that may affect the performance of their job duties must report such usage to their immediate supervisor before beginning their work day. If

the employee is tested at random or under reasonable suspicion, such drugs used on the job may be determined to be allowable drugs if the Medical Review Officer has determined that the use of the drug is consistent with safe performance of the employee's duties and the drug is being used at the prescribed dosage. A test meeting these requirements is not considered a positive test result. Failure to undergo a required medical evaluation by the MRO is a refusal.

***Alcohol***

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is present in the body while performing TRANS IV BUSES business is prohibited. The concentration of alcohol is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

**VI. PROHIBITED BEHAVIOR**

1. Safety-sensitive employees shall not report for duty or remain on duty while having an alcohol concentration of 0.02 or greater.
2. Safety-sensitive employees shall not possess alcohol while on duty or operating a commercial motor vehicle.
3. The use of alcohol while performing their safety-sensitive job functions.
4. Performing safety-sensitive functions within four hours Of having used alcohol.
5. The use of alcohol by safety-sensitive employees within eight hours following an accident, or before undergoing a post-accident alcohol test, whichever comes first.
6. Reporting for duty, remaining on duty, or performing safety-sensitive functions after having tested positive for a controlled substance.
7. Using, manufacturing, distributing, dispensing or possessing controlled substances.
8. Refusal by a safety-sensitive employee to submit immediately to a chemical or alcohol test (reasonable suspicion, and random) when requested.

***All employees are required to notify TRANS IV BUSES of any criminal drug statute conviction for a violation occurring in the workplace with in five days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including termination.***

TRANS IV BUSES is dedicated to assuring fair and equitable application of the Drug and Alcohol Testing procedures. Therefore, supervisors and managers are directed to use and apply all of this procedure in an unbiased and impartial manner. Any supervisor or manager who knowingly disregards the requirements of this procedure, or who is found to deliberately misuse the procedure in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

**VII. DEFINITIONS**

1. **"Accident"** - means an occurrence associated with the operation of a motor vehicle if, as a result:  
An individual dies:

An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident;

One or more of the vehicles involved incurs disabling damages as a result of the occurrence and is transported away from the scene by a tow truck or another vehicle.

2. **"Alcohol"**- means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol including methyl or isopropyl alcohol. Reference is to use or possession of any beverage, mixture or preparation containing ethyl alcohol (including any medication containing alcohol).
3. **"Alcohol Test"**- A test conducted by a Breath Alcohol Technician, or any other person approved by the DOT using an Evidential Breath Testing Device to measure the amount of alcohol concentration in a volume of breath, or any other test used to detect the presence of alcohol that is approved by the Federal Highway Administration (FHA)
4. **"Alcohol Use"** – Consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
5. **"Breath Alcohol Technician (BAT)"** - means an individual trained to proficiency and certified in the use of an evidential breath testing device following the successful completion of an approved course of instruction by the National Highway Traffic Safety Administration (NHTSA).
6. **"Canceled Test"** - means a test that has been declared invalid by a Medical Review Officer (MRO) for drug testing or for alcohol under 40.81 of CFR.
7. **"CDL"**- means a Commercial Driver's License.
8. **"Confirmation Test"** - For alcohol testing, a confirmation test means a second test following a screening test with a result of 0.02 or greater, that provides a quantitative data of alcohol concentration. Confirmation of the screening test must be by an Evidential Breath Testing (EBT) device listed on the National Highway Traffic Safety Administration's (NHTSA) Conforming product, TRANS IV BUSES List (CPL), and must be capable of printing out each test result and air blank, and must sequentially number each test. For controlled substances testing, a confirmation test means a second analytical procedure to identify the presence of a specific drug metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. Gas Chromatography/Mass Spectrometry (GC/MS) is the authorized confirmation method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.
9. **"Controlled Substances/Drugs"** - For purposes of these procedures, controlled substances of drugs are cocaine, marijuana, opiates, amphetamines, phencyclidine and any other substance determined by the U.S. Department of Transportation to be a controlled substance.
10. **"Controlled Substance (or Drug) Test"** - A method for determining the presence of controlled substances in a urine sample using a scientifically reliable method performed in accordance with procedures specified in 49 CFR 40.
11. **"DHHS"** - means the United States Department of Health & Human Services.
12. **"Disabling Damage"** - One or more vehicles incur disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition disabling damage means damage that 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 damages if so operated, but 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, tail lights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

13. "**DOT**"- means the United States Department of Transportation.

