



Green Mountain Transit Board of Commissioners Meeting
April 16, 2024 – 7:30 a.m.
101 Queen City Road, Burlington VT 05401

The mission of GMT is to promote and operate safe, convenient, accessible, innovative, and sustainable public transportation services in northwest and central Vermont that reduce congestion and pollution, encourage transit-oriented development, and enhance the quality of life for all.

Attendees may join in-person or remotely via Zoom.

To join the meeting via Zoom:

Video Conference: <https://us02web.zoom.us/j/7507551826>

- 7:30 a.m. 1. Open Meeting
- 7:31 a.m. 2. Adjustment of the Agenda
- 7:33 a.m. 3. Public Comment
- 7:40 a.m. 4. Consent Agenda (Action Item)
 - a. March Meeting Minutes Pages 3-6
 - b. Check Register Pages 7-13
- 7:45 a.m. 5. **Action:** Amendment to Drug and Alcohol Program Pages 14-33
- 7:50 a.m. 6. **Information:** VTrans Update
- 8:10 a.m. 7. **Information:** Return to Fares Update
- 8:20 a.m. 8. **Discussion:** Hinesburg Service/Membership
- 8:30 a.m. 9. **Action:** FY25 State Grant Application
- 8:50 a.m. 10. **Action:** FY25 5339 Application (Including LONO)



9:10 a.m. 11. **Information:** General Manager's Report

9:20 a.m. 12. **Information:** Committee Reports

9:25 a.m. 13. Commissioner Comments

9:30 a.m. 14. Adjourn

Next GMT Board of Commissioners Meeting Date: May 21, 2024

NOTES

- Persons with disabilities who require assistance or special arrangements to participate in programs or activities are encouraged to contact Jamie Smith at 802-540-1098 at least 48 hours in advance so that proper arrangements can be made. Hearing disabled patrons can contact GMT through the Vermont Relay Service (711).
- Free transportation to and from GMT Board Meetings is available within the GMT service area. To make advance arrangements, please call GMT's Customer Service Representatives at 802-540-2468.



1 **Green Mountain Transit Board of Commissioners Meeting Minutes**
2 **March 19, 2024 – 7:30 a.m.**
3 **101 Queen City Road, Burlington VT 05401**

5 *The mission of GMT is to promote and operate safe, convenient, accessible,*
6 *innovative, and sustainable public transportation services in northwest and*
7 *central Vermont that reduce congestion and pollution, encourage transit-*
8 *oriented development, and enhance the quality of life for all.*

10
11 **Present:**

- 12 Jamie Smith, Director of Planning and Marketing
13 Clayton Clark, General Manager
14 Commissioner Austin Davis, Winooski
15 Monica White, Director of Central VT Services
16 Dan Currier, VTrans
17 Commissioner Bob Buermann, Grand Isle County
18 Chris Damiani, Senior Transit Planner
19 Stephanie Reid, Director of Human Resources
20 Commissioner Paul Bohne, Essex
21 Tammy Masse, Controller
22 Alec Jones, LCPC
23 Commissioner Michael Scanlan, South Burlington
24 Commissioner Tasha Wallis, Lamoille County
25 Jon Moore, Assistant General Manager
26 Commissioner Chapin Spencer, Burlington
27 Commissioner Henry Bonges, Milton
28 Commissioner Andrea Suozzo, Burlington
29 Commissioner Catherine Dimitruk, Franklin County
30 Commissioner Christian Meyer, Washington County
31 Alternate Commissioner Kyle Grenier, Grand Isle County
32 Mike Bensel, Grants Manager
33 Commissioner Susan Grasso, Shelburne
34 Tim Bradshaw, Director of Rural Operations
35 Commissioner Amy Brewer, Williston
36 Connor Smith, Capital Projects Coordinator
37 Alternate Commissioner Tom Derenthal, Burlington
38 Alternate Commissioner Will Anderson, Burlington
39 Alternate Commissioner Kaynor, Williston



41 Stephen Falbel, Steadman Hill Consulting
42 Jason Lorber, Aplomb Consulting

43
44

45 **Open Meeting**

46 Chair Davis opened the meeting at 7:32AM

47

48 **Adjustment of the Agenda**

49 None

50

51 **Public Comment**

52 None

53

54 **Action: Consent Agenda**

55 Commissioner Scanlan made a motion to approve the consent agenda,
56 Commissioner Brewer seconded. All were in favor and the motion carried.

57

58 **Action: LONO Infrastructure Update and Board Support Letter**

59 Director Kimball gave an overview of the upcoming LONO grant application
60 process and a general update of the electric infrastructure upgrade project.

61

62 Commissioner Meyer made a motion to authorize the board chair to sign a
63 letter of support for inclusion in the LONO application for necessary
64 infrastructure updates to the GMT facility, Commissioner Buermann
65 seconded.

66

67 In discussion, Commissioner Grasso asked if there is an issue to delay the
68 approval of the motion until next month when the application is before the
69 Board. Dan Currier noted that if there was a delay until next month, the
70 timing would be difficult for VTrans if GMT decided not be part of the
71 application. Commissioner Scanlan asked if the delay would assist in staff
72 capacity.

73

74 All were in favor and the motion carried.

75

76 **Action: Return to Fare Service Timing**

77 General Manager Clark gave an update on the delay to the start of fare
78 resumption. Commissioner Dimitruk made a motion to authorize the GM to
79 set a new fare resumption date 4 weeks after the app becomes available,
80 Commissioner Buermann offered a friendly amendment to authorize the GM



81 to set a new fare resumption date, no less than 4 weeks and not to exceed 6
82 weeks, once the app becomes available. Commissioner Dimitruk accepted
83 the friendly amendment, Commissioner Buermann seconded. All were in
84 favor and the motion carried.

85

86 **Action: Approval to Plan for FY26 Service Reductions**

87 GM Clark gave an update on the fiscal cliff and the need to start
88 communicating the upcoming potential for a 29% service reduction to urban
89 services.

90

91 Commissioner Brewer made a motion to authorize GM to start the FY26
92 service reduction planning, Commissioner Spencer seconded. Commissioner
93 Dimitruk asked that next month a schedule would be presented to the Board.
94 Commissioner Grasso asked other Commissioners their thoughts on sharing
95 the Burlington resolution with their communities.

96

97 **Discussion: FY25 State Grant Application**

98 GM Clark gave an overview of the upcoming state grant application process
99 and discussed an update in Barre microtransit.

100

101 **Discussion: Organizational Assessment Review to Date**

102 Steve Falbel and Jason Lorber joined the Board to discuss the Organizational
103 Assessment to date.

104

105 **Information: Committee Reports**

106 There was no committee report overview

107

108 **Information: VTrans Update (if necessary)**

109 There was no VTrans update

110

111 **Information: General Manager's Report**

112 GM Clark gave an overview of his GM report.

113

114 **Commissioner Comments**

115 Commissioner Spencer shared the Burlington City Council resolution to all
116 Commissioners.

117

118 Commissioner Brewer asked about quorum concerns for the April 3rd
119 Legislative event.

120



121 **Adjourn**

122 Commissioner Brewer made a motion to adjourn, Commissioner Dimitruk
123 seconded. All were in favor and the meeting adjourned at 9:30AM.

