

CPTC Procedure: Safe Driver Procedure for Commercial Truck Driving Program

PROGRAM DESCRIPTION

The Commercial Truck Driving (CTD) Technical Certificate of Credit (TCC) program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and descriptions on all types of roads. The CTD program prepares students for the Georgia Commercial Driver's License (CDL) Skills Exam.

PROGRAM GUIDELINES

All Coastal Pines Technical College's (CPTC) instructional sites are "drug-free". More information on the College's drug-free campus (instructional site) procedure can be found in the College Handbook.

CPTC is committed to providing an environment that ensures the safety and well-being of employees, students, campus visitors, and the general public. The College prohibits influences that may have a detrimental effect upon the orderly, safe, and efficient operation of Commercial Motor Vehicles (CMV) as defined by the Federal Motor Carrier Safety Regulations (FMCSR) and Department of Transportation (DOT) Regulations.

Students who enroll in the CTD program are subject to all FMCSR and DOT Regulations as they apply to the "professional driver" employee and must follow the College's CTD Safe Driver Procedure to meet program standards and competencies. This procedure is in compliance with State Board Policy 4.8.1 Drug-Free Workplace and the Technical College System of Georgia (TCSG) Procedure: 4.8.1p2 Drug Testing: U.S. DOT and FMCSA Regulation Positions.

A student is responsible for withdrawing from the CTD program and related CTDL courses if he or she is not allowed to or unable to complete any required safety-sensitive function and is informed of the deficiency by the instructor. Withdrawal from courses may result in a loss of a student's financial aid. Incomplete or improper withdrawals by a student may result in a Withdrawal-Failing (WF) grade

STUDENT FILES

Student files must contain copies of the student's Motor Vehicle Record (MVR), commercial learner permit, DOT physical, completion of drug and alcohol awareness and prevention training, alcohol test and a DOT 5-panel drug screen completion form before he or she can perform specific safety-sensitive functions.

Student files will be stored in a locked cabinet in the office of the CTD Instructor and kept for five years. Official copies of the alcohol test and DOT 5-panel drug screening results will be kept in the office of the Commercial Truck Driving Drug Testing Coordinator (CTDDTC). Students must sign a "Drug and Alcohol Testing History Release of Information" form. This form will be kept in the CTDDTC office until program completion and then transferred to the Admissions Office as permanent records.

Motor Vehicle Record (MVR)

A complete and satisfactory MVR must be received by the CTD Instructor no earlier than 30 days prior to the program's first driving course (CTDL 1021/1022) and prior to performing safety-sensitive functions as indicated in the Categories of Drivers and Required Documentation

section. A satisfactory MVR must document that a student:

- does not have in excess of 8 current points,
- does not have 4 or more moving violations in one year, and
- does not have any DUI's within the previous three years.

Commercial Learner Permit

The Instructor must receive a copy of the student driver's commercial learner permit prior to the start of CTDL 1010 and prior to performing safety-sensitive functions as indicated in the Categories of Drivers and Required Documentation section.

DOT Physical

A student's DOT physical must be received by the Instructor prior to the first day of class (CTDL 1021/1022) and prior to performing safety-sensitive functions as indicated in the Categories of Drivers and Required Documentation section. The physical must be completed by a Certified Medical Examiner who has been approved by the FMCSA. Approved providers can be found at <https://nationalregistry.fmcsa.dot.gov/NRPublicUI/Drivers.seam>.

Alcohol and 5-Panel DOT Drug Screening

Student drivers will be subject to pre-employment and random 5-panel DOT drug and alcohol screenings. Results of the 5-Panel DOT Drug pre-employment screening must be received by the instructor prior to the first day of class (CTDL 1021). Drug and alcohol screening results must be received and approved prior to performing any safety-sensitive function.

The 5-panel DOT drug screening will include marijuana, cocaine, amphetamines (amphetamine, methamphetamine, MDMA, MDA, MDEA), opiates (codeine, morphine, heroin), and phencyclidine. Each student must submit to pre-employment and random drug and alcohol screenings. Upon notification to report for drug and alcohol screening, each CTD student must immediately report to an EZDOT mobile collection site in Baxley, Brunswick or Waycross with picture identification and the drug screening letter from his or her CTD instructor.

