

Conway Construction Company Drug & Alcohol Policy & Information

Conway Construction Company is committed to providing a safe workplace for its employees, and the company is also committed to placing safe, professional drivers in its vehicles. We intend our workplace to be drug free, and the employees will be free from the effects of alcohol while on duty. A critical part of the company's program is compliance with the Federal Motor Carrier Safety Regulations CFR, Part . The following is provided in accordance with Part :

DESIGNATED EMPLOYER CONTACT

Lauri Conway is the company's contact person. If you have questions or need information about the Controlled Substance Program, you can reach her at **(360) 901-1308**.

CATEGORIES SUBJECT TO TESTING

All employees are subject to controlled substance testing. All vehicle drivers who hold a Commercial Driver's License, who work part time or full time for Conway Construction Company are subject to the controlled substance testing provisions in Part 382.

SAFETY SENSITIVE FUNCTIONS

All employees are considered to be performing safety sensitive functions during any period in which they are actually performing, ready to perform, or immediately available to perform work including a driver of a commercial motor vehicle. These functions are further defined as:

1. Time at a terminal, facility or other property waiting to be dispatched.
2. Time inspecting equipment as required, or serving/conditioning a motor vehicle.
3. Driving and performing any commercial vehicle or remaining in readiness to operate a vehicle, equipment, and tools/machinery
4. Time spent supervising or assisting, loading or unloading a vehicle or equipment on job site.
5. Time spent loading or unloading a vehicle or remaining in readiness to operate a vehicle, equipment, and/or tools/machinery.
6. Time spent attending a vehicle or equipment being unloaded.
7. Time spent performing driver/employee requirements relating to accidents.
8. Time spent repairing, obtaining assistance or remaining in attendance upon a disabled vehicle or equipment, tolls or machinery.
9. Time spent providing a breath or urine sample in compliance with the requirements of Part 382.

PROHIBITED CONDUCT

Specifically, all employees including drivers who are performing safety sensitive functions must comply with the following:

1. No employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 percent or greater.
2. No employee shall possess alcohol, unless the alcohol is manifested and transported as part of a shipment.
3. No employee shall use alcohol while performing safety sensitive functions.
4. No employee shall perform safety sensitive functions within four hours of using alcohol.
5. No employee required to take a post accident alcohol test shall use alcohol for eight hours following the accident, or until he or she undergoes a post accident alcohol test, whichever occurs first.
6. No employee shall refuse to submit to a post accident, random, reasonable suspicions, follow-up alcohol or controlled substances test.
7. No employee shall report for duty or remain on duty when the employee uses any controlled substance. An exception is when the use of the controlled substance is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle or any other task. (The employer may require an employee to inform the employer of any therapeutic drug use.) Note: The use of another individual's prescription medicine may be considered prohibited controlled substance use.
8. No employee shall report for duty, remain on duty, or perform a safety sensitive function, if the driver tests positive for controlled substances.

TYPEST OF TESTING

The following alcohol and controlled substance tests will be performed. In order for the employee to be allowed to perform safety sensitive functions, a negative result for controlled substances and an alcohol concentration of less than 0.02 percent will be necessary. (A concentration between 0.02 - 0.039 percent will result in a 24-hour disqualification. A concentration of 0.04 percent will result in a positive test.) The types of testing are:

1. **Pre-employment** – administered prior to an employee performing safety functions for the first time for an employer. (Controlled substances testing only)
2. **Post accident** – administered as soon as practicable, following an accident involving a commercial motor vehicle, if there is a fatality, or the driver is cited for a moving traffic violation. (We must test for alcohol within eight hours of the accident, and controlled substances within 32 hours.)
3. **Random** – administered if an employee's name is selected in a random drawing, conducted periodically throughout the year. Employee notified of a random selection must submit immediately for testing.
4. **Reasonable suspicion** – administered if the employer has reasonable suspicion to believe the employee is in violation of any of the prohibitions listed above.
5. **Return to duty** – administered prior to a driver returning to duty, following a "positive" controlled substance or alcohol test. We must also administer a return to duty test if the driver is disqualified from the random pool for any reason, and then re-enters the random pool.
6. **Follow-up** – administered if the driver has refused to test or tested positive, and wishes to be re-qualified to perform safety sensitive functions, he/she must be counseled by a Substance Abuse Professional (SAP), follow the recommended program, and then produce a negative "Return to Duty" test result. The SAP will then direct the company to administer a minimum of six "Follow-up" tests in the next 12 months. This number may be increased by the SAP. The company will select the times for the follow-up tests.

