



FMCSA DRUG & ALCOHOL CLEARINGHOUSE

The Federal Motor Carrier Safety Administration has created a new Drug & Alcohol Clearinghouse that will take effect on January 6, 2020. In order to remain DOT compliant, there are some steps that “We” (as a FMCSA-regulated carrier) and “You”(as a CDL Driver) must take before the January deadline arrives.

What it is...

The Clearinghouse is a secure online database that will give employers, FMCSA, State Driver Licensing Agencies, and State law enforcement personnel real-time information about CDL driver drug and alcohol program violations, thereby enhancing safety on our Nation’s roadways.

What “we” must do...

- Register and create a corporate account in order to run mandatory annual “limited” queries of all ABF employees holding a current CDL.
- Update the ABF **EMPLOYEE EDUCATIONAL MATERIALS ON ALCOHOL AND DRUG TESTING** to include information on the D&A Clearinghouse, provide you with a copy of the updated page (page17), and receive back a signed acknowledgement that you received the update.
- Receive signed release forms from all ABF employees holding a current CDL, allowing us to run mandatory annual “limited” queries. Limited queries only shows if drug and alcohol data exists for a driver but does not give specific information about that data.

What “you” must do...

- Review the updated page (page 17) of the ABF **EMPLOYEE EDUCATIONAL MATERIALS ON ALCOHOL AND DRUG TESTING**, sign the accompanying acknowledgement form, and return the form to your manager. A copy of the full booklet is available upon request.
- Sign the “Limited Query” release form and return to your manager. This form is necessary for us to perform the annual limited query, of all employee’s holding a current CDL, that the FMCSA is mandating.
- Register and create your user account on the D&A Clearinghouse (Optional). Every individual holding a current CDL will have a profile on the Clearinghouse, however it’s up to you whether you want to create a user account. The benefits of creating a user account includes the ability to monitor the information on your profile, the ability to request the revision or removal of incorrect information, and the ability to authorize consent for “Full Queries” if necessary.

DRUG AND ALCOHOL CLEARINGHOUSE REGISTRATION FOR CDL DRIVERS

The FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse is a secure, online database that will give employers and other authorized users real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holder's drug and alcohol program violations, thus improving safety on our Nation's roadways.

- ***By registering with the Clearinghouse, you will have the ability to review your own Clearinghouse reports, free at any time.***
- ***You will have the ability to challenge the accuracy of information reported to the Clearinghouse.***
- ***The eligibility to provide electronic consent for a current or prospective employer to conduct a full query (including a pre-employment query) in the Clearinghouse.***

The registration process must be completed before you can access your driver record in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. The instructions below are for a driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP).

Note: During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

1. Visit <https://clearinghouse.fmcsa.dot.gov/register> and click **Go to login.gov**.
2. On the login.gov sign in screen, click **Create an account**.
3. Enter your email address and click **Submit**. This is the email address you will receive notifications about your Clearinghouse account. This email address is used to identify you in the Clearinghouse, and cannot be modified.
4. Check your email and open the email from no-reply@login.gov, with the subject line **Confirm your email**. Click **Confirm email address**, or copy and paste the link into a web browser.
5. **Create a password**. This password must be at least 12 characters long. *If the password you enter is not strong enough, you will not be able to continue.* Enter a strong password and click **Continue**.
6. Select an option to secure your account and click **Continue**. Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select (phone, authentication application, security key, government employees, I don't have any of the above).
7. Enter your security code and click **Submit**. This code will be provided via the method you selected.
8. Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You will only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**
9. You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

Once you have a login.gov account, you can complete your registration in the Clearinghouse by following the steps below.

10. Select your role (driver), and click **Next**.



All of the following personal information will be reported to the Clearinghouse:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any drug or alcohol test;
- An employer's report of actual knowledge, as defined as §382.107;
- On duty alcohol use pursuant to 49 CFR §382.205;
- Pre-duty alcohol use pursuant to 49 CFR §382.207;
- Alcohol use following an accident pursuant to 49 CFR §382.209;
- Controlled substance use pursuant to 49 CFR §382.213;
- A substance abuse professional (SAP) report of the successful completion of the return-to-duty process.
- A negative return-to-duty test; and
- An employer's report of completion of follow-up testing.

