

A GOFF LIMOUSINE & BUS COMPANY LLC
18 New Life Drive, Ruckersville, VA 22968
434-979-5466

Alcohol and Drug Policy for Employees in Safety-Sensitive positions

Introduction and Policy Statement

A Goff Limousine & Bus Company (also referred to as “Company”) is committed to maintaining a safe and healthful environment for members of the A Goff Limousine & Bus Company community by promoting a drug-free environment as well as one free of the abuse of alcohol. Violations of this policy will be handled according to existing policies and procedures concerning the conduct of employees, staff and employees.

This policy is adopted in accordance with the Department of Transportation, Federal Motor Carrier Safety Administration.

Standards of Conduct

A Goff Limousine & Bus Company strictly prohibits the unlawful manufacture, sale, distribution, dispensation, possession or use of controlled substances or alcohol on Company property or as a part of any Company activity. All employees, staff and employees must comply with this policy as a condition of their employment or enrollment. Employees and staff members are prohibited from reporting to work under the influence of alcohol, chemicals, or drugs, including legally obtained prescription drugs, which impair one’s ability to perform normal work activities. All employees and staff members must notify their immediate supervisor(s) within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace or in the conduct of Company business.

Testing Requirement for Commercial Drivers Licenses (CDLs)

To meet requirements of the U.S. Department of Transportation (DOT), A Goff Limousine & Bus Company has established a drug and alcohol testing program for its employees who are drivers of its commercial motor vehicles requiring commercial drivers licenses (CDLs), and who perform safety-sensitive functions, e.g., operate a vehicle requiring a CDL. This drug and alcohol testing program also applies to applicants selected for hire for designated safety-sensitive positions. Participation in the drug and alcohol testing program is a condition of employment for these positions.

This program requires pre-employment drug testing as well as DOT mandated random testing of current employees who are required to have CDLs.

Questions regarding this requirement may be directed to Human Resources.

Pre Employment

Upon entering employment with A Goff Limousine & Bus Company new hires must be certified as policy compliant in either of the following manners:

- A DOT compliant pre-employment drug and alcohol screen at a company-approved, DOT-certified laboratory.
- Certification from a current employer that new hire is actively participating in a current DOT random drug-testing pool

Accidents

A Goff Limousine & Bus Company reserves the right to require that an employee undergo immediate drug and/or alcohol testing if the employee is involved in a vehicular accident while driving a Company-owned vehicle.

Additionally, DOT mandates post-accident testing for reportable accidents involving a fatality or a combination of factors whereby either an injured party was transported to an offsite medical facility or any vehicle was towed AND the A Goff Limousine & Bus employee driver was cited by law enforcement. In such circumstances, the test for alcohol must be completed in no less than two hours without recording a reason for the USDOT and eight (8) hours with a reason recorded, and drugs in no less than twenty-four hours without recording a reason for the USDOT and thirty-two hours with a reason recorded subsequent to a qualifying vehicular accident.

Reasonable Suspicion

When A Goff Limousine & Bus Company has reasonable cause to suspect that an employee unlawfully manufactured, distributed, possessed or used controlled substances, alcohol or drug paraphernalia on Company property or at any of its activities, A GOFF LIMOUSINE & BUS COMPANY reserves the right to require a drug and/or alcohol test at its discretion and at its sole expense. The Company reserves the right to inspect the employee's locker, desk, or other Company property under the control of the employee, at its sole discretion.

Violations

Violations of the standards of conduct will be dealt with on a case-by-case basis following the policies and procedures applicable to, as appropriate, employees. Sanctions may include, among other things, reprimand, warning, suspension, probation, expulsion or termination. Referral to an appropriate assistance or rehabilitation program also may be appropriate. Referral for prosecution will occur for serious violations.

A Goff Limousine & Bus Company will: (1) within 10 days after receiving notice that an employee has been convicted of any criminal drug statute violation occurring in the workplace or in the conduct of

Company business, to notify appropriate government agencies of such conviction; and (2) within 30 days after receiving such notice, to take appropriate personnel action against such employee up to and including termination and/or to require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Authorized Use of Prescribed Medicine

Employees and staff members undergoing prescribed medical treatment with any drug that interferes with their work activity must report this treatment to their supervisor. Prescribed medication should be kept in its original container, which identifies the drug, date, and prescribing doctor.