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V279	ABC Bus Companies-Muncie	3/1/24	101007	574.76	
V1334	Background Investigation Bureau, LLC	3/1/24	101008	168.00	
V696	BANG	3/1/24	101009	509.00	
V284	Brenntag Lubricants Northeast	3/1/24	101010	2,450.65	2 Part Invoices
V981	Burlington, City of	3/1/24	101011	3,154.90	Permit Fee for Lift Project
V234	Charlebois Truck Parts, Inc.	3/1/24	101012	102.50	
V2104	Community Rides Vermont, Inc.	3/1/24	101013	19,310.26	Medicaid And E&D Rides
V1564	Connolly Heather	3/1/24	101014	250.00	
V2084	Consolidated Communications	3/1/24	101015	119.27	
V928	Conway Office Solutions	3/1/24	101016	50.99	
V250	Fisher Auto Parts	3/1/24	101017	89.94	
V252	FleetPride, Inc	3/1/24	101018	1,111.26	4 Part and Credit Invoices
V445	Front Porch Forum, Inc	3/1/24	101019	4,537.58	4 Recruitment Invoices
V257	Gillig Corp.	3/1/24	101020	2,941.52	2 Part Invoices
V259	Grainger	3/1/24	101021	503.44	
V260	Green Mountain Kenworth, Inc.	3/1/24	101022	674.48	
V263	Heritage Ford	3/1/24	101023	255.58	
V1598	Joint Urban Ministry Project, Inc.	3/1/24	101024	1,560.00	Fare Ticket Return
V1779	Key Motors of South Burlington	3/1/24	101025	33.76	
V1880	Kyle Bellavance	3/1/24	101026	1,200.00	Snow Removal Invoice
V1191	Lucky's Trailer Sales Inc.	3/1/24	101027	1,661.50	2 Part Invoices
V280	Mutual of Omaha Insurance Co.	3/1/24	101028	14.03	
V996	New England Air Systems	3/1/24	101029	1,590.00	Heater Repair
V611	Northwestern Occupational Health	3/1/24	101030	115.00	
V1192	NS Corporation	3/1/24	101031	1,457.05	Part Invoice
V2011	Ride-Away Inc	3/1/24	101032	427.39	
V298	Sanel Auto Parts Co.	3/1/24	101033	199.76	
V301	Sovernet	3/1/24	101034	1,875.62	2 IT Invoices
V2056	Sprague Operating Resources LLC	3/1/24	101035	22,149.08	Fuel
V304	St. Albans Messenger	3/1/24	101036	412.00	
V310	Swish White River, LTD	3/1/24	101037	421.30	
V2074	T-Mobile	3/1/24	101038	2,229.29	IT Invoice
V1883	TDI Repair Facility LLC	3/1/24	101039	237.50	
V186	Tech Group, The	3/1/24	101040	1,857.50	IT Invoice
V1030	UniFirst Corporation	3/1/24	101041	41.31	
V2168	UVM Medical Center	3/1/24	101042	28,555.00	Fare Ticket Return
V2170	Vermont Recreational Surfacing & Fencing Inc	3/1/24	101043	814.52	
V1683	VHV Company	3/1/24	101044	1,490.00	2 Heater Repair Invoices
V659	Winooski, City of	3/1/24	101045	770.00	
V1446	M T Wallets, LLC	3/1/24	EFT000000017642	3,300.00	Lease
V1825	Ride Your Bike LLC	3/1/24	EFT000000017643	955.09	
V308	Steadman Hill Consulting, Inc.	3/1/24	EFT000000017644	26,925.50	2 Consulting Invoices
V1856	Via Transportation Inc.	3/1/24	EFT000000017645	2,000.00	Micro Transit Invoice

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V1025	Alter, Charles	3/8/24	101046	300.83	Volunteer
V1955	Berry Juana	3/8/24	101047	42.88	
V1957	Clark Barbara	3/8/24	101048	44.22	
V1884	Donaghy Peardon	3/8/24	101049	109.88	Volunteer
V2108	MacAuley Angela	3/8/24	101050	123.28	Volunteer
V2032	Merrill John	3/8/24	101051	217.08	Volunteer
V1800	Sells Catherine	3/8/24	101052	91.12	
V1932	Sheridan Megan	3/8/24	101053	21.42	
V316	Able Paint, Glass & Flooring Co.	3/8/24	101054	275	
V1305	Allegiant Care	3/8/24	101055	263,022.00	Health Insurance
V2162	Anderson Michael	3/8/24	101056	192.43	Mileage Reimbursement
V856	Arnuco, Erwin	3/8/24	101057	100	Shoe Reimbursement
V219	Aubuchon C/O Blue Tarp Financial, Inc.	3/8/24	101058	67.96	
V1334	Background Investigation Bureau, LLC	3/8/24	101059	370	
V2172	Behar Consulting LLC	3/8/24	101060	700	
V284	Brenntag Lubricants Northeast	3/8/24	101061	2,582.65	Part Invoice
V1227	Burlington Public Works-NON Water!!!	3/8/24	101062	84	
V851	Champlain Medical	3/8/24	101063	570	
V478	Chevrier, Armand	3/8/24	101064	130	DOT Reimbursement
V2171	Chiasson Daniel	3/8/24	101065	148	Reimbursed for Ripped Snow Pants
V220	Class C Solutions Group	3/8/24	101066	1,212.91	2 Part Invoices
V1564	Connolly Heather	3/8/24	101067	250	
V2154	Curry River	3/8/24	101068	201.67	Mileage Reimbursement
V525	Enseicom Inc.	3/8/24	101069	4,550.00	Shelter Parts
V250	Fisher Auto Parts	3/8/24	101070	80.71	
V252	FleetPride, Inc	3/8/24	101071	270.4	
V1702	Forest, Randy	3/8/24	101072	170.23	Mileage Reimbursement
V256	Genfare	3/8/24	101073	6,458.40	2 Fare Box Invoices
V263	Heritage Ford	3/8/24	101074	235.15	
V2169	Jermyn Michael	3/8/24	101075	162.41	Mileage Reimbursement
V328	Kirk's Automotive Inc.	3/8/24	101076	1,250.00	Part Invoice
V1947	Land Care Agri. Services LLC	3/8/24	101077	590	
V1509	Lawson Products, Inc	3/8/24	101078	217.92	
V1191	Lucky's Trailer Sales Inc.	3/8/24	101079	860.91	
V792	Myers Container Service Corp.	3/8/24	101080	1,376.25	Dumpster Rural
V331	North Avenue News	3/8/24	101081	215	
V223	O'Reilly Auto Enterprises, LLC	3/8/24	101082	2,105.78	6 Part Invoices
V1906	Pete's Tire Barns Inc	3/8/24	101083	6,921.49	3 Tire Invoices
V1653	Pradhan, Tilachand	3/8/24	101084	250	FSA Reimbursemtn
V864	Rick's Towing & Repair, Inc.	3/8/24	101085	175	
V2011	Ride-Away Inc	3/8/24	101086	1,094.26	Part Invoice
V298	Sanel Auto Parts Co.	3/8/24	101087	86.94	
V2056	Sprague Operating Resources LLC	3/8/24	101088	17,711.00	Fuel
V1883	TDI Repair Facility LLC	3/8/24	101089	561.5	
V734	Thermo King Northeast/Dattco	3/8/24	101090	305.47	
V718	Transit Resource Center	3/8/24	101091	5,789.00	Bus Inspection Invoice
V313	Travelers	3/8/24	101092	2,275.00	Legal
V1030	UniFirst Corporation	3/8/24	101093	662.77	
V396	United Way	3/8/24	101094	200	
V1459	Vermont Information Consortium LLC	3/8/24	101095	510	
V2133	Vital Delivery Solutions LLC	3/8/24	101096	76.13	
V336	W.B Mason Co., Inc.	3/8/24	101097	43.96	
V1628	Andrews, Nancy	3/8/24	EFT000000017646	100.5	Volunteer
V1150	Bruley SR, Mark	3/8/24	EFT000000017647	1,677.01	Volunteer
V548	Burnor, David	3/8/24	EFT000000017648	917.23	Volunteer
V1676	Croteau, William	3/8/24	EFT000000017649	1,787.56	Volunteer
V1820	Franklin County Transportation	3/8/24	EFT000000017650	21,480.00	Cab Service
V170	Hertz, Kenneth	3/8/24	EFT000000017651	1,114.21	Volunteer
V2118	Marsh Donald	3/8/24	EFT000000017652	255.27	Volunteer