TESTING PROCEDURES

All testing will be performed with procedures that are outlined in the Code of Regulations, Part 40. These procedures are designed to protect the driver, maintain integrity in the testing process and safeguard the validity of the test results.

CONSEQUENCES OF PROHIBITED CONDUCT

Any employee who engages in conduct prohibited by Part 382 will be immediately removed from performing any safety sensitive functions. In addition, the driver will be subject to termination from his/her employment with Conway Construction Company. Under the company's current policy, the employee who tests positive will be offered a "once per lifetime" last chance to be reinstated. The reinstatement will be subject to the employee submitting to a treatment needs assessment by the authorized Substance Abuse Professional, and the following and completing the recommended treatment. In addition, the employee will be required to submit to a "Return to Duty Controlled Substance and/or Alcohol Test".

REFUSAL TO TEST

If any employee refuses to test under the conditions outlined in Part 382, the refusal will be treated as a positive result, and will be subject to consequences of a positive test.

INFORMATION

The following pages contain information regarding the symptoms and effects of the use of alcohol and controlled substance. All employees are encouraged to be familiar with this document and with the requirements of the Federal Motor Carrier Safety Regulations, Part 382 and Part 40

**Alcohol and Controlled Substances
Physical Symptoms, Uses and Effects**

General signs of abuse of alcohol and controlled substance include:

- Tardiness or absenteeism
- Borrowing money from co-workers
- Problems with relationships
- Increased irritability
- Decreased attention span
- Difficulty remembering instructions
- Taking criticism personally
- Denial of any problem
- Paraphernalia present

Types of paraphernalia:

- Roach clips
- Cigarette papers
- Pipes, bong
- Razor blades, small mirrors
- Small spoons and straws
- White powder
- Syringes, needles
- Eye droppers
- Rubber tubing

Physical Symptoms

Uses and Effects

Marijuana

Red Eyes	Some medical uses for THC
Pale face	Effect last 2-4 hours, stays in system for several days/weeks, stored in fat tissues
Strong odor, like burning rope	Smoked or taken daily
Loud, boisterous in early stages	Causes euphoria, increased appetite, disoriented behavior
Sleepy, stuporous in later stages	Relaxed inhibitions, negative effect on peripheral vision

Cocaine

Runny nose, nasal problems	May be used as a local anesthetic
Needle marks on arms	Highly addictive
Dizziness	Effect lasts 1-2 hours
Dilated pupils, dry mouth and nose	Increased alertness, euphoria, excitation, increased pulse and blood pressure, insomnia, loss of appetite
Bad breath, frequent lip licking	Overdose can cause agitation, hallucination, convulsions, possible death

Drowsiness, lethargy	Used as a pain killer, cough medicine
Slurred speech	Highly addictive (codeine is moderately addictive)
Constricted pupils	Effect lasts 3-6 hours
Needle scars	Sniffed, injected, smoked, taken orally
Loss of appetite, nausea, flushed face	Causes euphoria, drowsiness, nausea
Convulsions	Overdoses can cause slow shallow breathing, clammy skin, possible death

PCP

Increased heart rate/blood pressure	No medical uses
Flushing, sweating, dizziness, numbness, drowsiness	Highly addictive, effect lasts several days
Pupils dilated	Effect lasts 3-6 hours
Needle scars	Smoked, injected, taken orally
Loss of appetite, nausea, flushed face	Causes euphoria, drowsiness, nausea
Rigid muscles, deadened actions	Causes illusions, hallucinations
Symptoms of intoxication without the smell of alcohol	Overdose may cause more intense trips, possible death

Amphetamines

Increased heart and breathing	Used for weight control, to treat narcolepsy, attention deficit disorder
High blood pressure, high fever	Highly addictive
Dilated pupils	Effect lasts 2-4 hours
Decreased appetite, dry mouth	Injected or taken orally
Sweating, headache, blurred vision, dizziness	Increased alertness, pulse, and blood pressure, insomnia, loss of appetite, euphoria, excitation
Unable to sleep	Overdose may cause agitation convulsions, possible death

Alcohol

Sleepiness	Limited medical use, over the counter sleep aids, cough syrups
Slurred speech	Addictive, any be generic
Trouble walking	Moody, emotionally unstable
Has the "shakes", hangover (headaches)	Accident prone
Blackouts, smell of alcohol	Withdrawn, may be violent or overly talkative