14. "**Employee**"- means any person employed by TRANS IV BUSES.

15. "**EAP**"- means an Employee Assistance Program provided by TRANS IV BUSES to assist its employees in dealing with drug or alcohol dependency or other personal problems.

16. "**Evidential Breath Testing Device (EBT)**" - A device approved by the NHTSA and placed on NHTSA's Conforming Product list and is used for the evidential testing of breath.

17. "**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 or her medical history and any other relevant biomedical information.

18. **Negative Dilute** - a drug test that is negative for the five drugs or drug metabolites but has a specific gravity value lower than expected for human urine.

19. "**Non-negative Test Result (alcohol breath test result)**" - A alcohol breath test result between .02 and .039.

20. "**Performing a Safety Sensitive Function**"-An employee is considered to be performing a safety-sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

21. "**Safety-Sensitive Function**" – Include any of the following duties:

- a) Operating a revenue service vehicle, including when not in revenue service (drivers and other required to operate revenue vehicles as part of their job duties):
- b) Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- c) Controlling dispatch or movement of a revenue service vehicle (dispatchers or those who as part of their job duties fill in for a dispatcher or cross-train):
- d) Maintaining a revenue service vehicle or equipment used in revenue service (Maintenance contractors are exempt as defined in the Section 5311 circular);
- e) Carrying a firearm for security reasons.
- f) Any other employee required to hold a CDL as part of their job requirements (Site Supervisors, Operations Supervisors, Site Office Personnel, etc.)

22. **"Screening Test (also known as an "initial test")" -**

In alcohol testing, a screening test means an analytical procedure to determine whether an employee may have a prohibited concentration of alcohol in his or her system.

In controlled substances testing, a screening test means an immunoassay screen (or other DHHS-approved test) to eliminate "negative" urine specimens from further consideration.

23. **"Split Sample" -** An additional sample collected with the original specimen, to be tested in the event the original specimen tests positive.

24. **"Substance Abuse Professional (SAP)" -** A licensed physician (medical doctor or doctor of osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission), with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

25. **"Verified Negative Drug Test Results" -** A drug test result reviewed by a Medical Review Officer and determined to have no evidence of prohibited drug use.

26. **"Verified Positive Drug Test Results)" -** A drug test result reviewed by a Medical Review Officer and determined to have evidence of prohibited drug use.

**VII. CIRCUMSTANCES OF DRUG AND ALCOHOL TESTING**

Six drugs and/or alcohol screening situations will be utilized by TRANS IV BUSES .

1. **Pre-employment Testing:** All safety-sensitive position applicants shall undergo urine drug testing immediately following the offer of employment or transfer into a safety-sensitive position. Receipt of a negative drug test result is required prior to employment. If an applicant refuses to be tested the pre-employment drug test, the applicant will be disqualified for employment for a period of six months. A negative pre-employment drug test is required prior to further consideration for employment.

When a covered employee or applicant has not performed a safety-sensitive function for 90 consecutive calendar days regardless of the reason, and the employee has not been in the random selection pool during that time, the employee must take a pre-employment drug test with a verified negative result. )

An applicant or employee with a dilute negative pre-employment test result will be required to retest without observation.

Applicants will sign a release form authorizing TRANS IV to contact former employers to determine if an applicant has failed or refused a drug or alcohol test over the last two years of employment in a safety sensitive position. If an applicant tests or has tested positive, or refused, the applicant must provide proof of successful completion of a referral, evaluation, and treatment plan including the names, addresses, and telephone numbers of substance abuse professionals before an offer of employment may be considered.

2. **Post-accident Testing:** (May be tested by both the police and company) Conducted after accidents on safety- sensitive employees if there was loss of life, an injury requiring transportation to a medical treatment facility, one or more vehicles incurs disabling damage where a vehicle must be towed from the scene. Any safety sensitive employee, whose performance could have contributed to the accident, as determined by TRANS IV BUSES using the best information available at the time of the accident, will be

given a drug and alcohol test. Leaving the scene of an accident without a valid reason before the post-accident test has been conducted may constitute a refusal. Post accident drug and alcohol tests must be conducted as soon as possible after the accident. Drug tests must be performed 32 hours after the accident. Alcohol tests must be performed as soon as possible, but no longer than 8 hours after the accident. If an alcohol test is not performed within two hours of the accident, the supervisor will document and maintain on file the reason(s) for that delay. If the alcohol test is not conducted within eight (8) hours, or the drug test within 32 hours attempts to conduct the test must cease and the reasons for that failure to test must be documented. TRANS IV will not accept tests performed by local law enforcement for post accident. The employee should not leave the scene until the supervisor determines whether testing is necessary.