V86	Pike, Gail	3/8/24	EFT000000017653	1,411.69	Volunteer
V771	Sammons Chandra	3/8/24	EFT000000017654	1,222.08	Volunteer
V2100	Wood Jeremy	3/8/24	EFT000000017655	858.94	Volunteer
V2103	Bensel Michael	3/8/24	EFT000000017656	176.5	Travel Reimbursement
V14	Bruce, Judith	3/8/24	EFT000000017657	40	
V1751	Foss, Nicholas	3/8/24	EFT000000017658	135.68	Travel Reimbursement
V2157	Hayer Nick	3/8/24	EFT000000017659	636.5	Mileage Reimbursement
V2070	Masse Tammy	3/8/24	EFT000000017660	95	
V37	Meigs, Dale	3/8/24	EFT000000017661	653	FSA Reimbursemtn
V38	Moore, Jon	3/8/24	EFT000000017662	93.48	

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V228	C.I.D.E.R., Inc.	3/15/24	101098	\$31,390.12	E&D & Medicaid rides
V242	Danform Shoes	3/15/24	101099	\$161.96	
V253	FleetWave Partners, LLP	3/15/24	101100	\$3,553.20	2 radio invoices
V2161	Model 1 Commercial Vehicles, Inc	3/15/24	101101	\$454.27	
V223	O'Reilly Auto Enterprises, LLC	3/15/24	101102	\$115.59	
V1484	Parsons Environment & Infrastructure Group Inc.	3/15/24	101103	\$27.12	
V1165	Posner, Jordan	3/15/24	101104	\$867.50	
V1903	RTN Publishing vt Maturity mag	3/15/24	101105	\$599.00	
V727	Tri Valley Transit	3/15/24	101106	\$19,833.00	FY24 Appropriation
V315	United Parcel Service	3/15/24	101107	\$14.01	
V336	W.B Mason Co., Inc.	3/15/24	101108	\$143.90	
V1497	Yawkey Family Inn	3/15/24	101109	\$60.00	
V2164	Brian Stefan	3/15/24	101110	\$2,200.00	Company luncheon January 15
V303	SSTA	3/15/24	EFT000000017663	\$195,264.45	ADA & E&D Rides

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V279	ABC Bus Companies-Muncie	3/19/24	101111	\$2,340.72	3 parts invoices
V217	Airgas USA, LLC	3/19/24	101112	\$243.53	
V1481	Amerigas	3/19/24	101113	\$1,803.99	2 supply invoices
V284	Brenntag Lubricants Northeast	3/19/24	101114	\$2,642.04	2 supply invoices
V225	Burlington Electric Department	3/19/24	101115	\$9,360.73	6 Utility invoices
V226	Burlington Public Works-Water	3/19/24	101116	\$3,491.57	4 utility invoices
V851	Champlain Medical	3/19/24	101117	\$110.00	
V293	Charlebois, R.R Inc.	3/19/24	101118	\$1,750.43	1 service invoice
V239	Cummins Northeast LLC	3/19/24	101119	\$272.92	
V417	Dion Security, Inc.	3/19/24	101120	\$35.88	
V250	Fisher Auto Parts	3/19/24	101121	\$2,179.92	13 parts invoices
V252	FleetPride, Inc	3/19/24	101122	\$1,479.89	2 parts invoices
V1814	Fred's Plumbing & Heating Inc.	3/19/24	101123	\$603.93	
V799	Gauthier Trucking Company, Inc.	3/19/24	101124	\$1,573.62	2 waste disposal invoices
V257	Gillig Corp.	3/19/24	101125	\$3,644.10	6 parts invoices
V2027	Goss Dodge	3/19/24	101126	\$1,938.78	1 service invoice
V259	Grainger	3/19/24	101127	\$1,552.82	1 parts invoice
V260	Green Mountain Kenworth, Inc.	3/19/24	101128	\$100.90	
V261	Green Mountain Power	3/19/24	101129	\$1,453.30	2 utility invoices
V263	Heritage Ford	3/19/24	101130	\$689.64	
V1859	Jeremy J Becker	3/19/24	101131	\$1,040.00	2 plowing invoices
V2094	Josephson Taylor	3/19/24	101132	\$2,524.34	1 property maintenance invoice
V1509	Lawson Products, Inc	3/19/24	101133	\$209.67	
V473	Limoge & Sons Garage Doors, Inc.	3/19/24	101134	\$150.00	
V1923	Mcgee Ford Of Montpelier	3/19/24	101135	\$2,178.79	7 parts invoices
V792	Myers Container Service Corp.	3/19/24	101136	\$400.92	
V1576	New England Auto Glass LLC	3/19/24	101137	\$905.00	
V2010	Nucar Automall of Saint Albans	3/19/24	101138	\$1,342.61	1 parts invoice
V223	O'Reilly Auto Enterprises, LLC	3/19/24	101139	\$877.44	
V863	P & P Septic Service, Inc	3/19/24	101140	\$160.00	
V1906	Pete's Tire Barns Inc	3/19/24	101141	\$8,042.41	3 tire invoices
V545	Pitney Bowes - Leasing	3/19/24	101142	\$179.85	
V864	Rick's Towing & Repair, Inc.	3/19/24	101143	\$250.00	
V298	Sanel Auto Parts Co.	3/19/24	101144	\$268.25	
V2056	Sprague Operating Resources LLC	3/19/24	101145	\$38,372.86	3 fuel invoices
V451	Stowe, Town of Electric Department	3/19/24	101146	\$259.86	
V1875	Sunwealth Project Pool 14 LLC	3/19/24	101147	\$948.83	
V1883	TDI Repair Facility LLC	3/19/24	101148	\$937.50	
V734	Thermo King Northeast/Dattco	3/19/24	101149	\$1,055.98	2 parts invoices
V1030	UniFirst Corporation	3/19/24	101150	\$827.20	
V410	Vermont Gas Systems, Inc.	3/19/24	101151	\$9,652.67	7 utility invoices
V2173	Yannone Tom	3/19/24	101152	\$188.00	Damage Reimbursement
V796	Yipes Auto Accessories	3/19/24	101153	\$218.25	
V1025	Alter, Charles	3/22/24	101099	\$211.72	Volunteer
V1738	Altrui Emily	3/22/24	101100	\$167.12	Volunteer
V1099	Barnett, Wendy	3/22/24	101101	\$1,057.26	Volunteer
V1957	Clark Barbara	3/22/24	101102	\$42.88	
V1934	Coburn John	3/22/24	101103	\$32.16	
V2140	Fernandez Don	3/22/24	101104	\$58.29	
V2032	Merrill John	3/22/24	101105	\$60.30	
V181	Owen, Helen	3/22/24	101106	\$1,626.76	Volunteer
V2058	Vassar Carol	3/22/24	101107	\$38.19	
V962	Williams, Kenneth	3/22/24	101108	\$49.98	

