

**Human Resources & Organizational Development Division**_____
Interim Executive Director_____
CEO**DRUG AND ALCOHOL POLICY**Policy#: HROD-HR-420.17DRUGOrigination 05/17/2004Revised Date: 10/27/2014**I. PURPOSE**

The purpose of this policy is to establish guidelines for revisions to the Orange County Transportation Authority's (OCTA) Drug and Alcohol Policy Manual. Please refer to the policy manual for the complete overview of regulations and compliance requirements.

II. ORGANIZATIONAL UNITS AFFECTED

This policy applies to the Drug and Alcohol Policy Manual and all OCTA employees.

III. POLICY

- A. The Drug and Alcohol Policy Manual is reviewed to ensure that it complies with the Federal Transit Administration (FTA) and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655, as amended.
- B. The Drug and Alcohol Policy Manual incorporates federal requirements in addition to OCTA requirements. To distinguish DOT and/or FTA requirements from OCTA specific requirements, portions of the policy text in the manual have been bolded when references are made to the inclusion of non safety-sensitive position employees or other OCTA specific policy.

IV. DEFINITIONS

Not applicable.

V. PROCEDURE

- A. Each OCTA employee is provided either a hard or electronic copy of the Drug and Alcohol Policy Manual. It is the responsibility of all OCTA employees to read, understand, and comply with the Drug and Alcohol Policy Manual.
- B. Revisions to the Drug and Alcohol Policy Manual are subject to management review and the Board of Directors' approval.

VI. EXCEPTIONS

OCTA reserves and maintains the right to eliminate, modify or otherwise change, at any time, for any reason, any provision(s) of the Drug and Alcohol Policy Manual. However, OCTA will insure it is in compliance with Federal law. It is not intended to supplement, alter, or serve as an official interpretation of 49 CFR Part 40 or DOT agency regulations.

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OCTA reserves the right to change this policy at any time without prior notice. OCTA has the authority to make exceptions to this policy as required by business needs. Any exceptions must be authorized by the Chief Executive Officer. In the event that any changes are made, the revised policy will be posted on OCTA Today.

VII. PROVISIONS AND CONDITIONS

A. Random Testing Rates

1. OCTA Random Drug testing will equal 50% of the annual average safety sensitive population.
2. OCTA Random Alcohol Testing will equal ~~20~~50% of the annual average safety sensitive population.

VIII. RELATED DOCUMENTS

- A.** OCTA Drug and Alcohol Policy Manual
- B.** Federal Transit Administration (FTA) and U.S. Department of Transportation (DOT) regulations, 49 CFR Part 40 and Part 655, as amended.

END OF POLICY