

DATE: August, 1998

TO: Catholic School Principals and Transportation Supervisors

FROM: Thomas M. Rashid, Administrator
Health, Athletics, Physical Education and Safety Services

RE: Required Drug and Alcohol Testing for Bus Drivers

Drug and Alcohol Testing are required of all those who have a commercial driver's license (CDL) particularly bus drivers, effective January 1, 1996. You must sign your drivers up NOW with a company (see list) and into a pool of people with the CDL license. It is each schools responsibility to contract with a company who does the testing and test record keeping and management.

Our office has spoken with all those individuals listed this past week and they are expecting your call or communication. Arrangements will be directly with the company or with the Intermediate School District (ISD) as noted on the enclosed page.

You should have a working understanding of what is involved.

THREE AREAS OF COMPLIANCE WITH THE FEDERAL LAW:

1. Drug and alcohol testing. Three types a) random b) prior to employment and c) post accident. The recordkeeping, selection, and management of the testing are too extensive and must be done by an outside company. The procedure for each company/ISD is listed. You can use the company for your county or shop the list. Consider cost before signing on. What is actually needed is their clinical facilities for testing and their management and recordkeeping of the testing. You may also want their facilities for after care in the event a driver tests positive. The cost to the school involves a fee for each driver (we've heard prices range from \$45.00 to \$65.00 per driver) or a per school fee (ranging from \$300.00 to \$800.00) The higher per school rates can apply if the company is writing your policy, which is not necessary as one is enclosed.

2. Written policy in each school: Sample policy (fill in the school name) from our office is enclosed as written by our legal counsel. The company you are dealing with or ISD should provide you with written procedures for administration of their testing that makes your policy complete and should be kept on file at school.. Watch extra cost for entire policy. **You should ask for these written testing procedures from the company doing the testing and place in your school file with the written policy..**

3. Two hours of required training for Transportation Supervisor on drug/alcohol education (spotting drivers under the influence). This will be available from many sources including .the company/ISD. Transportation Supervisors should receive this training through their testing company. In many cases your school will appoint their driver to also serve as the "Transportation Supervisor", who should be a certified bus driver.

We suggest contacting the first company/ISD listed for your area. If you are not satisfied with the company listed for your area, most all have indicated a willingness to take on any of our schools. Factors to consider: similarity to local public school procedures, location of clinics, and cost. Remember you already have the written policy and can arrange for the 2 hour drug/alcohol supervisor education at a nominal cost. Watch for or ask your company/ISD the dates of these training meetings; some of which will be very soon.

OVER

Be prepared to provide the following information to the Company/ISD in your area:

School: name, address, phone, name of principal and name of transportation supervisor
Driver(s): name, address, phone, social security, date of birth, date of hire, CDL Class..

WAYNE COUNTY: DRUG TESTING & MANAGEMENT SERVICES
(CONCENTRA OCCUPATIONAL HEALTH CENTERS)

Fax or mail information to Julie Horton (to enter drivers in pool)
2403 Porter, S.W.
Grand Rapids, Michigan 49509
Phone: 616-538-4447
FAX: 616-538-4233
Lauri Smith - Local Sales Rep.
Pager: 810-860-9224

WAYNE COUNTY, additional OAKWOOD HOSPITAL OCCUPATIONAL HEALTH

Pat Bruen
Phone: 313-791-4541
FAX: 313-791-4553

Some schools have used Oakwood's network with success. They have six clinics in western and southern Wayne county (Romulus, Trenton, Lincoln Park, Dearborn, Canton)

OAKLAND COUNTY: SPECIALISTS LIMITED

Fax or mail information to Colleen Leedy
315 N. Roslin
Waterford, MI 48328 (on site testing available)
Phone: 1-800-449-8498
FAX: 1-248-683-8361

MACOMB COUNTY: Macomb Intermediate School District

David Ogg, Asst. Superintendent
44001 Garfield
Clinton Township, MI 48038
Phone: 810-228-3305
FAX: 810-286-4420

Macomb Intermediate has contracted with two companies: Ideal Occupational Clinics and Drug Testing Management Services (DTMS). Schools should contact David Ogg at the ISD directly and indicate your intention to participate and contracts will be sent to you.