3. **Reasonable Cause:** All safety-sensitive employees may be subject to a fitness for duty evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective factors and circumstances which are consistent with the short term effect of substance abuse. Examples of reasonable cause include, but are not limited to the following:

1. Physical signs and symptoms consistent with prohibited substance use. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
2. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
3. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable cause referrals must be made by one supervisor (two trained supervisors are preferred) who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited abuse or misuse. The questioned conduct must be witnessed and documented in writing.

4. **Random:** Alcohol testing may be conducted on employees who perform safety-sensitive functions on a random, unannounced basis just before, during, or just after performance of safety-sensitive functions. Each year, at least 10% of all employees performing safety-sensitive functions will be tested for alcohol, and at least 50% will be tested for drugs. Employees performing safety-sensitive duties may be tested for drugs anytime while on duty. All safety-sensitive employees will remain in the random selection pool at all times, regardless of whether or not they have been previously selected for testing. Random testing will be conducted in accordance with procedures established in 49 CFR 655. An employee with a dilute negative test result will be required to retest without observation if no other basis for retesting exists.

5. **Return-to-duty:** Safety-sensitive employees who have previously refused to take a drug or alcohol test, or failed such a test, shall be tested for prohibited drug or alcohol use before they return to duty. The employee must first be certified by the Substance Abuse Professional (SAP) as capable of resuming duties per 49 CFR 655.62. Any such employee, once returned to duty may be administered unannounced follow-up drug and alcohol tests for up to 60 months after their return to duty. **All tests for return to duty safety sensitive employees will be conducted with direct observation of sample taken.**

6. **Follow-up:** Once allowed to return to duty, safety-sensitive employees shall be subject to unannounced follow-up testing for at least 12 but not to exceed 60 months. The frequency and duration of the follow-up testing will be recommended by the SAP. The minimum of six tests are performed during the first 12 months after the employee returns to duty is required. Follow-up testing is separate from and in addition to the random testing program. **All tests for return to duty safety sensitive employees will be conducted with direct observation of sample taken.**

## IX. TRAINING

1. All supervisory and management level employees will attend substance abuse educational sessions to aid in the detection of and assistance with abusers. Said educational sessions shall consist of 60 minutes of drug training and 60 minutes of alcohol training.
2. All safety-sensitive employees will attend a minimum of 60 minutes of substance abuse educational sessions.

**X. SUBSTANCES TO BE INCLUDED IN TESTING**

Alcohol (Ethanol), amphetamines, (marijuana), cocaine, opiates, phencyclidine (PCP) and their metabolites will be included. Because TRANS IV BUSES is concerned about the abuse of prescribed and over-the-counter medications as well as illegal drugs and alcohol, the above list may be expanded to include yet being developed substances, changes in TRANS IV BUSES policy, or changes to Federal laws and regulations.

**XI. DRUG TESTING PROCEDURES**

1. TRANS IV BUSES shall identify and select a qualified medical facility certified by DHHS / NIDA / SAMHSA to perform the urinalysis testing described in these procedures. Appointments for urine collection for drug screens will be coordinated by TRANS IV BUSES supervisory personnel or it's designee. The specimens will be collected at special facilities that optimize confidentiality and observe DPT collection procedures. The collection facility must adhere to the collection provisions set forth in the "DHHS" regulations entitled "Mandatory Guidelines for Federal Work place Drug Testing Programs 53FR (11970) published April 11, 1988 known as "DHHS Guidelines" and 49 CFR Part 40, as amended. A strict chain of custody will be maintained on the specimen as described in the "DHHS Guidelines" and U.S. DOT Guidelines. To conform to said guidelines a U.S. DOT chain of Custody and Control Form with a unique identification number will be used. In the event that a non-designated collection facility must be used, the supervising employee contacting the facility must insure that the facility is properly advised concerning the collection requirements as described in the "DHHS Guidelines." Record keeping and reporting of all drug testing and results shall be in strict accordance with Federal guidelines to protect the confidentiality of the employees.
2. The employer will strictly adhere to all standards of confidentiality and assure all employees that testing records and results will be released only to those authorized by the FTA rules to receive such information including; (1) the employee if they request it in writing; (2) NHTSB when investigating an accident; decision maker in a lawsuit, grievance, or other proceeding; (3) DOT agency; (4) subsequent employers, if requested in writing by the employee, and other identified means if requested in writing by the employee.
3. If there is concern about an individual's ability to function safely, that individual will be provided transportation to their home after completion of the drug testing. Supervisors will always transport employees to the collection site.

