



U.S. Department of Transportation
Federal Transit Administration



Implementation Guidelines for Drug and Alcohol Regulations in Public Transportation

Background

In 1991, the US Congress recognized the need for a drug and alcohol-free transportation industry and passed the Omnibus Transportation Employee Testing Act, which required all US Department of Transportation agencies to implement drug and alcohol testing of safety-sensitive employees. Within US DOT, the Office of Drug and Alcohol Policy and Compliance publishes rules on how to conduct those tests, what procedures to use when testing, and how to return an employee to safety-sensitive duties after a drug or alcohol rule violation.

As a condition of receiving FTA funding, transit employers must develop, implement, and manage their own alcohol and drug testing program. Any recipient or subrecipient of federal financial assistance under 49 United States Code (U.S.C.) 5307, 5309, 5311, or 5339 must comply with these rules. The regulations also apply, with limited exception, to any contractor who performs safety-sensitive functions for a recipient or subrecipient of this funding.

This document provides updated guidance on the *Implementation Guidelines for Drug and Alcohol Regulations in Public Transportation* last revised in October 2009.

Objectives

These guidelines are intended to provide employers with the knowledge and resources needed to develop, implement, and manage a drug and alcohol testing program complying with FTA and US DOT rules. Employers with well-established drug and alcohol testing programs also can use these guidelines to assess their level of compliance, validate policies and procedures, and identify areas that require modification.

Findings and Conclusions

These implementation guidelines offer current resources and best practices for helping transit employers improve the effectiveness of their regulatory management related to drug and alcohol testing.

This document aims to equip transit employers with the knowledge and resources needed to establish their own successful drug and alcohol program that complies with FTA and US DOT regulations. The guidelines explain the various elements of a compliant program and contain examples of documents, checklists, and forms that may be used by individual transit employers to implement their own programs.

Major subjects in these guidelines are streamlined to highlight key processes and steps. The following are included:

- Policy development and communication for required information, including a listing of required elements.
- Training and education requirements for employees and supervisors.
- Testing categories for six required tests, from pre-employment to follow-up, and other general testing requirements.
- Drug and alcohol testing procedures, presented in easy-to-follow steps. Employer responsibilities and actions are readily identified.
- Roles and responsibilities of service agents working within the US Department of Transportation drug and alcohol testing program.
- Recordkeeping and reporting requirements, including a records retention checklist.

FTA has produced additional manuals, training aids, and informational reports to further assist employers in the successful implementation of a compliant program, and ODAPC publishes procedural guidelines for service agents, including collection site personnel, medical review officers, and substance abuse professionals. Where appropriate, these additional resources are identified.

Benefits

FTA recognizes that prohibited drug use and alcohol misuse affect everyone in the United States. A robust testing program is the best tool employers have to deter illegal drug and alcohol use in the workplace, which prevents injuries, saves lives, and reduces employer liability. These up-to-date guidelines will assist transit employers in establishing their own drug and alcohol testing program that complies with Federal Transit Administration regulations.

Project Information

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