



A GOFF LIMOUSINE & BUS COMPANY
18 New Life Drive Ruckersville, VA 22968
(877) 463-3227

Non-Safety Sensitive (USDOT) Drug and Breath Alcohol Testing Policy

A Goff Limousine and Bus Company believes the employer and every employee share in the responsibility to provide an environment that is safe and free from the potential of injury caused by employees being influenced or impaired by alcohol, drugs or other controlled substances. Accordingly, being under the influence or impaired by alcohol or drugs is strictly prohibited.

STATEMENT OF POLICY

Prohibited Activity

A Goff Limousine and Bus Company strictly prohibits the possession, use, transfer or sale of alcohol, drugs or any controlled substance within or on company property.

A Goff Limousine and Bus Company strictly prohibits any employee reporting for or being at work under the influence of alcohol, illicit drugs or any controlled substance.

Prescription medication can only be allowed when a physician indicates that the drug will not alter the employee's fitness for duty. Supervisors must be notified prior to any employee working under the influence of drugs. Failure to notify supervision may result in disciplinary action.

Company Action

Any employee violating this policy will be subject to disciplinary action which may include termination.

TYPES OF TESTING

A Goff Limousine and Bus Company, at its' discretion, reserves the right to require drug and or alcohol testing for employees and/or prospective non-safety sensitive employees for pre-employment, random, or reasonable suspicion.

Urine Panel Selection

A Goff Limousine and Bus Company reserves the right to select what drugs will be included on the testing panel, which may include but is not limited to the following:

- Marijuana (THC)
- Amphetamines
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Barbituates
- Benzodiazepines

Breath/Swab

A Goff Limousine and Bus Company reserves the right to select which manner of non-urine test may be required.

Alcohol

Notification of Employee

Employees will be notified by a supervisor when a drug or alcohol test is required. Notification will be delivered in a confidential manner.

Specimen Collection

The time required for travel to and from the collection facility and the time spent during collection will be paid at the regular hourly rate per employee classification. Employees will be escorted by an authorized company representative when the reason for testing is reasonable suspicion or post-accident or injury.

Results

Drug and alcohol reports are confidential to A Goff Limousine and Bus Company management, the medical review officer, federal agencies authorized by law and the employee. The results will be stored for a minimum of one (1) year for negative tests and five (5) years for positive tests.

Employees may request a copy of their drug and alcohol testing reports through the Human Resources department.

Positive Tests

A Goff Limousine and Bus Company may take appropriate action, up to and including termination, in response to a positive drug or alcohol report.

However, if, in the sole opinion of the company, we believe the employee is seriously willing to commit to be drug-free, and the employee agrees to enroll in an approved drug rehabilitation program at his/her own cost and further agrees to undergo periodic testing at any time thereafter, as requested by the company, then the employee will have the opportunity of continued employment. If the employee later tests positive, he/she may be subject to immediate termination.

Employee Recourse

If an applicant disagrees with the results of the test, he/she may provide and pay for another test at an alternate testing facility approved by A Goff Limousine and Bus Company. The results of the most recent screen may be used as a basis for employment.

Testing Procedure

Specimen Collection Locations

Drug and alcohol testing will be conducted by a laboratory, clinic or hospital selected by A Goff Limousine And Bus Company.

A list of approved labs and collection sites will be available for employee or applicant review in the Human Resources department.

A supervisor will inform the employee of the reason for testing. Employees are required to present photo identification and be able to provide their Social Security number when reporting to the collection facility.

Refusal to Test and Inability to Provide Specimen

Refusal to Test

Employees who refuse to be tested maybe subject to immediate termination.

Inability to Provide Adequate Specimen

Employees who are unable to provide an adequate urine specimen for testing within four hours after consumption of a maximum of 24 ounces of water will be suspected of refusing to test (except when medical treatment prohibits the collection). Employees who fail to provide adequate breath for alcohol testing after three attempts will be suspected of refusing to test.

Employees suspected of refusing to test will be evaluated by a medical professional selected by the company prior to rendering a decision that the employee refused to test.

During the consultation with the medical professional evaluating an employee's physical ability to provide a specimen, additional functional capacity tests may be required, such as, but not limited to, blood and urine testing and pulmonary function tests.

Record Keeping

A Goff Limousine and Bus Company will record for one year which employees have been selected or required to submit to drug or alcohol testing. These records will be confidential to A Goff Limousine and Bus Company except as may be required by State or other Legal entities.

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 Non-CDL Employees.

Name

Signature

Date