MONROE: CORPORATE CONNECTION

Carol Ohs
730 North Macomb Suite 128
Monroe, MI 48162
Phone: 734-242-7407
FAX: 734-242-3324

Many schools in the Monroe area are using this company, others are using Oakwood (see Wayne County). Be sure to consider the size of the pool that your driver(s) are entering. It should be large enough to accommodate random selection..

ST. CLAIR COUNTY: St. Clair County Intermediate School District

Mike Down, Supervisor of Transportation
P.O. Box 5001
Port Huron, MI 48061-5001
Phone: 810-364-8990
FAX: 810-364-3251

St. Clair Intermediate has contracted with Drug Testing Management Services (DTMS) and Mercy Hospitals. Schools should contact Mike Down at the ISD directly and indicate your intention to participate and contracts will be sent to you.

From Catholic School's Office of Health, Athletics & Safety Services: 313-237-5960

DATE: August, 1998

TO: Catholic School Principals and Transportation Supervisors

FROM: Thomas M. Rashid, Administrator
Health, Athletics, Physical Education and Safety Services

RE: Certification of Drivers for School Buses and Vans
Inspection of School Buses and Vans

All drivers of school buses, regardless of color must be certified School Bus Drivers. To be a certified school bus driver a person must be certified by two agencies: The Department of Education and the Secretary of State.

The Department of Education requires the following:

- Complete a Pupil Transportation Course (16 classroom hours) and possess Course Completion Certificate (yellow card) as a school bus driver. Contact your ISD.
- Advance Training- Continuing Education Certificate, (green card) Fulfills requirement that each driver is re-certified every two years in a one day session.
- Annual Physical. Carry the completion of physical card. (Blue card)
- Behind the wheel Instruction and road test (minimum 20 hours) can be given by Transportation Supervisor at your school or may be offered by ISD.
- Criminal Background Check

The Secretary of State requires the following

- A Commercial Drivers License (CDL - Group B) and a passenger endorsement (P). If your bus has air brakes you will need an air brake endorsement.

Licenses for drivers of school vans (van definition changes Oct. '97)

- Drivers of School Vans if they transport students to and from home and school have the same certification requirements as a school bus driver.
- If a person is hired to drive a van only for sports or field trips they must have a Chauffeur's License from the Secretary of State.
- Coaches or teachers who are not hired specifically to drive, but may transport students in a van to field trips or sports, by law, need only have a valid drivers license.
- The school should consider an in house requirement that school approval, proof of insurance and a valid chauffeurs license be required of coaches or teachers who transport for extra curricular activities on any regular basis.

OVER

Inspection of School Bus and Pupil Transportation Vehicles (Vans)

(In 1997 Pupil Transportation Vehicles will be any vehicle designed to transport 11 or more)

- All vehicles used to transport students to or from school or activities must undergo annual vehicle inspections by the state police. (This is the 3rd agency we are dealing with)
- In most cases the state police will not contact private schools, we will have to contact the State Police to schedule these appointments. State Police Vehicle Inspection Unit
Phone: 734-482-1267, Inspector Doty can point you in the right direction.
- State Police will also ask to see your drivers files to be sure their certification is current.

VANS: Purchase and Use

- Schools cannot purchase an 11-15 passenger van for a school. If you currently own one, you may drive it until October, 2002, (formerly Oct., 1997), extended by passage of House Bill 5431 in Spring of 1996.
- Lower Liability - Lower your risk with a 10 passenger or below --- which meets Federal Motor Vehicle Safety Standards (station wagons, mini vans).
- This will involve schools using either the regular size school bus, smaller size school buses or smaller size vans (10 passenger rating or less) in the future.

Additional Considerations:

- Drug and alcohol testing of drivers -- at random, prior to employment and post accident. See ivory colored memo for contacts by county and other details.