NOTICE OF PROPOSED GUIDANCE DOCUMENT

DTIM BTLRRH 38

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on DTIM BTLRRH 38, FTA 49 CFR Part 40, a proposed guidance document.

PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

- 1. Department's website: https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DTIMBTLRRH38
- 2. Mailing written comments to:

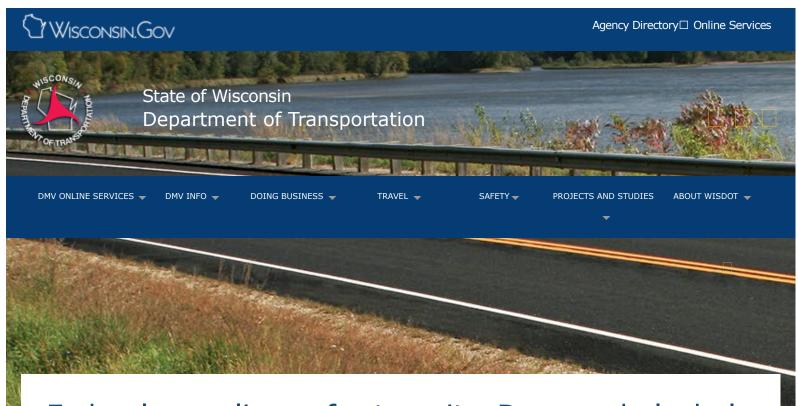
Division of Transportation Investment Management Wisconsin Department of Transportation 4822 Madison Yards Way PO Box 7913 Madison, WI 53707-7913

WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT

The final version of this guidance document will be posted at <u>wisconsindot.gov</u> to allow for ongoing comment.

AGENCY CONTACT

Kaleb Vander Wiele DOTDTIMGuidanceDocs@DOT.WI.GOV



Federal compliance for transit - Drug and alcohol testing program

Federal compliance

Asset and Vehicle Management

Compliance Site Review (CSR) Program

DBE

Drug and alcohol

Title VI

Transit safety

Transportation coordination

Federal transportation law requires recipients of Sections 5307, 5309, 5311 and 5339 funds to adhere to drug and alcohol testing regulations. The two primary federal rules are:

- 49 CFR Part 40 Procedures for Transportation Workplace Drug and Alcohol Testing Programs
- 49 CFR Part 655 Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations

Requirements

The Wisconsin Department of Transportation (WisDOT) ensures compliance with the applicable

federal drug and alcohol regulations by monitoring the policies, procedures, record keeping and reporting for Section 5311 recipients and their transit systems.

Drug and alcohol requirements include:

- Developing and implementing a compliant drug and alcohol policy
- Participating in a drug and alcohol testing program
- Providing training to safety sensitive employees and supervisors
- Ensuring safety sensitive employee forms, records and files are properly used, maintained and secured and
- Submitting annual drug and alcohol reports

Resources

• Drug and Alcohol - Required Elements

Forms

The following information provides resources and tools in meeting Federal Transit Administration (FTA) drug and alcohol requirements.

Policy Tools

- □ Instructions Adoption of Drug and Alcohol Policy
- ☐ Zero Tolerance Policy Template
- □ Second Chance Policy Template
- Acknowledgment of Policy

Training Tools

- Training Acknowledgement
- Supervisor Training Acknowledgement
- Employee Training Record
- | Employee Training Sign-In Sheet |
- Employee Assistance Information

Pre-Employment

- | Employer Application Questions
- Applicant Acknowledgement of Pre-Employment Drug Test
- Release of Prior Employer Information

Testing – General

- | Employee Notification Testing
- Test Result Summary
- □ Master Log Drug & Alcohol Testing

Collection Site

- Order Form Drug and Alcohol Testing
- ATF and CCF Checklist
- 🗆 Alcohol Test Collection Site Affidavit of Correction
- Drug Test Collection Site Affidavit of Correction

Reasonable Suspicion

• Reasonable Suspicion Determination Report

Post-Accident

• Dost-Accident Summary Report

Assess Your Compliance

□ Compliance Checklist – Drug and Alcohol Requirements

Links

- USDOT Office of Drug and Alcohol Policy and Compliance (ODAPC)
- Federal Transit Administration (FTA)
- FTA Tools and Resources
- FTA Training Drug Awareness Video
- FTA Training Reasonable Suspicion Training for Supervisors
- MIS Drug and Alcohol Reporting

WisDOT Compliance Manager

Becky Soderholm Wisconsin Department of Transportation Bureau of Transit, Local Roads, Railroads and Harbors (608) 266-1650 becky.soderholm@dot.wi.gov

Contact Information

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Forms/Notices

Acceptable use policy
Forms
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WisDOT Employees

Employee information PTA web HR Self-Service Travel Expenses WisDOT LearnCenter Wisconsin Department of Transportation Federal compliance for transit - Drug and alcohol testing program

