

POLICY NO. 310

SUBJECT: Use of Alcohol/Drugs/Intoxicants

Policy:

Patriot Ambulance Service operations involve the safety and well being of thousands of persons dependent upon its services and it is essential that all employees associated with the organization be alert and in full possession of their faculties when on duty.

It is the policy of Patriot Ambulance Service that:

1. Each employee must report to work free from impairment by alcohol, drugs, or narcotics.
2. Use or possession of an alcoholic beverage on Patriot Ambulance Service property or in Patriot Ambulance Service vehicles is strictly prohibited.
3. Use or possession of an illegal drug/narcotic or controlled substance not prescribed for the user or possessor on Patriot Ambulance Service property, in Patriot Ambulance Service vehicles or while performing Patriot Ambulance Service business is strictly prohibited.
4. Sale, transfer or purchase of any illegal drug/narcotic or controlled substance on Patriot Ambulance Service property or while performing Patriot Ambulance Service business is strictly prohibited and will result in immediate termination.

Violation of any of these rules will result in discipline up to and including discharge or termination of employment.

Procedure:

An employee determined, as a result of properly implemented medical tests, to be impaired by alcohol or who tests positive for illegal drug(s) while at work will, on first occurrence, be allowed a choice between immediate termination of employment or agreement to enter a rehabilitation or counseling program, providing such employee enters into a "Last Chance Agreement." A blood/alcohol level meeting or exceeding .05% or 10mg/DL shall constitute alcohol impairment for purposes of this policy.

DRUG TESTING / SEARCHES

EMPLOYEE TESTING:

Patriot Ambulance Service may require breath, hair, urine or blood testing of any employee whose behavior or appearance gives rise to a reasonable suspicion of drug or alcohol abuse.

Such testing may be required:

- a. When a supervisor, who has been trained to recognize alcohol and drug abuse and/or impairment, reasonably suspects that an employee's work performance or on-the-job behavior has been adversely affected by alcohol or drugs.
- b. When a work-related accident has occurred, which results in personal injury, lost time or property damage.
- c. When an employee is a candidate for a position which requires special safety, security or customer requirements beyond those normally expected of all employees.
- d. When the employee is returning to active employment after a layoff, injury or leave of absence.
- e. All Patriot Ambulance Service employees shall be subject to no more than one (1) random drug test during each calendar year. The order and date of such testing shall be on a random basis, as selected by the testing agency.

An employee who has entered an approved alcohol or drug treatment program must accept periodic retesting to confirm that he/she is alcohol and drug free.

COLLECTION AND TESTING FACILITIES: Specimen collection shall take place at a qualified medical facility as may be designated by Patriot Ambulance Service. Chain of custody and control procedures at least as strict as those found in 49 code of Federal Regulations ("CFR"), Part 40 shall be used. Specimen testing shall be done only in laboratories certified by the National Institute on Drug Abuse ("NIDA") or the Department of Health and Human Services "DHHS"). An initial screening test shall be used to eliminate negative specimens from further consideration. A second confirmatory test, which uses a different technique and chemical principle than the initial test, shall be used to ensure the reliability and accuracy of positive results from the initial test.

REPORTING AND REVIEW OF RESULTS: Patriot Ambulance Service shall utilize a Medical Review Officer (“MRO”) to review the results of positive drug tests.

SEARCHES: When a trained supervisor reasonably suspects an employee’s behavior has been adversely affected by alcohol or drugs, an immediate search of the employee’s clothing and other property may be conducted. Property includes, but is not limited to, Patriot Ambulance Service owned vehicles, desks, containers, files and lockers assigned to employees. Also subject to search are any vehicles, packages, purses, briefcases and lunch boxes brought on Patriot Ambulance Service premises by employees. Nothing in this paragraph authorizes body searches of employees.

Employees must comply immediately with Patriot Ambulance Service requests for testing and /or searches. An employee’s refusal to allow such a search or drug/alcohol test will be considered insubordination and will subject the employee to discipline up to and including immediate termination.

EMPLOYEE PRIVACY: Testing and searches will be conducted with concern for the personal privacy of each employee.

Test results will be confidentially maintained, and will not be disclosed to other employees, except as needed to Patriot Ambulance Service management employees and/or those individuals who have a need to know for the enforcement of this Policy or the processing of any dispute.

Tested employees will be provided a copy of positive test results, and an interpretation of these results by the MRO.

PRESCRIPTION DRUGS AND OTHER MEDICATIONS: Employees using a prescription drug(s) that may affect their job performance or behavior must advise their supervisor when they are taking such drugs. (This is a safeguard which should be followed as a regular practice.) Prescription drugs can affect performance and behavior and shall be used only in the manner and combinations and quantity in which they are prescribed, and only by the individual for whom they are prescribed.

COSTS: Patriot Ambulance Service will pay for all tests it requests, and will compensate employees, at the applicable hourly rate, for all reasonable time spent providing test specimens. Costs for rehabilitation programs not covered by Patriot Ambulance Service provided health insurance benefits will be the responsibility of the employee in the program.