**POST-ACCIDENT DRUG AND ALCOHOL TESTING
INSTRUCTIONS FOR DRIVERS**

As required by the Department of Transportation, alcohol tests, as well as drug tests, are to be given to individuals performing safety-sensitive functions in relation to accidents that:

1. Result in the loss of human life;
or
2. The driver received a citation for a moving traffic violation when as a result of the accident:
 - a. an individual required immediate medical attention away from the scene of the accident;
 - or
 - b. one or more vehicles involved in the accident required towing due to disabling damage.

**DRIVER'S PROCEDURES FOLLOWING
A VEHICULAR ACCIDENT**

1. Contact the ABF Safety & Security Department.

In the event of a vehicular accident, road drivers and city drivers must immediately call the Safety & Security Department hot line number (1-800-755-6486) to report the accident.

1. Enter your contact information along with your preferred contact method and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.
2. Choose your preferred contact method. *If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.*
3. Enter your current commercial driver's license (CDL) or commercial learner's permit (CLP) information. Click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).
4. Once your CDL information is verified, you will not be able to edit it. Click **Next**. *If the Clearinghouse cannot verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information. If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL information has been verified. You can update this information under "My Profile" in your Dashboard, once your Clearinghouse registration is complete. To continue and complete your registration, click **Next**.*
5. Review The Clearinghouse terms and conditions.

Once your Clearinghouse registration is complete, you will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to respond to employer consent requests, review your Clearinghouse record, and make changes to your Clearinghouse account.



ABF Freight System, Inc.

**EMPLOYEE EDUCATIONAL MATERIALS
ON
ALCOHOL AND DRUG TESTING**

**Who has been designated by ABF to answer
employees' questions about these materials?**

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What Drivers are Subject to Alcohol Misuse and Controlled Substance Use Regulations (49 CFR Part 382*)?

All drivers of commercial motor vehicles engaged in interstate or intrastate commerce are subject to the Department of Transportation Alcohol Misuse and Controlled Substance Use Regulations. A commercial motor vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle:

- (1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or
- (2) Has a gross vehicle weight rating of 26,001 or more pounds; or
- (3) Is designed to transport 16 or more passengers, including the driver; or
- (4) Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F*).

* Please refer to Federal Motor Carrier Safety Regulations of the Federal Highway Administration, Department of Transportation.

What Conduct is Prohibited Under Department of Transportation Alcohol Misuse and Controlled Substance Use Regulations?

Alcohol concentration

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.02 or greater.

Alcohol possession

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment.

On-duty use

No driver shall use alcohol while performing safety-sensitive functions.

Pre-duty use

No driver shall perform safety-sensitive functions within four hours after using alcohol.

Use following an accident

No driver required to take a post-accident alcohol test under 382.303* of this part shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

Refusal to submit to a required alcohol or controlled substances test

No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test.

Controlled substances use

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. A driver using a therapeutic drug must provide the company with a written copy of the physician's advice that the prescribed substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Controlled substances testing

No driver shall report for duty, remain on duty or perform a safety-sensitive function if the driver tests positive for controlled substances.

* Please refer to Federal Motor Carrier Safety Regulations of the Federal Highway Administration, Department of Transportation.

What Period of the Workday is the Driver Required to be in Compliance with the Department of Transportation Alcohol Misuse and Controlled Substance Use Regulations?

The regulations state that drivers are required to be in compliance with the regulations during any period of time in which he/she is actually performing, ready to perform or immediately available to perform any safety-sensitive functions.

