

DRUG & ALCOHOL AWARENESS

Railroad Managers



For more information regarding company and federal drug & alcohol testing programs, go to:

www.rgpcops.net / click on EMPLOYEES / click on DRUGS & ALCOHOL

If you have questions, contact your railroad Designated Employee Representative (DER).

DRUG & ALCOHOL AWARENESS

MANAGER Guidance on Random Testing

Testing Notification: Notify the employee, in person, on the day of the test, maintain confidentiality and stay with the employee until released to the collector. Once notified the test must proceed without delay. The employee must be on duty.

Questions and Answers

Q: Can an employee be called in for a random outside of the normal work hours?

A: No, an employee cannot be called in strictly for a random test.

Q: Can I test an employee when they report for class room training?

A: Yes.

Q: Can I test an employee when they report for a hearing/investigation?

A: Yes, but you must put them on duty. Also, any time an employee displays signs and symptoms at a hearing you can call for a test.

Q: Can I call the employee over the radio to report for a test?

A: No, a radio does not allow for confidential notification and using the radio without saying why you need the employee to report to you increases the chances that the employee could deny understanding and leave the premises. In addition, if this is the only time you request employees to report, it can become common knowledge that they are to report for a test.

Q: What if my employee clocks out from work before he was notified?

A: If the employee is still on company and is not in violation of the Hours of Service Law, you can still test them; they should be placed on duty and considered under combined service.

Q: What if the employee has an urgent matter to attend to and leaves the property.

A: Once an employee is notified of a test they must submit to the test or it will be considered a refusal. The only exception is a bona fide emergency, leading to the following actions:

1. Employee is removed from service pending review of this documentation.
2. Railroad DER and potentially the FRA will review documentation to determine if it qualifies.
3. Always contact your railroad DER for guidance if this situation arises.

Q: Should I encourage the employee to start drinking lots of water once they are notified of the test?

A: No, the employee should be told they cannot eat or drink until the breath collection has been completed. Excessive water drinking can result in a negative test.



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Conducting a Reasonable Suspicion Test

Manager Guidance

1. Isolate employee. Never delay a D&A test for any reason other than a medical emergency.
2. Inform employee that you plan to drug and/or alcohol test him/her and he/she must remain in your sight until released. Tell the employee to shut off all electrical devices and no eating, drinking or placing anything in his/her mouth. (If medical concerns come up, waive this for employee safety.)
3. Leave employee on duty until D&A testing is completed.
4. Call ADTS at 501-574-9711 right away, so a collector can be dispatched (breath alcohol dissipates very quickly). Request a reasonable suspicion test; be prepared to provide one or more signs and symptoms at this time. If you are not clear which testing authority to request, contact your railroad DER (Designated Employee Representative).
5. Contact a second manager to confirm your suspicions (you can always call back and cancel the ADTS dispatch, if needed).
 - a. Only one manager is needed for an alcohol test
 - b. Conducting a breath alcohol and drug test is always recommended if two symptoms can be found, even if the breath alcohol is positive. Having both tests to work from ensures proper treatment if co-dependency issues exist.
 - c. The onsite manager must have completed signs & symptoms training within the previous 3 years. The second manager can be in person or over the phone, training for this person is not mandatory, but is preferred.
6. Once the collector arrives you may release the employee into the collector's care, but it is important to stay in the area in case the collector has difficulty containing the situation. The collection process will likely take 30 minutes, but could take up to 3 hours.
7. Pull employee from service.
 - a. If breath alcohol is negative: Place in Physical Pending (PP) status if no positive results on the alcohol test, but we are waiting on the drug results. (This is the **ONLY** test type that allows standing down an employee for results.) Follow-up with DAT for results.
 - b. Positive breath alcohol on site – remove from service and contact your railroad property manager.
8. Ensure safe transportation for employee - if they must return for their car, they cannot do so for at least 8 hours. If employee leaves without authorization call 911 to report a driver suspected of being under the influence. Telling the employee this will happen usually keeps them from refusing the offered ride.

Note: Throughout all of these steps, **never** leave the employee unattended. All phone calls can be made in front of the employee; it is not necessary to protect them from what is happening. At any point you may remind the employee failure to cooperate with any of these instructions can result in a refusal (same as positive).



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What a Manager or Supervisor Must Know

Managers who supervise covered service employees are periodically trained in signs and symptoms of drug and alcohol misuse.

If a manager or supervisor suspects abuse they should ask themselves these questions:

1. Can I articulate any signs and symptoms?
2. Is the employee on duty or on company property?

Signs and symptoms can include, but are not limited to, the following:

- Smell of alcohol on breath
- Smell of marijuana on clothes
- Drowsy, Sleepy, Lethargic
- Stumbling, Unsteady Gait
- Agitated, Anxious, Restless
- Hostile, Belligerent
- Irritable, Moody
- Depressed, Withdrawn
- Unresponsive, Distracted
- Clumsy, Uncoordinated
- Tremors, Shakes
- Suspicious, Paranoid
- Hyperactive, Fidgety
- Inappropriate, Uninhibited behavior
- Forgetful, Slow responses
- Not understandable
- Exaggerated enunciation
- Bloodshot eyes
- Loud, boisterous
- Pinpoint or enlarged pupils
- Unfocused, Blank stare
- Dirty, Messy appearance

If a manager or supervisor observes an employee with signs and symptoms, while on duty or on company property, federal regulations and company policy require drug or alcohol testing immediately. At this point it is too late for a "Co-worker" or "Voluntary" referral. These "tools" are not available for employees who have been chosen or selected for testing.



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RAILROAD MANAGERS

Confidentiality

Drug & Alcohol Testing is Confidential

Giving pre-notification of testing to an employee is a violation of company policy, Federal Regulations, and GCOR rules 1.6 / 1.27.

1. Random testing: knowledge of scheduled random testing should be disclosed only to those that have a need to know.
2. For all scheduled testing: Never provide early notification of a drug or alcohol test; including using "insinuating" remarks to announce a test i.e.: "drink plenty of water" or "you might want to stay home tonight". Once an employee is notified of a test, you must escort them to the testing location or they must remain with you until delivered to the testing site.
3. Don't discuss drug and alcohol tests for any reason with those who don't need to know. Do not blanket email testing information – always maintain a controlled, need to know distribution on any correspondence. Never leave testing information unattended or written on a "sticky" note.

Employees' Test Results are Confidential

Discussing test results with anyone who does not have a need to know is a violation of GCOR rules 1.6 and 1.27. In addition, numerous violations under federal regulations can be assessed against the company and the offending manager for breach of confidentiality. To avoid this:

1. Do not discuss test results with anyone who does not have a direct need to know. Never under any circumstances should you discuss an employee's positive with his/her coworkers.
2. If a collector tells you a breath alcohol test is negative, it is negative. Do not pressure the collector for more information.



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