**XII. DRUG TESTING CUTOFF LEVELS**

**Initial Test**

1. The initial test shall use an immunoassay that meets the requirements of the Food and Drug Administration requirements for commercial distribution. The most current NIDA/SAMHSA cutoff levels shall be used when screening specimens to determine whether they are negative for these drugs. Current cutoff levels are:



Initial test analyte	Initial test cutoff concentration ng/mL	Confirmatory test analyte	Confirmatory test cutoff concentration ng/mL
Marijuana metabolites	50	THCA *1	15
Cocaine metabolites	150	Benzoylcegonine	100
<b>Opiate metabolites</b>			
Codeine/Morphine *2	2000	Codeine	2000
		Morphine	2000
6-Acetylmorphine	10	6-Acetylmorphine	10
Phencyclidine	25	Phencyclidine	25
<b>Anphetamines *3</b>			
AMP/MAMP *4	500	Amphetamine	250
		Methamphetamine *5	250
MDMA *6	500	MDMA	250
		MDA *7	250
		MDEA *8	250

\*1 Delta-9-tetrahydrocannabinol-9-carboxylic acid (THCA).

\*2 Morphine is the target analyte for codeine/morphine testing.

\*3 Either a single initial test kit or multiple initial test kits may be used provide the single test kit detects each target analyte independently at the specified cutoff.

\*4 Methamphetamine is the target analyte for amphetamine/methamphetamine testing.

\*5 To be reported positive for methamphetamine, a specimen must also contain amphetamine at a concentration equal to or greater than 100 ng/mL.

\*6 Methylenedioxyamphetamine (MDMA).

\*7 Methylenedioxyamphetamine (MDA).

\*8 Methylenedioxyethylamphetamine ((MDEA).

### *Split Sample Testing*

The employee may request, within 72 hours of notification of a positive test, or refusal to test because of adulteration or substitution, by the MRO, that the split sample be tested at a separate DHHS certified laboratory. This request must be made in writing or verbal to the MRO. The results of the split sample test shall be the final test results that are reported to the employer by the MRO. The cost for transportation and testing of the split sample is the sole responsibility of the employee and must be paid for in advance.

## **XIII. EFFECT OF ALCOHOL**

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries and is considered a recreational beverage when consumed in moderation. However, when consumed primarily for its physical and mood altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

### **A. Signs and Symptoms of Use**

1. Dulled mental processes
2. Lack of coordination
3. Odor of alcohol on breath
4. Possible constricted pupils
5. Sleepy or stupor condition
6. Slowed reaction time
7. Slurred speech

(Note: Except for the odor, these are the general signs for any depressant substance.)

## **B. Health Effects**

The chronic consumption of alcohol (average of three servings per day of beer (12 ounces), whiskey (1 ounce), or wine (6 ounce glass) over time may result in the following health hazards:

1. Decreased sexual function
2. Dependency
3. Fatal liver diseases
4. Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
5. Kidney disease
6. Pancreatitis
7. Spontaneous abortion and neonatal mortality
8. Ulcers
9. Birth defects (up to 54% of all birth defects are alcohol related)

## **C. Social Issues**

1. Two-thirds of all homicides are committed by people who drink prior to a crime.
2. Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
3. Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
4. The rate of separation and divorce in families with alcohol dependency problems is seven times the average.
5. Forty percent of family court cases are alcohol problem related.
6. Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
7. More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol related.

## **D. Workplace Issues**

1. It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
2. Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
3. A person who is legally intoxicated is six times more likely to have an accident than a sober person.

## **E. The Annual Toll**

1. 24,000 people will die on the highway due to the legally impaired driver.
2. 12,000 more will die on the highway due to the alcohol-affected driver.
3. 15,800 will die in non-highway accidents.
4. 30,000 will die due to alcohol-caused liver disease.
5. Up to another 125,000 will die due to alcohol-related conditions or accidents.

## **F. Intervention**

Employees are advised that TRANS IV BUSES provides an Employee Assistance Program as part of its employee benefit program. Employees who may have a problem with alcohol consumption or illegal use are highly encouraged to take advantage of this program. Non-jeopardy referrals or voluntary participation in the program is desired.

