

City Manager's Office
Administrative Order No: 018
Issued: 06/03
Revised: 10/03

Approved by Willis A. Casey
City Manager

Subject: Procedures for Transporting Employees to and from Drug and/or Alcohol Testing

Purpose:

Clarify the procedure for transporting employees who are required to submit to any drug and/or alcohol testing.

Policy:

A representative of the Human Resources Department shall drive any employee required to submit to drug and/or alcohol testing. In the event that no Human Resources representative is available, the employee shall be driven to the testing facility by his/her supervisor.

After the testing is completed, the following shall apply, depending upon the circumstances:

Negative Breath Alcohol Test/No Drug Test

The employee shall be returned to their worksite and resume working for the balance of the day.

Negative Breath Alcohol Test/Drug Test with No Result

For random testing, the employee shall be returned to their worksite and resume working for the balance of the day. For reasonable suspicion and post-accident testing, the employee shall be driven directly home from the testing facility.

Positive Breath Alcohol Test/Drug Test with No Result

The employee shall be driven directly home from the testing facility.

All questions should be directed to the Human Resources Department.