V2175	Woods Barbara	3/22/24	101109	\$75.71	
V1722	Wolcott, Corey	3/22/24	101165	\$75.71	
V1976	Hanley Scott	3/22/24	101166	\$166.17	Section 125 Reimbursement
V2145	Harrington Deana	3/22/24	101167	\$20.94	
V2174	Ahl Bryan	3/22/24	101168	\$236.00	Section 125 Reimbursement
V2174	Ahl Bryan	3/22/24	101169	\$168.50	Section 125 Reimbursement
V1628	Andrews, Nancy	3/22/24	EFT000000017664	\$90.45	
V1150	Bruley SR, Mark	3/22/24	EFT000000017665	\$1,404.32	Volunteer
V548	Burnor, David	3/22/24	EFT000000017666	\$897.13	Volunteer
V1707	Chase, Betty	3/22/24	EFT000000017667	\$469.00	Volunteer
V2090	Churchill Brenda	3/22/24	EFT000000017668	\$423.44	Volunteer
V1952	Cook Kathleen	3/22/24	EFT000000017669	\$57.62	
V1676	Croteau, William	3/22/24	EFT000000017670	\$1,329.95	Volunteer
V1820	Franklin County Transportation	3/22/24	EFT000000017671	\$12,970.00	3 taxi services invoices
V170	Hertz, Kenneth	3/22/24	EFT000000017672	\$866.31	Volunteer
V70	LeClair Raymond	3/22/24	EFT000000017673	\$1,080.04	Volunteer
V86	Pike, Gail	3/22/24	EFT000000017674	\$1,348.71	Volunteer
V771	Sammons Chandra	3/22/24	EFT000000017675	\$538.68	Volunteer
V1725	Utton, Debra	3/22/24	EFT000000017676	\$242.54	Volunteer
V2100	Wood Jeremy	3/22/24	EFT000000017677	\$1,142.35	Volunteer
V14	Bruce, Judith	3/22/24	EFT000000017678	\$36.81	
V1182	Charissakis, John	3/22/24	EFT000000017679	\$363.00	Section 125 Reimbursement
V2088	Gilbert Cynthia	3/22/24	EFT000000017680	\$72.36	
V29	Hirsch, Alain	3/22/24	EFT000000017681	\$198.25	Section 125 Reimbursement
V124	Kimball, Matt	3/22/24	EFT000000017682	\$101.68	Section 125 Reimbursement
V2004	LaBombard Ashley	3/22/24	EFT000000017683	\$418.94	Section 125 Reimbursement
V2070	Masse Tammy	3/22/24	EFT000000017684	\$216.08	Section 125 Reimbursement
V38	Moore, Jon	3/22/24	EFT000000017685	\$151.52	Section 125 Reimbursement
V1994	Reid Stephanie	3/22/24	EFT000000017686	\$73.53	
V141	Riley, Shawn	3/22/24	EFT000000017687	\$127.92	Section 125 Reimbursement

