



other actions that indicate a possible error in judgment or negligence, or other violations of the drug or other school district policy.

The supervisor or supervisors requesting testing shall prepare and sign written documents explaining the circumstances and evidence upon which they relied within 24 hours of the testing, or before the results of the tests are released, whichever is earlier. The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or designee who has been trained for at least 60 minutes on alcohol misuse and an additional 60 minutes on controlled substance misuse. While one supervisor may request a reasonable cause test, when feasible, supervisors are encouraged to obtain a second supervisor as a witness.

## 2. Random Testing

The Jackson Public School District will conduct random, unannounced screening for alcohol and controlled substances for all employees under the Omnibus Transportation Employee Testing Act of 1991 and those employees who hold safety-sensitive positions, including employees in the following job categories or those employees who drive district vehicles as the primary duties in carrying out their job responsibilities: bus drivers, bus aides, mechanics, gas attendants, offset equipment operator I, offset equipment operator II, graphic arts specialist III, darkroom specialist II, crew foreman, coordinator in bonds and facilities, carpentry, climate control, courier, custodians, drivers education, electronics department, electrical department, fixed asset, food service employees at school sites, food service warehouse, plant and operations, plumbing department, preventative maintenance, JROTC, safety and security, site care, and warehouse central will be screened for controlled substances only. The school district will administer tests of employees in a number equal to or greater than 50 percent of the workforce — without advance notice — in the first 12 months of testing. All employees are prohibited from possessing, drinking, or being impaired or intoxicated by alcohol while at work or on duty. While employees are prohibited from having any alcohol present in their system while on duty, a breath alcohol concentration (BAC) of .04 will be accepted as presumptive evidence of intoxication. Additionally, mandated employees (employees subject to provisions of 49 C.F.R. Part 40 and the Omnibus Transportation Employee Testing Act of 1991) with a BAC of .02-.039 will be placed out-of-service for a period of no less than 24 hours.

the drug program coordinator. The list of employees in the random pool will be





GBEM PROCEDURES

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Where necessary, Jackson Public School District representative or medical personnel may obtain a specimen outside of a designated collection site (such as, at a public restroom at an accident









**JACKSON PUBLIC SCHOOL DISTRICT**

**EMPLOYMENT CONSENT/RELEASE FORM**

I have read policy GBEM, Drugs and Alcohol and agree to abide by the Jackson Public School District's drug and alcohol rules. I agree to submit to drug or alcohol tests at any time as a condition for my initial or continued employment. I authorize any laboratory or medical provider to release test results to the Jackson Public School District and its medical review officer.

I expressly authorize the district or its medical review officer to release any test-related information, including positive results, to the unemployment compensation commission or other government agency investigating my employment or the termination thereof.

I understand that this agreement in no way limits my right to terminate my employment or be terminated in accordance with federal and state law.

\_\_\_\_\_

DATE

\_\_\_\_\_

EMPLOYEE SIGNATURE

MAY 2005

JUNE 2006

MARCH 2023