Drug screening is conducted by collecting a urine sample. The urine sample is tested by a certified laboratory that follows specific collection and chain of custody procedures to ensure that the test is not compromised. Laboratory reports are forwarded (by the lab) to a Medical Review Officer (MRO) for review and a final determination of the results. Upon receiving a positive laboratory report, the MRO will attempt to contact the student at the telephone numbers listed on the drug screening letter to privately discuss the results. The MRO will determine if there is an alternative medical explanation for a positive report.

The MRO will report the test results as positive if the student:

- expressly refuses to discuss the test results with the MRO;
- declines the opportunity to provide an explanation for the results;
- admits to the use of one or more illegal drug(s); or,
- is unable to provide an alternative medical explanation for the presence of one or more illegal drug(s).

The MRO will notify CPTC's CTDDTC of a positive test result. A CTD student who tests positive for the presence of illegal drug(s) will not be able to continue in the program as he or she fails to fit the criteria required to perform safety-sensitive functions.

An Alcohol Breath test shall be conducted only by a certified Breath Alcohol Technician at a

breath testing site (e.g., a medical center, testing laboratory, or law enforcement agency) or, as applicable, on-site.

- A student whose alcohol confirmation test indicates an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to perform safety-sensitive functions for a period of 24 hours after receipt of the results by the DTC.
- A student whose alcohol confirmation test indicates an alcohol concentration of 0.04 or greater will not be permitted to perform safety-sensitive functions and will not be able to complete the CTD program.

An EZDOT representative will give each student his or her completed drug and alcohol test form. The student must present the same form to the CTD Instructor prior to or on the first day of class (CTDL 1021). The instructor will give the form to the College's CTDDTC for review and filing. The CTDDTC will notify the student prior to the start of class, if applicable.

A student who fails to present the form to the instructor will not be permitted to perform safety-sensitive functions and will not be able to complete the CTD program.

In cases of verified positive drug screen results and alcohol concentrations 0.04 or greater on pre-employment tests, the CTDDTC will notify the student (by phone and letter) that he or she will not be permitted to perform safety-sensitive functions and will have his or her position in the CTD program forfeited. The CTDDTC will also notify the Dean for Academic Affairs, Technical and Industrial Division.

In cases of verified positive drug screen results and alcohol concentrations 0.04 or greater on random tests, the CTDDTC will notify the student that he or she will not be permitted to perform safety-sensitive functions and will have his or her position in the CTD program forfeited. A formal letter of regret and notification will be sent to the student by the Dean for Academic Affairs, Technical & Industrial Division.

Student Appeals will follow the Academic Appeals process as outlined in the College Handbook.

The CTDDTC will also email (or fax) all drug screening results (negative or positive / pre-enrollment or random) to the appropriate full-time CTD Instructor for student class records.

Student Refusal to take Drug or Alcohol Tests

A student is considered to have refused drug or alcohol testing if he or she:

- expressly refuses to submit to testing;
- engages in conduct that clearly obstructs the testing process;
- fails to appear/report for testing at the identified time and date;
- fails to remain readily available for testing or leaves the testing site before providing an adequate sample;
- fails to provide adequate urine for drug testing without a valid medical reason (i.e., a medical statement from a treating health care provider must be received indicating that the employee is under treatment for a condition that supports the inability to provide adequate urine for the test).

(NOTE: 49 CFR 40.193 includes specific procedures that must be followed if an employee in a safety-sensitive position (i.e., a CTD holder) does not provide adequate urine. These same procedures should be followed if a student provides an inadequate urine sample or if a MRO determines that a student's urine sample has been adulterated or substituted).

Students who refuse to complete drug and alcohol screenings as instructed will not be permitted to perform safety-sensitive functions. Students who refuse pre-employment drug and alcohol screenings will have their position in the CTD program forfeited. Students who refuse random drug and alcohol screenings will not be permitted to perform safety-sensitive functions and will not be able to complete the academic program.

