

Agency Name
Transit Policies and Procedures

Subject	Drug & Alcohol Records
Section	Recordkeeping
Effective Date	
Approved By	
Approval Date	

Purpose

Maintain employee drug and alcohol records in compliance with the Federal Transit Administration's Code of Federal Regulations (49 CFR Parts 40 and 655).

Definitions

Drugs: Medicine or other substances which have a physiological effect when ingested or otherwise introduced into the body.

Alcohol: A liquor that contains ethanol and has the potential to intoxicate drinkers.

Procedure

Identify a process to file and maintain drug and alcohol test records. These confidential records shall be kept in a separate file cabinet from all other employee files, and the cabinet shall be locked at all times.

Drug and alcohol test results should be kept for the following time durations:

- Minimum of three years for test results that are acquired from previous employers for new hires or transferred employees
- Minimum of two years for test results collected during the application process and employee training
- Minimum of one year for negative test results

The following drug and alcohol test records are required to be kept for a minimum of five years:

- Verified positive drug and alcohol test results
- Documentation of refusal to take a required drug or alcohol test
- Employee referral to a Substance Abuse Professional
- Employer reports from a Substance Abuse Professional

Responsibilities

The Human Resource Department is responsible for maintaining all required drug and alcohol test records in accordance with this policy.

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.