Safety-sensitive functions include:

- (1) All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
- (2) All time inspecting equipment as required by 392.7* and 392.8* of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
- (3) All time spent at the driving controls of a commercial motor vehicle in operation;
- (4) All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of 393.76 of this subchapter);
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

* Please refer to Federal Motor Carrier Safety Regulations of the Federal Highway Administration, Department of Transportation.

When is a Driver Subject to Drug and Alcohol Testing Under the Department of Transportation Regulations?

1. **Pre-Employment/Pre-Use** - Prior to the first time a driver performs safety-sensitive functions for ABF, the driver shall undergo testing for controlled substances.
2. **Post-Accident** - As soon as practicable following a DOT-recordable accident involving a commercial motor vehicle, ABF shall test for alcohol and controlled substances each surviving ABF driver who was performing safety-sensitive functions with respect to the vehicle:
 - if the accident involved the loss of human life; or
 - if the driver receives a citation under state or local law for a moving traffic violation arising from the accident, and
 - a. A person involved in the accident is medically treated away from the scene; or
 - b. one or more vehicles involved in the accident must be towed due to disabling damage.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by ABF to have refused to submit to testing. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver 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.

3. **Random** - ABF shall require that each driver who is notified of selection for random alcohol and/or controlled substances testing proceeds to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, ABF shall instead ensure that the driver ceases to perform the safety-sensitive function and proceeds to the testing site as soon as possible.
4. **Reasonable Suspicion** - ABF shall require a driver to submit to an alcohol test when ABF has reasonable suspicion to believe that the driver has violated the prohibitions of the regulations concerning alcohol.

ABF shall require a driver to submit to a controlled substances test when ABF has reasonable suspicion to believe that the driver has violated the prohibitions of the regulations concerning controlled substances.

5. **Return to Duty** - Prior to a driver returning to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by Subpart B of Part 391* concerning alcohol and/or controlled substances, the driver shall undergo a return-to-duty alcohol and/or directly observed controlled substances test as directed by a substance abuse professional. A driver must also complete a return-to-duty drug and/or alcohol test under 382.121 before being allowed to return to work in a safety-sensitive function following a voluntary rehab and/or education.

6. **Follow-up** - Following a substance abuse professional determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, the driver is subject to unannounced follow-up alcohol and/or directly observed controlled substances testing as directed by a substance abuse professional.

* Please refer to Federal Motor Carrier Safety Regulations of the Federal Highway Administration, Department of Transportation.

How is Department of Transportation Required Alcohol Testing Performed?

Alcohol testing is performed using an evidential breath device (EBT) approved by the National Highway Transportation Safety Administration.

An initial screening test is first performed. If the result of this test indicates an alcohol concentration of less than 0.02, the test is negative.

When the results of the initial screen indicate an alcohol concentration equal to or greater than 0.02, a confirmation test will be performed. This second test will be performed at least 15 minutes after, but not longer than 30 minutes after the first test. The reported results are those of the confirmatory (second) test.

Breath alcohol tests can only be performed by a breath alcohol technician (BAT). This individual will have received training in administration of a breath analysis test for alcohol, as well as training in the Department of Transportation regulations pertaining to alcohol misuse.

Breath alcohol tests are reported directly from the facility administering the test to the ABF driver/employee.

How is Department of Transportation Required Drug Testing Done?

Drug testing is performed using a specimen of the driver's urine. The specimen will be tested for the following substances:

- Cocaine
- Marijuana
- Phencyclidine
- Amphetamines
 - Amphetamines
 - Methamphetamines
- Opiates
 - Morphine
 - Codeine
 - Heroin

Note: Effective October 1, 2010, the DOT mandated that all urine specimens be tested for Ecstasy (MDMA, MDEA, MDA) as part of the testing for Amphetamines.