## **XIV. ALCOHOL TESTING PROCEDURES**

Alcohol testing will only be conducted using evidential breath testing devices in accordance with 49 CFR Part 655.

Breath testing will be coordinated by TRANS IV BUSES supervisory personnel or the Human Resources Department. The breath specimen will be conducted at a site that optimizes confidentiality. The collection site must adhere to the collection provision set forth in 49 CFR Part 655. A strict change of custody will be maintained on the specimen as described in the DOT Guidelines. All record keeping will be in strict accordance with Federal regulations.

If there is concern about an individual's ability to function safely, the individual will be provided transportation to their home after completion of the testing. Supervisors will always transport employees to the test site.

Alcohol breath testing will be performed in the following manner in accordance with 49 CFR Part 655:

### **A. Screening Test**

The initial test shall be done using an EBT in accordance with 49 CFR Part 655. If the initial test results are less than .02 alcohol concentration, the results are negative and will be reported by the BAT as such.

### **B. Confirmation Test**

1. The confirmatory test must be conducted on the same EBT as the initial test in accordance with 49 CFR Part 655. Before the confirmatory test may be given, a minimum of 15 minutes and maximum of 20 minutes must have passed since the initial test was performed. During this period, the employee should avoid any actions that could increase mouth alcohol. The 15-20 minute wait period is to ensure that the presence of mouth alcohol does not artificially raise the test result.

2. Only the results of the confirmatory test shall be reported, irrespective of the results on the initial test. If the results of the initial and confirmatory tests are not identical, the confirmation test result is deemed to be the final test result.

3. If the results of the confirmatory tests are less than .02 alcohol concentration, a negative result shall be reported by the BAT.

4. An individual who refuses to submit to a test, or has an alcohol concentration of 0.04 or greater, will be removed immediately from a function, provided educational material and referred to a SAP. An individual, who has an alcohol concentration of 0.02 or greater but less than 0.04, will be removed from duty for at least 8 hours unless a retest results in an alcohol concentration of less than 0.02.

5. If the results of the confirmatory test show an alcohol concentration of .04 or greater, the employee must be removed from his/her safety-sensitive, be informed about educational and rehabilitative programs, and be evaluated by an SAP. The determination of the SAP will guide further decision regarding continued rehabilitation and employment of the employee. See Section XV Positive Test/Refusal to Test.

## **XV. POSITIVE TEST/REFUSAL TO TEST**

A positive substance abuse test is a violation of TRANS IV BUSES policy and FTA regulations. A safety-sensitive employee who refuses to submit to a drug and/or alcohol test, will be considered to have failed the test and tested positive. Failure to comply with the request for drug/alcohol testing will be just cause for termination. All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with TRANS IV Buses in accordance with 49 CFR Part 655. Any safety-sensitive employee who refuses to comply with a request for testing shall be immediately removed from duty, referred to a substance abuse professional for evaluation, and subject to discipline. As a covered employee, you have refused to take a drug or alcohol test if you:

- (1) Fail to appear for any test within the specified time frame, as determined by TRANS IV Buses after being directed to do so. Failure to appear for pre-employment tests by new applicants is not considered a refusal;
- (2) Fail to remain at the testing site until the testing process is complete;
- (3) Fail to attempt to provide a urine specimen for any drug test, or fail to attempt to provide a saliva or breath specimen, as applicable; required by 49 CFR Parts 40, 655 or DOT agency regulations;
- (4) Fail to provide a sufficient amount of urine when directed, or fail to provide a sufficient breath specimen, and it has been determined, through a required medical evaluation, that there was not adequate medical explanation for the failure;
- (5) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen;
- (6) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or insufficient breath procedures. ~~;~~ If a positive test for drugs is reported by the Medical Review Officer, it is understood that the screening test was positive and a second confirmatory test, based on a different scientific principle was also positive. The acceptable method of confirmation is: gas chromatography/mass spectrometry (GC/MS). An individual who refuses to submit to a test or has a verified positive drug test will be removed immediately from a safety sensitive function, referred to a SAP for an evaluation and may be subject to termination of employment.
- (7) Fail or decline to take a second test the employer, DER, or collector has directed you to take;
- (8) Fail to cooperate with any part of the testing process (e.g. tampering, refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process);
- (9) Fail to sign the certification at Step 2 of the Alcohol Testing Form (ATF) for alcohol testing; or
- (10) Provide a urine specimen that produces a verified adulterated or substituted test result.