Vendor ID	Vendor Name	Document Date	Document Number	Document Amount	
V2015	M&T Bank	3/26/24	101191	8,453.08	Credit Cards, Parts, Meals, and IT Invoices
V472	Irving Energy Distribution	3/27/24	EFT000000017688	6,192.06	5 Heating Oil Invoices
V1446	M T Wallets, LLC	3/27/24	EFT000000017689	3,300.00	Lease
V1825	Ride Your Bike LLC	3/27/24	EFT000000017690	955.09	
V279	ABC Bus Companies-Muncie	3/29/24	101192	6,070.57	2 Part Invoices
V217	Airgas USA, LLC	3/29/24	101193	176.11	
V415	Amazon Capital Services	3/29/24	101194	2,515.43	31 IT, Office Supply, and Part Invoices
V1481	Amerigas	3/29/24	101195	804.88	
V696	BANG	3/29/24	101196	1,909.00	3 Marketing Invoices
V284	Brenntag Lubricants Northeast	3/29/24	101197	9,777.77	2 Part Invoices
V225	Burlington Electric Department	3/29/24	101198	7,870.95	7 Electric Invoices
V851	Champlain Medical	3/29/24	101199	920	
V220	Class C Solutions Group	3/29/24	101200	431.57	
V389	Collins-Perley Sports Arena	3/29/24	101201	1,140.88	Park and Ride
V390	Commons Associates, L.P.	3/29/24	101202	925	
V2104	Community Rides Vermont, Inc.	3/29/24	101203	15,766.58	E&D, Medicaid Rides and Mobility Management
V241	D & W Diesel, Inc.	3/29/24	101204	35.64	
V321	Empire Janitorial Supply Company	3/29/24	101205	110.18	
V2127	EZ Container Services, Inc.	3/29/24	101206	99	
V402	Fastenal Company	3/29/24	101207	32.62	
V250	Fisher Auto Parts	3/29/24	101208	114.07	
V252	FleetPride, Inc	3/29/24	101209	1,171.34	4 Part Invoices
V1814	Fred's Plumbing & Heating Inc.	3/29/24	101210	413.2	
V799	Gauthier Trucking Company, Inc.	3/29/24	101211	70	
V257	Gillig Corp.	3/29/24	101212	4,801.04	4 Part Invoices
V2027	Goss Dodge	3/29/24	101213	233.6	
V259	Grainger	3/29/24	101214	3,557.83	4 Maintenance Supply Invoices
V260	Green Mountain Kenworth, Inc.	3/29/24	101215	124.7	
V261	Green Mountain Power	3/29/24	101216	273.39	
V1859	Jeremy J Becker	3/29/24	101217	190	
V327	Keller, J.J. & Associates, Inc.	3/29/24	101218	432.16	
V328	Kirk's Automotive Inc.	3/29/24	101219	95	
V1509	Lawson Products, Inc	3/29/24	101220	157.73	
V270	Lowe's	3/29/24	101221	451.79	
V1923	Mcgee Ford Of Montpelier	3/29/24	101222	807.95	
V1068	Midwest Bus Corporation	3/29/24	101223	203	
V1709	Monaghan Safar Ducham PLLC	3/29/24	101224	1,867.50	Legal
V280	Mutual of Omaha Insurance Co.	3/29/24	101225	14.03	
V792	Myers Container Service Corp.	3/29/24	101226	404.37	
V283	Neopart LLC	3/29/24	101227	1,946.92	6 Part Invoices
V996	New England Air Systems	3/29/24	101228	2,477.18	2 Heating System Repair Invoices
V950	Northern ToyotaLift	3/29/24	101229	124.18	
V2010	Nucar Automall of Saint Albans	3/29/24	101230	2,582.36	2 Part and Repair Invoices
V223	O'Reilly Auto Enterprises, LLC	3/29/24	101231	392.45	
V1878	Otis Elevator Company	3/29/24	101232	549.08	
V863	P & P Septic Service, Inc	3/29/24	101233	160	
V1906	Pete's Tire Barns Inc	3/29/24	101234	1,956.64	2 Tire Invoices
V408	Pitney Bowes - Purchase Power	3/29/24	101235	272.25	
V720	Power Washer Sales, LLC	3/29/24	101236	2,132.48	Lift Repair and Inspection Invoice
V465	Queen City Printers, Ins.	3/29/24	101237	6,490.00	Marketing Invoice Bus Maps
V297	Safety-Kleen Systems, Inc.	3/29/24	101238	256.63	
V2079	Samsara Inc.	3/29/24	101239	3,725.99	Software Invoice
V298	Sanel Auto Parts Co.	3/29/24	101240	27.98	
V637	Snap-on Equipment	3/29/24	101241	69	
V302	Sports & Fitness Edge Inc.	3/29/24	101242	583.12	
V2031	Sunbelt Rentals	3/29/24	101243	1,197.03	2 Rental Equipment Invoices
V310	Swish White River, LTD	3/29/24	101244	1,354.20	2 Maintenance Supply Invoices
V1883	TDI Repair Facility LLC	3/29/24	101245	1,331.50	2 Tow Invoices
V734	Thermo King Northeast/Dattco	3/29/24	101246	1,326.05	Part Invoice
V1030	UniFirst Corporation	3/29/24	101247	1,269.72	4 Uniform Invoices
V315	United Parcel Service	3/29/24	101248	19.19	
V396	United Way	3/29/24	101249	70	
V351	Vantage Press	3/29/24	101250	304.05	
V410	Vermont Gas Systems, Inc.	3/29/24	101251	7,411.63	5 Natural Gas Invoices
V336	W.B Mason Co., Inc.	3/29/24	101252	236.36	
V1348	Wind River Environmental LLC	3/29/24	101253	614.15	
V796	Yipes Auto Accessories	3/29/24	101254	873.47	



DRUG AND ALCOHOL TESTING POLICY

Chittenden County Transportation Authority/ Green Mountain Transit Authority dba Green Mountain Transit (GMT)

Effective on January 1, 1996;

Revision dates: July 1, 2001; August 1, 2002; October 17, 2005; August 20, 2007; July 28, 2008; March 30, 2009; June 1, 2011; May 7, 2012; April 16, 2014; August 22, 2014; January 17, 2017; January 01, 2018; **March 28, 2024**

A. PURPOSE

The **GMT** provides public transit and paratransit services for visitors to and residents of Chittenden County. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment and ensuring that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, **GMT** declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees. Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. Any provisions set forth in this policy that is included under the sole authority of **GMT** and are not provided under the authority of the above-named Federal regulations are underlined.

This Policy will be amended as necessary to comport with changes to federal and/or state laws. When the Policy is amended, a new copy will be provided to all safety-sensitive employees.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full or part-time) when performing any transit-related business. *Safety-sensitive functions* include (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle and (e) carrying a firearm for security purposes. A list of safety-sensitive positions that perform one or more of the above-mentioned duties is provided in Attachment A.

Supervisors are only safety-sensitive if they perform one of the above functions.

C. DEFINITIONS

Accident means an occurrence associated with the operation of a revenue service vehicle, even when not in revenue service, if as a result—

- (1) An individual dies;
- (2) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- (3) One or more vehicles incur(s) disabling damage as the result of the occurrence and are transported away from the scene by a tow truck or other vehicle. For purposes of this definition, *disabling damage* means damage that precludes the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Adulterated specimen means a specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols contained in any beverage, mixture, mouthwash, candy, food, preparation, or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

Canceled Test is a drug test that has been declared invalid by a Medical Review Officer. A canceled test is neither positive nor negative.

Covered Employee means an employee who performs a safety-sensitive function including an applicant or transferee who is being considered for hire into a safety-sensitive function. (See Attachment A for a list of covered employees).

Designated Employer Representative (DER) An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer, consistent with the requirements of 49 CFR Parts 40 and 655.

Department of Transportation (DOT) Department of the federal government which includes the US Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carriers' Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

Disabling damage means damage that precludes the departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement

without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device EBT is a Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the NHSTA conforming products list.

Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute is a drug test result with a creatinine level greater than or equal to 2mg/dl but less than 20 mg/dl. Drug test results with creatinine levels greater than or equal to 2 mg/dl but equal to or less than 5 mg/dl as negative-dilute require the MRO to order an immediate recollection under direct observation.

Negative test result for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC is a negative test result.

Non-negative test result is a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

Performing (a safety-sensitive function) means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive test result for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

Prohibited drug means marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Revenue Service Vehicles include all transit vehicles that are used for passenger transportation service or that require a CDL to operate. Include all ancillary vehicles used in support of the transit system.

Safety-sensitive functions include (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Drivers License (CDL); (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle and (e) carrying a firearm for security purposes.

Substance Abuse Professional (SAP) means a licensed physician (medical doctor or doctor of osteopathy) or licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders.

Shy Bladder refers to any time a safety-sensitive employee is unable to provide a 45 ml. sample of urine in a single void within a three-hour time period.

Shy Lung refers to any time a safety-sensitive employee is unable to provide an adequate sample of breath for alcohol testing.

Test Refusal

(a) As an employee, you have refused to take a test if you:

(1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.

(2) Fail to remain at the testing site until the testing process is complete; Provided, That an employee who leaves the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;

(3) Fail to provide a urine specimen for any drug test, or saliva or breath for any alcohol test required by the DOT part 40 regulations; Provided, That an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63 (c)) for a pre-employment test is not deemed to have refused to test;

(4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen (see §§40.67(1) and 40.69(g));

(5) Fail to provide a sufficient amount of urine, saliva, or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d)(2));

(6) Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));

(7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the “shy bladder” or “shy lung” procedures; In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment. If there was no contingent offer of employment, the MRO will cancel the test; or

(8) Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, or fail to wash hands after being directed to do so by the collector).