The process of drug testing involves the following three activities:

1. **The Collection Process** - The driver will be required to provide the urine specimen by a collector specified by ABF. The following will be asked of the driver to ensure the integrity of the process:
 - present photo ID
 - follow the collection personnel's instructions regarding the procedure for providing a split specimen as required by the DOT (i.e., remove outer clothing, empty all pockets, etc.)
 - observe the completion of the collection process by the collection site personnel (i.e., applying tamper-proof seals to the urine bottles)
 - read and complete information asked of you on the Custody and Control Form

The collection site will send the sealed specimen, along with the Custody and Control Form, to a Department of Health and Human Services/Substance Abuse and Mental Health Service Administration (DHHS/SAMHSA) certified laboratory. Additionally, the collection site will send the MRO copy of the Custody and Control Form to the Medical Review Officer.

2. **The Testing Process** - Upon arrival at the DHHS/SAMHSA lab, the specimen will be analyzed for the applicable drug groups via the Immunoassay Screening Method. Additionally, each specimen is screened to access the validity of the specimen.

Should the specimen screen positive by this method, further testing will be performed.

This second or confirmation test is performed via Gas Chromatography/Mass Spectrometry. All Department of Transportation-required drug test results are reported by the lab to ABF's Medical Review Officer for review before being reported to ABF.

3. **The Medical Review Process** - As stated above, all DOT-required drug test results are reviewed by ABF's selected Medical Review Officer (MRO) before being reported.

Negative Results - An administrative review of the Custody and Control Form for completeness and correctness is performed prior to the result being issued. All pre-employment, random, return-to-duty, follow-up, and post accident tests ruled as dilute will result in recollection.

Positive Results - Prior to a positive result being reported to ABF, the donor will be contacted by the physician (MRO) so that he/she may ascertain whether the donor is taking a legally prescribed medication which resulted in a positive drug test. It is the driver's obligation to be available to the physician so the situation can be discussed in an expedient manner.

Adulterated/Substituted Results - Specimens found during the validity testing to be adulterated or substituted will be reported to the MRO as such by the DHHS/SAMHSA laboratory. In these cases, the MRO will contact the donor and offer the donor an opportunity to provide a medical explanation for such results.

Should the driver **not** agree with the ruling of the Medical Review Officer, he/she has the right to request, within **72 hours** of the time of notification of the result, that the "split specimen" be sent to a second DHHS/SAMHSA lab for analysis. The "split specimen" procedure is done at the donor's expense.

What Constitutes A Refusal to Take an Alcohol Test?

- Fail to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- Fail to remain at the testing site until the testing process is complete;
- Fail to provide an adequate amount of breath for any alcohol test required;
- Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fail to undergo a medical examination or evaluation, as directed by the employer as part of the insufficient breath procedures outlined at §40.265(c);
- Fail to sign the certification at Step 2 of the ATF; or
- Fail to cooperate with any part of the testing process.

What Constitutes a Refusal to Take a Drug Test?

- Fail to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer;
- Fail to remain at the testing site until the testing process is complete;
- Fail to provide a urine specimen for any drug test required;
- 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;
- Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
- Fail or decline to take an additional drug test the employer or collector has directed you to take (see, for instance, §40.197(b));
- 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;
- 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, fail to wash hands after being directed to do so by the collector);
- 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;
- Possess or wear a prosthetic or other device that could be used to interfere with the collection process;
- Admit to the collector or MRO that you adulterated or substituted the specimen;
- If the MRO reports that you have a verified adulterated or substituted test result; or
- Failure to remain readily available for testing following an accident.

What Are the Consequences for Being in Violation of the Alcohol Misuse and Controlled Substance Use Regulations?

In the event that a driver tests positive on a drug test, has an alcohol concentration of .04 or greater, refuses a DOT-required drug or alcohol test, or violates another prohibition on the use of alcohol or drugs under the DOT regulations, the driver must comply with the following:

1. The driver must immediately cease performing safety-sensitive functions.
2. The driver shall be advised by ABF of resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals.
3. Prior to driving again, the driver must:
 - a. Be evaluated face-to-face by a substance abuse professional meeting the DOT qualifications and comply with the treatment and/or education program prescribed by the substance abuse professional.
 - b. Be re-evaluated face-to-face by the substance abuse professional to determine that the driver has successfully complied with the prescribed program.
 - c. Undergo a return-to-duty test for alcohol indicating a result less than 0.02 BAC and, if required, a controlled substances test with a verified negative result. This test will be conducted by ABF if the driver is otherwise eligible to return to work for ABF.
4. The driver shall be subject to unannounced follow-up alcohol and/or controlled substances tests for a period of up to 60 months as determined by the substance abuse professional. Follow-up testing requirements follow the employee through breaks in service and to subsequent employers.