Drug and Alcohol Prevention Training

All CTD students must complete mandatory drug and alcohol awareness and prevention training. Instructors will send guidelines for training to CTD students via CPTC email. The following links provide additional information on the effects of drugs and alcohol:

- <https://www.ncadd.org/about-addiction/alcohol>
- <https://www.ncadd.org/about-addiction/drugs>

Categories of Drivers and Required Documentation

A driver is anyone who operates a commercial motor vehicle (CMV). This includes instructors and student drivers. At all times, drivers must be able to perform safety-sensitive functions as defined by FMCSR:

- at a facility or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer (for the student driver, this also includes all scheduled lecture time, MVR, pre-employment and random drug and alcohol test);
- inspecting equipment (MVR, pre-employment and random drug and alcohol test);
- other than driving time, in or upon any CMV except time spent resting in a sleeper berth (MVR, pre-employment and random drug and alcohol test, physical, Commercial Driver Permit)
- loading or unloading a vehicle, supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining ready to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded (MVR, pre-employment and random drug and alcohol test, physical, Commercial Driver Permit)
- repairing, obtaining assistance for, or remaining with a disabled vehicle (MVR, pre-employment and random drug and alcohol test, physical, Commercial Driver Permit)
- all drivers who operate CMVs are subject to random drug and alcohol screening and must maintain compliance.

Prohibited Behavior

- Drivers must not consume alcohol neither while on duty nor four hours prior to scheduled duty time.
- Drivers must not consume alcohol up to eight hours following an accident or until the driver undergoes a post-accident test, whichever occurs first.
- Drivers must not report for duty or remain on duty that requires performing any safety-sensitive functions when using any controlled substance, except when the use is at the instruction of a physician who has advised the driver that the substance does not adversely affect the ability to safely operate a CMV.
- For the student driver, "duty" time is any scheduled class time, on or off campus.
- Failed drug and alcohol tests
 - Student drivers who fail a drug and/or alcohol test are advised to contact one of the following DOT certified Substance Abuse Professionals (SAP):
 - **Mr. Charles E. Tift** , 36 Coates Rd Hinesville, GA 31313-1013 912-369-5992
 - **Mr. Jason A. Hill**, 147 Colonial Way Brunswick, GA 31520 912-222-3851

- **Ms. Lucretia D Andrews**, 2405 Bemiss Road Valdosta, GA 31602 229-333-2351

More SAPs can be found at the following link: <http://www.naadac.org/sap-directory>

A student driver who fails a drug and/or alcohol test will not be able to complete the program or another commercial truck driving program at a TCSG institution until documentation of successful completion of a return to duty program as prescribed by a Substance Abuse Counselor has been received by the CTDDTC. This information will be indicated in the student's Banner account in accordance to the TCSG Data Policy #CR1720 Commercial Truck Driving Drug Test Failure. Data Center policies are listed on the Knowledge Management System (KMS).

STATEMENT OF NON-DISCRIMINATION AND COMPLIANCE

The Technical College System of Georgia (TCSG) and its constituent technical colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all TCSG and technical college-administered programs, federally financed programs, and educational programs and activities involving admissions, scholarships and loans, student life and athletics. It also applies to the recruitment and employment of personnel and the contracting for goods and services. Coastal Pines Technical College (CPTC) is a unit of the TCSG.

The Technical College System and technical colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity. The following persons have been designated to handle inquiries regarding Coastal Pines Technical College non-discrimination policies:

<p>Title IX Coordinator Jesup Katrina Howard 1777 West Cherry Street Jesup, Georgia 31545 (912) 427-5876 khoward@coastalpines.edu</p>	<p>ADA/Section 504 Coordinator Jesup Karla Nordone 1777 West Cherry Street Jesup, Georgia 31545 (912) 427-5899 knordone@coastalpines.edu</p>	<p>EEO/AA Coordinator Jesup Katrina Howard 1777 West Cherry Street Jesup, Georgia 31545 (912) 427-5876 khoward@coastalpines.edu</p>
<p>Waycross Emily Harris 1701 Carswell Avenue Waycross, Georgia 31503 (912) 287-4098 eharris@coastalpines.edu</p>	<p>Jesup Karla Nordone 1777 West Cherry Street Jesup, Georgia 31545 (912) 427-5899 knordone@coastalpines.edu</p>	<p>Waycross Emily Harris 1701 Carswell Avenue Waycross, Georgia 31503 (912) 287-4098 eharris@coastalpines.edu</p>

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

Responsibility:

The Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

Adopted: March 9, 2016

Revised: February 13, 2024