(9) For an observed collection, fail to follow the observer’s instructions to raise your clothing above the waist, lower clothing, and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

(10) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.

(11) Admit to the collector or MRO that you adulterated or substituted the specimen.

(12) If the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

(13) Fail to sign the certification at Step 2 of the Alcohol Testing Form

Verified negative test means a drug test result reviewed by a medical review officer and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (DHHS).

Verified positive test means a drug test result reviewed by a medical review officer and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in

49 CFR Part 40 as revised.

Validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

Every covered employee will receive a copy of this policy and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or company officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

Under GMT's own authority, supervisory personnel will also be trained on how to intervene constructively.

Information on the signs, symptoms, health effects, and consequences of alcohol misuse is presented in Attachment B of this policy.

E. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

Illegally Used Controlled Substance or Drugs Under the Drug-Free Workplace Act of 1988 any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes the use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana, or the use of hemp-related products, as which cause drug or drug metabolites to be present in the body above the minimum thresholds is a violation of this policy.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all covered employees be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section H of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty.

Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to a GMT supervisor and the employee is required to provide a written release from his/her doctor or pharmacist indicating that the employee can perform his/her safety-sensitive functions.



Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited.

F. PROHIBITED CONDUCT

- (1) All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended. Any safety-sensitive employee who is in possession of an illegal controlled substance while on duty (either on or off GMT property) will be terminated from employment.
- (2) Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities.
- (3) GMT shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- (4) Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 OR greater regardless of when the alcohol was consumed.
- (5) No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
- (6) No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- (7) GMT, under its own authority, also prohibits the possession of alcohol at all times the employee is on duty, (either on or off GMT property) therefore possession of alcohol during this time will result in disciplinary action up to and including discharge.
- (8) Consistent with the Drug-free Workplace Act of 1988, all GMT employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including transit company premises, transit vehicles, while in uniform or while on GMT business.

G. DRUG STATUTE CONVICTION

Consistent with the Drug-Free Workplace Act of 1988, all employees are required to notify the GMT management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section Q.9 of this policy.

H. TESTING REQUIREMENTS

Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR part 40. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, following an accident, and random as defined in Section K, L, M, and N of this policy. A drug test can be performed any time a covered employee is on duty. An alcohol test may only be performed just before, during, or just after the performance of a safety-sensitive job function.



All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with GMT.

Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and subject to discipline as defined in Section Q.3 of this policy.

Any covered employee who is suspected of providing false information in connection with a drug test, or who is suspected by the collector of tampering, contamination, adulteration, or substitution will be required to undergo an observed collection.

Verification of the above-listed actions will be considered a test refusal and will result in the employee's removal from duty and discipline as defined in Section Q.3 of this policy. Refer to Sections C and Q.3 for behavior that constitutes a refusal to test.

I. DRUG TESTING PROCEDURES

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities that have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opioids, amphetamines, methamphetamine MDMA, MDA, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a DHHS-certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts of the drug(s) and/or its metabolites identified by the GC/MS test are above the minimum thresholds established in 49 CFR Part 40, as amended.

The test results from the DHHS-certified laboratory will be reported to a Medical Review Officer. A Medical Review Officer (MRO) is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute, or adulterated test result. The MRO will attempt to contact the employee to notify the employee of the non-negative laboratory result and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refused to test and reported to the GMT Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action



will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

Any covered employee who questions the results of a required drug test under paragraphs L through P of this policy may request that the split sample be tested. The split sample test must be conducted at a second DHHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample.

The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. GMT will ensure that the cost for the split specimen is covered in order for a timely analysis of the sample, however, GMT will seek reimbursement for the split sample test from the employee.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen, if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct GMT to retest the employee under direct observation. The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the Medical Review Officer. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

Observed collections:

Consistent with 49 CFR, part 40, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

- (1) The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to GMT that there was not an adequate medical explanation for the result; or
- (2) The MRO reports GMT to that the original positive, adulterated, or substituted test result had to be canceled because the test of the split specimen could not be performed; or
- (3) The test is a return-to-duty or follow-up test; or
- (4) The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen; or
- (5) The temperature on the original specimen was out of range; or
- (6) The creatinine concentration of the sample is greater than or equal to 2mg/dl but less than or equal to 5mg/dl.

Negative Dilute Re-Testing:

Drug testing for any circumstances (pre-employment, random, reasonable suspicion, post-accident return to duty or follow-up) with a result of *negative dilute* will require a re-test as soon as is practical after the result of the first test is known, with no advance notice. The result of the second test will be the result of record.

J. ALCOHOL TESTING PROCEDURE

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests

may be performed using a non-evidential testing device that is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using an NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique sequential identification number. This number, time, and unit identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result. A confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section Q. 4-5 of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall still be removed from duty for at least eight hours or for the duration of the work day whichever is longer and will be subject to the consequences described in Sections Q.6 and Q.9 of this policy. An alcohol concentration of less than 0.02 will be considered a negative test. GMT affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies or procedural flaws that do not impact the test result will not result in a canceled test.

K. PRE-EMPLOYMENT TESTING

All applicants for covered transit positions shall undergo urine drug testing prior to the performance of a safety-sensitive function.

- (1) All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with verified negative results.
- (2) If an applicant fails a pre-employment drug or alcohol test, the conditional offer of employment shall be rescinded. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least one year. Evidence of the absence of drug dependency from a Substance Abuse Professional that meets with 49 CFR part 40 as amended and a negative pre-employment drug test will be required prior to further consideration for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the applicant.
- (3) When an employee is being placed, transferred, or promoted from a non-covered position to a covered position and submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Sections Q.4-5 and 9 herein.
- (4) If a pre-employment/pre-transfer test is canceled, GMT will require the applicant to take and pass another pre-employment drug test.
- (5) In instances where a covered employee is on extended leave for a period of 90 days or more regardless of reason, and the employee is removed from the random testing pool during that time the employee will be required to take a drug test under 49 CFR Part 655 and have negative test results prior to conducting safety-sensitive job functions.



- (6) An applicant with a negative dilute test result will be required to retest as per the conditions described in Section I.
- (7) Applicants are required to provide authorization for GMT to obtain previous DOT-covered employer drug and alcohol test results for the previous 2 years. Failure to do so will result in the employment offer being rescinded.
- (8) Applicants are required to sign a statement saying they have not failed or refused a DOT pre-employment drug test during the previous two years.

L. REASONABLE SUSPICION TESTING

All GMT-covered employees will be subject to a reasonable suspicion drug and/or alcohol test when there are reasons to believe that drug or alcohol use is impacting job performance and safety. Reasonable suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use, and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. A reasonable suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. A reasonable suspicion drug test can be performed any time the covered employee is on duty. GMT shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation that might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Sections Q.4-5 and 9 of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section Q.3 of this policy. A written record of observations that led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation prior to the release of the test results. This written record shall be submitted to the GMT management and shall be attached to the forms reporting the test results. When there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substances to a supervisor in his/her chain of command, the GMT employee shall be referred to the SAP for an assessment and shall place the employee on administrative leave in accordance with the provisions set forth under Sections Q.7-8 of this policy. Testing in this circumstance would be performed under the direct authority of the GMT. The individual will be placed on administrative leave pending the results of the test. The results of the test will determine what action will be taken. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under Federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in Sections L through N of this policy or the associated consequences as specified in Sections Q.4-5 and Q.9. This is applicable ONLY to those individuals who self-admit prior to being notified to



provide either a urine sample for drug testing or a breath sample for alcohol testing. Individuals who admit to having a problem when asked to submit to either a drug or alcohol test given for any reason are required to submit to the test. Any applicant, employee, or transferee into safety-sensitive duties with a negative dilute test result will be required to retest as per the conditions described in Section I.