What Are the Consequences for Drivers Found to Have an Alcohol Concentration of 0.02 or Greater But Less Than 0.04?

The Department of Transportation requires that drivers found to have an alcohol concentration of 0.02 to 0.039 be removed from safety-sensitive functions for twenty-four (24) hours.

For disciplinary action resulting from positive alcohol tests with an alcohol concentration of 0.02 or greater but less than 0.04, refer to the current labor agreement or ask your local union representative.

What Are the Effects of Alcohol and Controlled Substances Use on an Individual's Health, Work, and Personal Life?

Increased Absenteeism and Tardiness

Alcoholism causes an estimated 500 million lost workdays per year.

“Treatment is the Answer: A. White Paper on the Cost-Effectiveness of Alcoholism and Drug Dependency Treatment.” National Association of Addiction Treatment Providers. Laguna Hills, CA. March 1991).

Employees testing positive on pre-employment drug tests were absent from work 66 percent more often than those who tested negative.

(Normand, Jacques, Steven Salyards, and John J. Maloney. “An Evaluation of Pre-Employment Drug Testing.” Journal of Applied Psychology. Vol 75, No.6. 1990. pp. 629-639)

Increased Accidents

Alcoholics reportedly have an accident rate 2-4 times higher than that of other workers.

(“Effects of the Use of Illicit Drugs in the Workplace.” Prepared for Hoffmann-La Roche by Kaim Associates, Inc. Weston, CT. 1990. p.22.)

Drug-using employees are 3.6 times more likely to be involved in a workplace accident.

(Backer, Thom. “Strategic Planning for Workplace Drug Abuse Programs.” National Institute on Drug Abuse. 1987. p. 4.)

High Turnover of Personnel

Employees testing positive on their pre-employment drug tests were 77 percent more likely to be fired in the first three years of employment than those who tested negative.

(Normand, Jacques, Stephen Salyards, and John J. Maloney. “An Evaluation of Pre-Employment Drug Testing.” Journal of Applied Psychology. Vol. 75, No. 6. 1990. pp. 629-639.)

Medical Problems

Between 25 and 40 percent of all general hospital patients are there because of complications related to alcoholism.

(Rice, Dorothy P. Unpublished data. Institute for Health and Aging. University of California at San Francisco. 1990. In "Substance Abuse: The Nation's Number One Health Problem." The Robert Wood Johnson Foundation. Princeton, NJ. 1993.)

Some of the common health effects of abuse of alcohol and/or controlled substances are:

- Fatal liver disease
- Kidney disease
- Pancreatitis
- Ulcers
- Cancers of the mouth, tongue, pharynx, lungs, esophagus, breast and rectum
- Malignant melanoma
- Neonatal mortality or birth defects
- Permanent brain cell damage
- Decreased immunity system
- Parkinson's Disease
- Strokes
- Heart attacks

Adverse Effect on Non-Drug-Using Personnel

Impaired employees endanger fellow workers and everyone on the highways in addition to themselves. The higher medical costs of alcohol and drug abusing employees is passed along to all employees through their health insurance.

Theft

What are the Signs and Symptoms of a Co-Worker Being Under the Influence of Alcohol?