-Other similar language placed in Section IV 4.

## **XVI. CONDITION OF EMPLOYMENT**

Participation in TRANS IV BUSES Drug and Alcohol Testing program is a requirement of Safety sensitive employees and is a condition of employment. TRANS IV BUSES employees with positive drug/alcohol screens will be informed in a meeting with their supervisor and/or department manager. If the employee is a member of a union, a Union Representative may be present, if requested by the employee.

One involuntary and one voluntary rehabilitation will be allowed during employment. If a safety-sensitive employee tests positive or non-negative for alcohol or drugs following involuntary rehabilitation, they will

be referred to the SAP and their employment will be terminated unless determined to be a “qualified individual with a disability” by the SAP. A “qualified individual with a disability” may be allowed additional rehabilitation based on the SAP’s evaluation.

## **XVII. CHANGES OR MODIFICATIONS**

TRANS IV BUSES reserves the right to change the provisions of this testing procedure. All personnel and unions will be notified at least 15 calendar days prior to instituting changes. Changes required by Federal, State and/or Local law will not require advance notification.

## **XVIII. VOLUNTARY REHABILITATION**

In an effort to meet the purpose of this drug and alcohol procedure, TRANS IV BUSES wants to provide a program that will be helpful to employees. TRANS IV BUSES maintains an Employee assistance program available to all employees. The purpose is to provide access to professional services to aid the employee who has an alcohol or drug problem, or personal problems that may affect job performance. All employees are encouraged to use this program’s resources before their employment status is affected. Those who voluntarily come forth and seek assistance for substance abuse problems may utilize sick leave, annual leave, or leave without pay to participate in a rehabilitation program without jeopardizing their continued employment with TRANS IV BUSES, provided they stop all involvement with any and all such substances. Voluntary participation treatment programs will not prevent disciplinary action(s) for procedure violations that have already occurred.

Supervisors can assist in contacting the Employee Assistance Program. At the conclusion of treatment, arrangements for drug screen follow-up testing will be made. Specific guidelines will be agreed upon by management, supervisors and the rehabilitated employee at the time the employee returns to work. Employees will be allowed only one voluntary and one involuntary rehabilitation chance during their employment at TRANS IV BUSES under the provisions of Sections XIX and XX.

TRANS IV BUSES - EAP provider and telephone numbers to call to make an appointment is: Integrated Behavioral Health Plan administered by BPA (Business Psychology Associates) Telephone 877-427-2327.

## **INVOLUNTARY REHABILITATION**

1. Safety-sensitive employees who test positive (.04 and above) for alcohol and safety-sensitive rehabilitation once during their employment.
2. If involuntary rehabilitation is offered, the employee must make and keep an appointment with the SAP within ten (10) days of notification of a positive or non-negative alcohol test and notify TRANS IV BUSES of the date of such appointment. An employee with a positive test (.04 and above) will be suspended and placed on leave without pay during this ten (10) day period. Covered employees will not be permitted to perform a safety-sensitive function within eight (8) hours of an alcohol test indicating an alcohol concentration of 0.02 or greater but less than 0.04, unless they are retested with a confirmed test result less than 0.02. TRANS IV BUSES will not pay for the retest after eight (8) hours. Failure to make and keep an appointment with the SAP will result in termination of employment. After the employee meets with the SAP and the SAP confirms that he/she has signed a Release of Information and has made a commitment to work cooperatively with the SAP, TRANS IV BUSES will hold the termination (or discipline) in abeyance pending successful completion of any and all treatment/recovery programs prescribed by the SAP and or their referrals.