M. POST-ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with a transit revenue service vehicle regardless of whether or not the vehicle is in revenue service that results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other whose performance cannot be completely discounted as a contributing factor to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage, unless the operators' performance can be completely discounted as a contributing factor to the accident.

(1) As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the transit employee operating the transit vehicle and all other covered employees whose performance could have contributed to the accident of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.

(2) The appropriate transit supervisor shall ensure that an employee required to be tested under this section is tested as soon as practicable, but no more than eight (8) hours after the accident for alcohol, and no more than 32 hours after the accident for drugs. If an alcohol test is not performed within two hours of the accident, the Supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) eight hours, or the drug test within 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.

(3) Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following an accident or until he/she undergoes a post-accident alcohol test.

(4) An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.

(5) Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

(6) In the rare event that GMT is unable to perform an FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), GMT may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

N. RANDOM TESTING

All covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees.

- (1) The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
- (2) The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals Twenty-Five percent of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent of the number of covered employees in the pool.
- (3) Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether or not the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.
- (4) Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool.
- (5) Random drug tests can be conducted at any time during an employee's shift. Random alcohol tests may only be performed just before, during, or just after the performance of a safety-sensitive duty. Testing can occur during the beginning, middle, or end of an employee's shift.
- (6) Employees are required to proceed immediately to the collection site upon notification of their random selection.

Any applicant, employee or transferee into safety-sensitive duties with a negative dilute test result will be required to retest as per the conditions described in Section I.

O. RETURN-TO-DUTY TESTING

It is GMT's policy that any positive drug or alcohol test will result in immediate removal from safety-sensitive duties and referral to a DOT-qualified Substance Abuse Professional (SAP). Consistent with FTA regulations the safety-sensitive employee will not be allowed to return to their safety-sensitive functions until GMT receives documentation from the SAP allowing the employee to return to safety-sensitive duties. At that time GMT will require the safety-sensitive employee to undergo a Return to Duty Drug and/or Alcohol Test as directed by the SAP. The results of that test must be negative in order for the safety-sensitive employee to return to safety-sensitive duties.

P. FOLLOW-UP TESTING

GMT's policy pertaining to any positive drug or alcohol test given for any reason will result in immediate removal from safety-sensitive duties and referral to a DOT-qualified Substance Abuse Professional (SAP) for evaluation. Consistent with DOT regulations, follow-up testing will be conducted by GMT as directed by the SAP.

Q. RESULT OF DRUG/ALCOHOL TEST AND CONSEQUENCES

Any applicant, employee, or transferee into safety-sensitive duties with a negative dilute test result will be required to retest as per the conditions described in Section I.



Any covered employee that has a verified positive drug or alcohol test will be removed immediately from his/her safety-sensitive position, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions without the approval of the SAP.

A positive drug and/or alcohol test will also result in disciplinary action as specified herein.

(1) As soon as practicable after receiving notice of a verified positive drug test result, a confirmed positive alcohol test result, or a test refusal, the GMT's Drug and Alcohol Program Manager will contact the employee's supervisor to have the employee cease performing any safety sensitive function.

(2) The employee shall be referred to a Substance Abuse Professional for an assessment. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse. Refusal to see a SAP will be considered a direct act of insubordination and will result in termination.

(3) Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and will result in termination and referral to a SAP. A test refusal includes the following circumstances.

- (a) A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol tests;
- (b) A covered employee who leaves the scene of an accident without a legitimate explanation prior to submission to drug/alcohol tests;
- (c) A verbal or written declaration, obstructive behavior, or physical absence resulting in the inability to conduct the test within the specified time frame;
- (d) A covered employee whose urine sample has been verified by the MRO as substituted or adulterated;
- (e) A covered employee who admits to adulterating or substituting a specimen to the MRO during an invalid result review;
- (f) A covered employee fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- (g) A covered employee fails to remain at the testing site until the testing process is complete;
- (h) A covered employee fails to provide a urine, saliva or breath specimen for any drug or alcohol test required by Part 40 or DOT agency regulations;
- (i) A covered employee fails to provide a sufficient amount of urine, saliva or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (j) A covered employee fails to permit the observation or monitoring of a specimen collection;
- (k) A covered employee fails or declines to take an additional test the employer or collector has directed you to take;
- (l) A covered employee fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of the "shy bladder" or "shy lung" procedures;
- (m) A covered employee fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector behave in a confrontational

way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).

(n) For an observed collection, a covered employee fails to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.

(o) A covered employee possesses or wears a prosthetic or other device that could be used to interfere with the collection process.

(p) A covered employee admits to the collector or MRO that they adulterated or substituted the specimen.

(q) If the MRO reports that a covered employee has a verified adulterated or substituted test result, you have refused to take a drug test.

(r) Failure to sign Step 2 of the Alcohol Testing form.

(4) A verified positive drug test or a an alcohol test greater than or equal to 0.04 submitted for random, post-accident or reasonable suspicion testing, the safety-sensitive employee will be subject to disciplinary action up to and including discharge. At a minimum the employee shall be removed from safety-sensitive duties and mandatory referral to Substance Abuse Professional for assessment. Any safety-sensitive employee who is allowed to return to duty following a verified positive drug or alcohol test will be immediately terminated upon the occasion of his/her subsequent verified positive drug and or alcohol test given for any testing circumstance.

(5) An alcohol test result of greater than or equal to 0.02 to less than or equal to 0.039 BAC shall result in the removal of the employee from duty for eight hours or the remainder of the workday whichever is longer and may be grounds for referral to the SAP for assessment and treatment consistent with Section Q.4-5 and Q.9 of this policy. At the discretion of GMT the employee may or may not be paid for the period during which they are removed from performing safety-sensitive duties. Payment will resume when the employee is allowed to return to their safety-sensitive duties.

(6) Safety-sensitive employees who are awaiting reasonable suspicion test results will be suspended without pay, pending those results. If the results are negative for all tests given, employees will be reinstated to their safety-sensitive position with back pay.

(7) The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the SAP-prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases them to return to duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

(8) In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

(a) Mandatory referral to a Substance Abuse Professional for assessment, formulation of a treatment plan, and execution of a return-to-work agreement;

(b) Failure to execute or remain compliant with the return-to-work agreement shall result in termination from GMT employment. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP the employee is cooperating with his/her SAP-recommended treatment program; and, the



employee has agreed to periodic unannounced follow-up testing as defined in Section P of this policy;

(c) Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.