Drug and Alcohol Counseling, Treatment or Rehabilitation or Re-Entry Programs

Early recognition and treatment of drug or alcohol abuse are important for successful rehabilitation, and for reduced personal, family and social disruption. A GOFF LIMOUSINE & BUS COMPANY encourages the earliest possible diagnosis and treatment for drug and alcohol abuse, however, the decision to seek diagnosis and accept treatment for drug or alcohol abuse is the responsibility of the individual.

A Goff Limousine & Bus Company encourages employees, staff and employees to seek assistance in dealing with a substance abuse problem, or those problems of a family member, by contacting available resources.

Numerous non-company counseling programs exist in the area. Many programs advertise extensively in local media. Consultation with one's personal physician is advised prior to self-referral to such non-Company programs.

Health Risks

Drugs: A detailed description of the health risks associated with abuse of controlled substances is provided in the chart, Drug Uses and Effects, published by the U.S. Department of Justice's Drug Enforcement Administration (hr.wustl.edu, Workplace Support, Key Policies); Appendix A.

Alcohol: Abuse of alcohol can produce severe health risks, including death. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly

when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicated that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Legal Sanctions

Drugs: The manufacture, possession, sale, distribution, and use of controlled substances are prohibited by federal, state and local law; punishments range from fines to life imprisonment.

Drug and Alcohol Program Administrator, Medical Review Officer, Substance Abuse Professionals, Drug Testing Laboratories, Policy Effective Dates

Drug and Alcohol Program Administrator

The Company Program Administrator is the Company's designated official to receive drug and alcohol testing results from the medical review officer and breath alcohol technicians conducting tests under this policy. The Company Program Administrator will maintain copies of all training materials, policies, applicable Federal Regulations, and will be available to answer questions regarding these materials from anyone required to comply with this policy.

Drug and Alcohol Program Administrator (s)

Name: Dan Goff
Address: 18 New Life Drive
Ruckersville, VA 22968
Phone: 877-463-3227
Email: dan@agofflimo.com

Drug and Alcohol Consortium and Third Party Administrator

SmartStart
P.O. Box 61237
Raleigh, NC 27661
Phone: 919-355-5053
Fax: 919-355-5054

Medical Review Officer(s)

Dr. Donald Freeman
4237 Salisbury Road #312
Jacksonville, FL 32255
Phone: 904-332-0472

Substance Abuse Professional(s)

Charlottesville: ARS Pantops Clinic
1575 State Farm Boulevard Suite 2
Charlottesville VA 22911
(434) 220-0080

Lexington: Alleghany Highlands
311 S. Monroe Ave
Covington, VA 22426
(540) 965-2100

Norfolk: New Bridges
3500 Virginia Beach Blvd
Virginia Beach, VA 23452
(757) 455-8283

Northern Virginia: Horizons of Hope
11230 Waples Mill Road
Suite 125
Fairfax, VA 23220
(877) 292-1571

Richmond: Rubicon
1300 MacTvish Ave
Richmond, VA 23222
(804) 359-3255

Additional options may be found at the following website:
<http://nationalsubstanceabuseindex.org/virginia/facilities.php>

A Goff Limousine & Bus Company does not favor or recommend one facility over another. These listings are provided for informational purposes only.

LabCorp Drug Testing Laboratories

Charlottesville: LabCorp
600 Peter Jefferson Parkway
Suite 100
Charlottesville, Virginia 22911
(434) 293-2921

Lexington: LabCorp
5305 Valley Park Dr
Suite 7
Roanoke, VA 24019
(540) 563-9852

Richmond: LabCorp
505 Leigh St
Suite 103
Richmond, VA 23220
(804) 643-8631

Norfolk: LabCorp
1020 Independence Blvd
Suite 201
Virginia Beach, VA 23455
(757) 464-2300

Northern Virginia: LabCorp
21475 Ridgetop Cir
Suite 110
Dulles, VA 20166
(703) 406-0089

Other locations may be found at the following website: www.labcorp.com

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Alcohol and Drug Policy for DOT Covered Employees

Please sign and return this form:

I hereby affirm that I have received a copy of the A Goff Limousine & Bus Company Alcohol and Drug Policy for DOT Covered Employees.

Employee

Date