3. The terms and conditions will be incorporated in a Recovery Contract agreed upon by the employee and SAP. The employee will be required to enter into a Treatment/Recovery Contract with the SAP for a period of time as specified by the SAP for up to five (5) years.
4. The employee must sign the standard Release of Information at the SAP allowing the SAP to talk to the employee's supervisor about the employee's recovery program, his/her progress with the program, and whether successful completion of the program was accomplished.
5. An employee who tested positive (.04 and above) will remain suspended during the recovery period and will be placed in a Personal Leave Without Pay (LWOP) status. The employee will be eligible for return to work to his/her position without loss of seniority after the successful completion of the SAP Treatment/Recovery Contract as long as they return to work within the prescribed time limits. To be eligible for reinstatement, the individual must provide documented proof to the SAP, and the SAP must confirm that the individual has met all the conditions of the Treatment/Recovery Contract.
6. All costs of the treatment/recovery program will be borne by the employee or any insurance he/she may have. Before returning to work after successful completion of the SAP programs, the employee will be required to enter into a Return to Work Contract with TRANS IV BUSES. The Return to Work Contract may run concurrently with the SAP Treatment/Recovery Contract. Failure to successfully complete the SAP Treatment/Recovery Contract or failure to successfully meet all the terms and conditions of TRANS IV BUSES Return to Work Contract will be grounds for immediate termination.
7. If a safety-sensitive employee tests positive or non-negative for alcohol following involuntary rehabilitation and for the remainder of their employment, he/she will be terminated unless found to be a "qualified individual with a disability" by the SAP. A "qualified individual with a disability" may be allowed additional rehabilitation based on the evaluation by the SAP. Involuntary rehabilitation does not prevent disciplinary action for procedure violations that have already occurred.

## **XX. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

1. The Americans with Disabilities Act of 1990 (ADA) does not, in any way, preclude or interfere with the employer's compliance with the U.S. DOT's new or existing drug and alcohol testing regulations. However, Title I of ADA, which prohibits discrimination against a "qualified individual with a disability," may affect the personnel actions an employer may wish to take with respect to some individuals who test positive for drugs or alcohol, or otherwise violate the prohibitions of the Department's drug and alcohol rules.
2. The ADA specifically authorizes employers covered by DOT regulations to require their employees to comply with the standards established in those regulations, including complying with any rules that apply to employment in safety-sensitive positions as defined in the DOT regulations. Under the ADA, an employer is not viewed as "discriminating" for following the mandates of DOT drug and alcohol rules.
3. The ADA specifically provides that an employee or applicant who is currently engaging in the illegal use of drugs is not a "qualified individual with a disability." It is clear that an individual who has a positive test result on a DOT-mandated drug test is currently engaging in the illegal use of drugs. Therefore, under Title I, an employer may discharge or deny employment to an individual who has a positive result on a US DOT-mandated drug test.
4. Unlike the situation with respect to current use of illegal drugs, the use of alcohol contrary to law, Federal regulation, or employer policy does not deprive an individual of status as a "qualified individual

with a disability” that he or she would otherwise have under Title I. An individual is protected by Title I, however, only if the individual has a disability in the first place. While, as the EEOC notes in its Title I regulation “individuals disabled by alcoholism are afforded the same protections accorded other individuals with disabilities” (56 CFR 35752, July 26, 1991), not all individuals who use alcohol in violation of the law, Federal regulations or employer policy are “disabled by alcoholism.”

5. Under Title I, an employer may hold an employee who engages in the illegal use of drugs or who is an alcoholic to the same qualification standards for employment or job performance as it holds other employees, even if the unsatisfactory performance or behavior is related to the drug use or alcoholism of the employee.

6. It should also be pointed out that the ADA does not preclude an employer from disciplining or dismissing an employee who commits a violation of the employer’s conduct and performance standards, even if the individual is an alcoholic or has another disability.

### **CONTACT PERSONS:**

**Lynn Baird**, Executive Director Trans IV Buses,  
**Monty Arrossa** – Director of Human Resources - College of Southern Idaho  
**Dannette Starr** – Human Resource Specialist – College of Southern Idaho

### **CTC Drug and Alcohol Policy/ Procedure CONTACTS**

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s):

#### **CTC Designated Employer Representative (DER)**

Name: Lynn Baird  
Title: Executive Director

Telephone Number: 208-736-2133

#### **Alternate DER:**

#### **Medical Review Officer**

Name: Dr. Thomas B Eschen  
Title:  
Address: 715 Canyon Rd. S., Melba, Idaho 83641  
Telephone Number:

#### **Drug Collection Agency: Magic Valley Regional Medical Center**

Contact Person: Lois Anderson, Coordinator  
Address: 650 Addison Ave. W. Twin Falls, Idaho 83301  
Telephone Number: 208-737-2902 FAX Number: 208-737-2742

### **Breath Alcohol Technician (BAT):**

### **EBT Model #:**

### **DHHS Certified laboratory Used:**

### **Substance Abuse Professional:**

Name:  
Address:  
Telephone Number:

[Meeting Schedule & Minutes](#)

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## Board of Trustees

The College of Southern Idaho is governed by a volunteer five-member board of trustees who are elected at large from within Twin Falls and Jerome Counties for staggered, four-year terms. Trustees derive their authority from and hold office in accordance to the state of Idaho Code.