(d) A self-referral or management referral to the SAP that was not precipitated by a positive test result does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in Section Q.4-5 and Q.9 of this policy.

(e) Periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive shall be considered a positive test result in relation to the progressive discipline defined in Section Q.4-5 of this policy.

(f) A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with GMT.

(g) A Voluntary Referral does not shield an employee from the requirement to comply with drug and alcohol testing.

(9) Failure of an employee to report within five days a criminal drug statute conviction for a violation occurring in the workplace shall result in termination.

R. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 655 for a positive test or test refusal are not subject to arbitration.

PROPER APPLICATION OF THE POLICY is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

S. INFORMATION DISCLOSURE

Drug/alcohol testing records shall be maintained by the GMT Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

(1) The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications. Employees may not have access to SAP follow-up testing plans.

(2) Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager, Department Supervisor and Director of Human Resources on a need-to-know basis.

(3) Records will be released to a subsequent employer only upon receipt of a written request from the employee.

(4) Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision maker in the proceeding. The information will only be released with binding



stipulation from the decision maker will make it available only to parties in the proceeding.

(5) Records will be released to the National Transportation Safety Board during an accident investigation.

(6) Records will be released (bi-annually) to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.

(7) Records will be released if requested by a Federal, state or local safety agency with regulatory authority over GMT or the employee.

(8) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40, necessary legal steps to contest the issuance of the order will be taken.

(9) In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

T. SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the following individual(s):

Stephanie Reid

Green Mountain Transit Drug & Alcohol Program Manager: is available to answer any questions regarding the GMT policy or any other aspects of the GMT drug-free and alcohol-free transit program. She is available during normal business hours, after hours for emergencies and post-accident testing. You may reach her by calling her office during business hours (802) 540-2512 or cell at any hour (802) 373-8211.

Jon Moore (Alternate)

Green Mountain Transit Assistant General Manager, (802) 540-2527

Medical Review Officer

Name: Dr. Joseph Ray, MD, AME, MROCC

Title: Certified MRO

Address: 340 Harvey Road, Manchester, NH

Telephone Number: (603) 623-1100

Substance Abuse Professional

Thomas J. Mott M.S.

Mental Health & Addictions Counseling

132 South Main Street

St Albans Vermont 05478

(802) 236-5111

U. DHHS Certified Laboratory Primary Specimen

Name: MedTox Laboratory

Address: 402 W. County Rd D, St Paul, MN 55112

Telephone Number: 800-832-3244

V. THIRD PARTY ADMINISTRATOR



GMT has created a Consortium administrated by the GMT. The GMT has contracted the services of a Third Party Administrator, Occupational Drug Testing, LLC for the purpose of administering a GMT membership drug and alcohol-testing program. They may be contacted at:

John Quintal, Chief Operating Officer
340 Harvey Road
Manchester, NH 03103
(603) 623-1100 x 108

This Policy was adopted by the GREEN MOUNTAIN TRANSIT BOARD OF DIRECTORS effective on January 1, 1996; Revised on July 1, 2001; Revised on August 1, 2002; Revised on October 17, 2005; Revised on August 20, 2007; Revised on March 30, 2009, Revised on June 1, 2011, Revised on May 7, 2012, January 17, 2017; Revised on January 01, 2018; Revised on March 28, 2024.

Attachment A

GMT has reviewed the actual duties performed by of each category of employee and determined the following categories to be in Safety Sensitive positions.

Safety Sensitive Positions:

Dispatchers

Bus Drivers

Van Drivers

Mechanics

Custodians- a category of the mechanics that work on or drive buses

The following supervisors are responsible for dispatch duties and therefore these positions are considered safety-sensitive:

Assistant General Manager, Maintenance Manager, Operations Managers, Operations Supervisors

POLICY EXEMPTIONS

* Vanpool drivers are exempt. Volunteer drivers are exempt unless driving a vehicle designed to transport sixteen or more passengers, including the driver, or unless providing a charitable service expecting to receive a benefit.

* Contract mechanics are exempt.

* Contracted taxi operations are exempt as passengers are free to choose any operator.

Attachment B

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

A. Signs and Symptoms of Use

Dulled mental processes

Lack of coordination

Odor of alcohol on breath
Possible constricted pupils
Sleepy or stupors condition
Slowed reaction rate
Slurred speech (Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

B. Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6 ounce glass]) over time may result in the following health hazards:
Decreased sexual functioning
Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed “alcoholic”)
Fatal liver diseases
Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
Kidney disease
Pancreatitis
Spontaneous abortion and neonatal mortality
Ulcers
Birth defects (up to 54 percent of all birth defects are alcohol-related)

C. Social Issues

Two-thirds of all homicides are committed by people who drink prior to the crime.
Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
Forty percent of family court cases are alcohol problem-related.
Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircraft accidents are alcohol-related.

D. The Annual Toll

24,000 people will die on the highway due to the legally impaired driver.
12,000 more will die on the highway due to the alcohol-affected driver.
15,800 will die in non-highway accidents.
30,000 will die due to alcohol-caused liver disease.
10,000 will die due to alcohol-induced brain disease or suicide.
Up to another 125,000 will die due to alcohol-related conditions or accidents.

E. Workplace Issues

It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.

Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.

A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Attachment C

Minimum Thresholds

Initial test analyte

Initial test cutoff concentration

Confirmatory test analyte

Confirmatory test cutoff concentration

Initial test analyte	Initial test cutoff ¹	Confirmatory test analyte	Confirmatory test cutoff concentration
Marijuana metabolites (THCA) ²	50 ng/mL ³	THCA	15 ng/mL.
Cocaine metabolite (Benzoylecgonine) ...	150 ng/mL ³	Benzoylecgonine	100 ng/mL.
Codeine/	2000 ng/mL	Codeine	2000 ng/mL.
Morphine		Morphine	2000 ng/mL.
Hydrocodone/	300 ng/mL	Hydrocodone	100 ng/mL.
Hydromorphone		Hydromorphone	100 ng/mL.
Oxycodone/	100 ng/mL	Oxycodone	100 ng/mL.
Oxymorphone		Oxymorphone	100 ng/mL.
6-Acetylmorphine	10 ng/mL	6-Acetylmorphine	10 ng/mL.
Phencyclidine	25 ng/mL	Phencyclidine	25 ng/mL.
Amphetamine/	500 ng/mL	Amphetamine	250 ng/mL.
Methamphetamine		Methamphetamine	250 ng/mL.
MDMA ⁴ /MDA ⁵	500 ng/mL	MDMA	250 ng/mL.
		MDA	250 ng/mL.

Attachment D

Example of a RETURN - ENTRY CONTRACT

I, _____ agree to submit to at least six (6) more unannounced follow-up drug tests for a period of one (1) to five (5) years with at least six (6) tests performed in the first year.

I also agree to complete the rehabilitation plan prescribed by the Substance Abuse Professional.

I understand failure to comply with these requirements is grounds for termination.

Employee Signature Date

Supervisor Signature Date

Drug and Alcohol Program Manager Signature:

Date

General Manager Signature:

Date

DRAFT