Physical Signs

- Smell of alcohol on clothes or breath
- Intoxicated behavior
- Glazed, bloodshot, or watery eyes
- Slurred speech
- Unsteady walk
- Relaxation
- Relaxed inhibitions
- Impaired coordination
- Slowed reflexes
- Extreme changes in personality
- Poor balance
- Tremors
- Vomiting
- Lack of balance
- Confusion

What Are the Signs and Symptoms of Someone (you or a co-worker) Possibly Having A Problem With Drugs and/or Alcohol?

Signs of Deteriorating Job Performance

Job behavior and work performance should not just be a concern of the employer and supervisor, but to all employees. Expert knowledge about abuse of controlled substances or abused drugs isn't necessary, but changes from the "normal" work pattern and/or behavior of the employees should be noticed.

Listed you will find various "warning signs" that usually appear on the job, indicating some consequences of drug abuse. It is impossible to rate all behavioral and work pattern problems that occur in this process of deterioration. They can appear singularly or in combination. They may signify problems other than substance abuse. For example, alcoholism, diabetes, high blood pressure, thyroid disease, psychiatric disorders, emotional problems and certain heart conditions all share some of the same signs. Therefore, it is important to remember that unusual or odd behavior may not be connected in any way with drug or alcohol abuse.

Physical Signs Or Conditions

- Weariness, exhaustion
- Untidiness
- Yawning excessively
- Blank stare
- Slurred speech
- Sleepiness (nodding)
- Unsteady walk
- Sunglasses worn at inappropriate times
- Unusual effort to cover arms
- Changes in appearance after lunch or break
- Constricted or dilated pupils of eyes
- Nausea
- Poor perception of time and distance
- Disoriented behavior
- Red or watery eyes
- Runny nose
- Chills or sweats
- Cycles of increased or decreased energy
- Chronic nosebleeds

Mood

- Appears to be depressed or extremely anxious all the time
- Irritable
- Suspicious
- Complains about others
- Emotional unsteadiness (e.g., outbursts of crying)
- Mood changes after lunch or break
- Oversensitivity

Actions

- Withdrawn or improperly talkative
- Spends excessive amount of time on the telephone
- Argumentative
- Has exaggerated sense of self-importance
- Displays violent behavior
- Avoids talking with supervisor regarding work issues
- Slow reactions
- Confusion or disorientation

Absenteeism

- Acceleration of absenteeism and tardiness, especially Mondays, Fridays, before and after holidays
- Frequent unreported absences, later explained as "emergencies"
- Unusually high incidence of colds, flu, upset stomach, headaches
- Frequent use of unscheduled vacation time
- Leaving work area more than necessary (e.g., frequent trips to water fountain and bathroom)
- Unexplained disappearance from the job with difficulty in locating employee
- Requesting to leave work early for various reasons



All of the following personal information will be reported to the Clearinghouse:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any drug or alcohol test;
- An employer's report of actual knowledge, as defined as §382.107;
- On duty alcohol use pursuant to 49 CFR §382.205;
- Pre-duty alcohol use pursuant to 49 CFR §382.207;
- Alcohol use following an accident pursuant to 49 CFR §382.209;
- Controlled substance use pursuant to 49 CFR §382.213;
- A substance abuse professional (SAP) report of the successful completion of the return-to-duty process.
- A negative return-to-duty test; and
- An employer's report of completion of follow-up testing.

**POST-ACCIDENT DRUG AND ALCOHOL TESTING
INSTRUCTIONS FOR DRIVERS**

As required by the Department of Transportation, alcohol tests, as well as drug tests, are to be given to individuals performing safety-sensitive functions in relation to accidents that:

1. Result in the loss of human life;
or
2. The driver received a citation for a moving traffic violation when as a result of the accident:
 - a. an individual required immediate medical attention away from the scene of the accident;
or
 - b. one or more vehicles involved in the accident required towing due to disabling damage.

**DRIVER'S PROCEDURES FOLLOWING
A VEHICULAR ACCIDENT**

1. **Contact the ABF Safety & Security Department.**

In the event of a vehicular accident, road drivers and city drivers must immediately call the Safety & Security Department hot line number (1-800-755-6486) to report the accident.