- [Board of Trustees Policies](#)
- [2010-2011 Meeting Schedule](#)

### Bios of CSI Board of Trustee Members

Elected positions

Terms are 4 years

Board members do not receive any compensation



**Dr. H. Thad Scholes**  
Chairman  
Term ends 2012

Elected to the Board in 1981. He enjoys a great deal of satisfaction in being associated with this great institution. Dr. Scholes grew up in Twin Falls. He is a Dermatologist and has been practicing medicine here since 1966. His first association with CSI was as School Physician and Team Physician beginning in 1966. He is still serves as one of several volunteer team physicians.



**Dr. Allan R. Frost**  
Vice Chairman  
Term ends 2012

Appointed to the Board in 2006. His longstanding interest in this strong community college has ranged widely from support of the arts, to the *Over 60 and Getting Fit* Program and the health occupations field. He has had a special interest in supporting the diverse and outstanding programming offered to all ages at the Herrett Center for the Arts & Science. Dr. Frost received his medical training at the University of Minnesota and moved to Twin Falls in 1974 where he practiced ophthalmology until 2002. He received a Masters Degree in the Clinical Evaluative Sciences at Dartmouth College in 2001, which led him to a position in the Quality Resources Department at Magic Valley Regional Medical Center. He retired from that position in 2007.



**Donna Brizee**  
Trustee/CSI Foundation Representative  
Term ends 2012

First woman elected to the Board in 1988. Her interest in the education process and serving on the Board was stimulated by a college degree in education. She has dedicated her life to making her community a better place by volunteering her time to community organizations. Donna lives in Twin Falls where her family owns and operates a heating and air-conditioning business.



**Karl Kleinkopf**  
Clerk  
Term ends 2014

Elected to the Board in 2010. Karl is a third generation Idahoan born and raised in the Magic Valley. His formal education includes a Bachelor's degree in Agriculture Economics from the University of Hawaii (1969) and a Master's degree in Physical Education from the University of Idaho (1981). His 42 year career in education began in the Jerome School District in 1969 and continued with a position with the University of Idaho in Agricultural Research (1977-78). He went to work for the College of Southern Idaho in 1978 as a Track and Cross Country Coach and went on to become a Physical Education Professor, Athletic Director and Department Chair until he retired in 2010.

"This college has been great to me and my family. I have gained much from CSI and now it's time to give back to the institution that I really love."

Karl is an avid outdoorsman with a love of hunting and fishing as well as white water rafting. He and his wife Sally reside in Kimberly, Idaho.



**Bob Keegan**  
Trustee  
Term ends 2014

Elected to the Board in 2010. Bob grew up in Twin Falls. He graduated from CSI in 1970 and attended Regis College receiving a business degree in 1972. His father founded a successful fresh potato business in Twin Falls which Bob and his brothers ran for 29 years. Bob feels the College of Southern Idaho is one of the most valuable assets in southern Idaho. He has seen tremendous growth from his student days to the present and is honored to be involved in the future growth of the College.

ITD – GAT Team

January 19, 2012

It is the intention of Trans IV Buses to use the current buses as long as they are serviceable and presentable. We pride ourselves in the upkeep on our rolling stock. I have included a projected schedule for possible replacement of the current stock.

Lynn Baird, Director

TRANS IV BUSES

Estimated Bus Replacement

Number of Vehicles	Year	Make	Useful Life	Passengers	Most Current Miles	Estimated Replacement
4	2004	GMC	10 Years/250,000	24	135,000	2015
2	2006	Chev	5 years/150,000	11	108,000	2014
1	2007	Chev	5 years/150,000	11	73,000	2015
3	2008	Chev	5 years/150,000	16	86,000	2016
4	2010	Ford	5 years/150,000	16	36,000	2017

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>COLLEGE OF SOUTHERN IDAHO</b>	
	Business name/disregarded entity name, if different from above <b>COLLEGE OF SOUTHERN IDAHO</b>	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>NON-PROFIT EDUCATION</b>	
	<input checked="" type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.) <b>315 FALLS AVENUE</b>		Requester's name and address (optional)
City, state, and ZIP code <b>TWIN FALLS ID 83301</b>		
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>								
<b>Employer identification number</b>								
8	2	-	0	2	6	1	6	2

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>1-4-12</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.