



ADMINISTRATIVE PROCEDURE

ALCOHOL AND CONTROLLED SUBSTANCES TESTING FOR SCHOOL VEHICLE DRIVERS

4110

Procedure No.

February 1, 2010

Date

I. **PURPOSE:** The State Board of Education mandates that each local school system implement an alcohol and controlled substances testing program for school vehicle drivers.

II. **DEFINITIONS:**

- A. A “school vehicle driver” shall be deemed as any individual who is presently employed, seeks employment, or is promoted to a position as a driver of a “school vehicle” which is either owned by or leased to the Board of Education of Prince George’s County.
- B. A “school vehicle” shall be deemed as any vehicle, which is used regularly for the exclusive transportation of children, students, or teachers for educational purposes, or in connection with a school activity, and is either a Type I or Type II school vehicle.
- C. A “Type I” or “Type II” school vehicle shall be deemed as any vehicle that is designed and constructed to carry passengers and provides a minimum of 15 inches of seating space per passenger.

III. **PROCEDURES:**

- A. All school vehicle drivers shall be subject to this Alcohol and Controlled Substances Testing Program as follows:
1. Upon application for employment or promotion to such a position.
 2. Upon the occurrence of an accident in which the school vehicle operated by such person was involved. The school vehicle driver should be tested in the event of an accident in which a person, either on the bus or in the other vehicle involved, is transported to a medical facility, or if it is necessary to tow the bus from the scene of the accident.
 3. When a Transportation Assistant has reasonable cause to believe that such person is using an illegal drug or alcohol.
 4. At random, in accordance with the State’s Drug Testing Program.
- B. Administration of Drug Testing:
1. Secure Medical Care, 10452 Baltimore Avenue, Beltsville, Maryland 20705, has been designated as the primary entity which will conduct drug tests as required by the State Department of Education and this Administrative Procedure; Fairfield Information Services, 133 S. Broad Street, Lancaster, Ohio 43130, has been designated as the secondary provider.
 2. All drug testing will be conducted by Secure Medical Care or Fairfield Information Services at the following locations:



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- a. Secure Medical Care
10452 Baltimore Avenue
Beltsville, Maryland 20705
301-441-3355
M-F 8:00 a.m. – 8:00 p.m.
Weekends and Holidays
10:00 a.m. – 6:00 p.m.
- b. LabCorp (Fairfield Information Services)
9131 Piscataway Road, Suite 130
Clinton, Maryland 20735
301-599-0477
M-F 7:00 a.m. – 3:30 p.m.
- c. LabCorp (Fairfield Information Services)
6188 Oxon Hill Road, Suite 104
Oxon Hill, Maryland 20745
301-567-2819
M-F 7:00 a.m. – 4:30 p.m.
Sat. 7:00 a.m. - 11:00 a.m.
- d. LabCorp (Fairfield Information Services)
12070 Old Line Center, Suite 201
Waldorf, Maryland 20601
301-638-1457
M-F 7:00 a.m. – 5:00 p.m.
Sat. 7:00 a.m. – 11:00 a.m.
- e. LabCorp (Fairfield Information Services)
11350 Pembroke Square, Suite 301
Waldorf, Maryland 20601
301-396-4066
Sat. 7:00 a.m. – 11:00 a.m.
- f. LabCorp (Fairfield Information Services)
3500 Old Washington Road, Suite 104
Waldorf, Maryland 20601
301-843-4066
M-F 7:00 a.m. – 5:00 p.m.
- g. LabCorp (Fairfield Information Services)
4000 Mitchellville Road, Suite 420B
Bowie, Maryland 20716
301-805-9836
M-F 7:00 a.m. – 4:30 p.m.
Sat. 8:00 a.m. – 12 noon
- C. School vehicle drivers directed for drug testing will be ordered to appear at a specific time on a regular duty day and during their regular duty hours, at one of the above three locations. Time so taken by a school vehicle driver shall be deemed as regular duty time for which regular salary will be paid.
- D. School vehicle drivers directed for alcohol testing will be notified by their supervisor of the test which will be administered by one of the Transportation Assistants certified to do so. The test will be conducted in a private area at the bus lot upon receipt of the notification to employee by a certified technician other than the immediate supervisor.



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- E. Failure to appear and submit for drug/alcohol testing, or failure to produce a sufficient sample for testing, shall:
1. Bar any applicant for employment from being hired to a position in the Prince George's County Public Schools,
 2. Permanently disqualify an employee from operating a school vehicle, or
 3. Be terminated from employment with the Board of Education of Prince George's County.
- F. Return to Service of Disqualified Drivers.
1. An individual who has been disqualified from driving a school vehicle in Maryland may not return to service as a school vehicle driver in the school system unless the individual submits to the Director of Transportation a statement signed by a substance abuse professional certifying under oath that the individual has:
 - a. Been determined, by the substance abuse professional, to be a recovering alcoholic or drug addict;
 - b. Successfully participated in a drug or alcohol abuse treatment program prescribed by the substance abuse professional of at least six (6) month duration and has not tested positive for alcohol or controlled substances, as appropriate, at any point during the rehabilitation program; and
 - c. Been free of alcohol or controlled substances for at least ten (10) years, including the six (6) month period in which the individual participated in a rehabilitation program.
 2. An individual who has been disqualified from driving a school vehicle in Maryland shall pass a return-to-duty test before returning to service as a school vehicle driver.
 3. An individual who has been placed in service as a school vehicle driver shall be subject to follow-up testing for up to sixty (60) months.
- IV. **RELATED REGULATIONS:** COMAR 13A.06.07.10, Alcohol and Controlled Substances Use and Testing, and Section 11-154 of the Transportation Article of the Annotated Code of Maryland.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Chief Administrator for Supporting Services and will be updated as necessary.



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- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 4110, dated March 1, 2006.
- VII. **EFFECTIVE DATE:** February 1, 2010.

Approved by:
William R. Hite
Superintendent of Schools

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11