



Commercial Truck Driving (CTD) Student Driver Handbook

As set forth in its student catalog, North Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Any violation or questions may be directed to:

**Title IX Coordinator Person
Dr. Mike King
706-754-7711**



Commercial Truck Driving Program Rules

Classroom Etiquette & Rules:

1. Be courteous & considerate of others in class.
2. Please stay on topic while in the classroom.
3. No food or drink at computer stations in the classroom.
4. Silence your cell phones & only use them during breaks/lunch only.
5. Dress properly for a school setting; shorts must be knee-length, no skimpy tops, and under garments showing, pants are to be worn at the waist (no sagging).

Backing Range Safety Rules:

1. Dress appropriately for the weather. Most of this course will be spent outdoors.
2. Students must enter & exit trucks facing inward, using 3-points of contact.
3. Students must, at all times, follow the directions given by the range instructor.
4. No horse play, music or cell phone use on the backing range.
5. Enclosed shoes must be worn at all times during this course.
6. Students must not operate truck on backing range without at least one instructor present.
7. When moving about the backing range and within 50' of a running vehicle, student must make eye contact with the student driver operating the running vehicle, unless otherwise permitted by an instructor.
8. Students may only be on the range when instructed to do so.
9. Any student conducting a vehicle inspection shall first verify the ignition key is not in the vehicle.
10. No student operating a vehicle may pass another vehicle on the backing range, stay in order & wait, unless instructed to do so by a CTD faculty member.

On-Road Driving Safety Rules:

1. All trucks must have a documented pre-trip vehicle inspection prior to leaving property.
2. Student drivers must adhere to all Georgia traffic laws.
3. Students must remain seated when truck is in motion.
4. No one may disrupt or distract communications between student driver & instructor. This means no music, phone calls, or phone audio.
5. Trucks must be traveling at least 10 mph below the posted speed limits for all interstate exit ramps.



6. Absolutely no shifting gears while crossing railroad tracks.
7. When crossing railroad tracks: All students must roll down windows in an effort to listen for an oncoming train, maintain a steady speed in an appropriate gear, look right, then left, then right again before crossing, and must continue checking for an oncoming train as they cross tracks. Follow the directions of your instructor.

**** NO AUDIO OR VIDEO RECORDING IS PERMITTED AT ANY TIME ****

Student Driver File

Required DOT Documentation

Student Driver File

Each CTD student will ensure that the following items are submitted to their program Advisor to be entered into your Student Driver File:

7-YEAR MOTOR VEHICLE REPORT

COPY OF COMMERCIAL LICENSE (PERMIT)

MEDICAL CERTIFICATION

PROOF OF PRE-ENROLLMENT DRUG SCREEN (completed custody form)

PROOF OF RANDOM DRUG SCREEN (if selected)

Attendance Policy

The Commercial Truck Driving (CTD) Program enforces a strict attendance policy. Because this is such a short program and most of the student's time is spent doing "hands-on" learning, time missed cannot be made up. Notification of all scheduled exams will be posted in the classroom. All exams missed will receive a zero.

Class begins at the scheduled times. If you are not prepared and ready to learn when class begins, you are considered tardy. After three (3) tardies you will be given a one (1) day absence. After three (3) absences, you have missed more than 10% of the program and have violated this attendance policy, therefore, you will be withdrawn.



Graduation Requirements

Complete Drug and Alcohol Awareness & Prevention Training
Complete Human Trafficking Awareness & Reporting Training
Maintain A Minimum 2.0 GPA



CTD Controlled Substance and Alcohol Testing Program

Overview

PURPOSE

North Georgia Technical College is committed to providing an environment that ensures the safety and well-being of employees, students, campus visitors, and the public; and prohibits influences that may have a detrimental effect upon the orderly, safe, and efficient operation of our commercial motor vehicles (CMV).

The purpose of this handbook is to assure North Georgia Technical College's employee and student fitness for duty and to protect our employees, students, customers, and the public from the risks posed by the use of alcohol and prohibited controlled substances when drivers, including students, operate a North Georgia Technical College commercial motor vehicle (CMV).

SCOPE

North Georgia Technical College is a [drug-free campus](#).

This handbook applies to all employees and students of North Georgia Technical College who operate a CMV, are required to have a CDL and are subject to drug and alcohol testing as mandated in [49 CFR Part 382](#).

North Georgia Technical College will comply with all [The Federal Motor Carrier Safety Administration](#) (FMCSA) regulations as they apply to the professional driver. Specifically, [49 CFR Part 40](#), which outlines procedures for transportation workplace drug and alcohol testing programs and [49 CFR Part 382](#), which mandates drug & alcohol testing for commercial vehicle operators and prevents drivers from performing safety-sensitive functions when there is a positive test result.

CATEGORIES OF DRIVERS SUBJECT TO TESTING

All student drivers and employees who operate a commercial motor vehicle is subject to testing as defined in [49 CFR Part 382](#).

PARTICIPATION REQUIREMENT

North Georgia Technical College truck driving students must follow the Student Driver Handbook to meet program standards and competencies. Participation in North Georgia Technical College's controlled substances and alcohol testing program is a requirement of



Commercial Truck Driving Program, and therefore, is a condition of registration and completion of CTDL 1020 and CTDL 1030 courses.

All incoming CTD students must disclose all prescription medications that are taking during the Student Advisement interview with their program advisor *prior* to registration.

This Handbook complies with [TCSG Policy III. O. 1 Drug and Alcohol Testing Procedure](#).

HOURS OF COMPLIANCE

CTD students shall not report for duty or remain on duty that requires performing safety-sensitive functions when the driver uses any controlled substance, except when the use is at the instruction of a physician who has advised the driver that the substance does not adversely affect the ability to safely operate a CMV ([§382.213](#)).

CTD students must not consume alcohol while on duty ([§382.205](#)), four hours prior to on duty time ([§382.207](#)), and up to eight hours following an accident or until the student undergoes a post-accident test, whichever occurs first ([§382.209](#)).

DEFINITIONS (as defined in §382.107):

ACCIDENT

an incident involving a commercial motor vehicle in which there is either a fatality, an injury treated away from the scene, or a vehicle being required to be towed from the scene.

BREATH ALCOHOL TECHNICIAN (BAT)

A person who instructs and assists individuals in the alcohol testing process and operates an evidential breath testing device (EBT).

DRIVER

Any person who operates a CMV in commerce and is subject to commercial driver's license (CDL) requirements ([§382.103](#)).

DESIGNATED EMPLOYER REPRESENTATIVE(S) (DER)

An individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees (students) from safety-sensitive duties and to make required decisions in the testing and evaluation processes, as required by 49 CFR Part 382.

Sheila Kisner- Academic Affairs Program Specialist

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Leslie McFarlin- Dean for Academic Affairs

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MEDICAL REVIEW OFFICER (MRO)

A licensed physician responsible for receiving and reviewing laboratory results generated by the Universities drug testing and for evaluating medical explanations for certain drug test results.



PERFORMING A SAFETY-SENSITIVE FUNCTION

Any period in which the driver is actually performing, ready to perform, or immediately able to perform any safety-sensitive functions.

SAFETY-SENSITIVE FUNCTIONS

All time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

All time at *North Georgia Technical College* or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the CTD personnel. This includes students who are "eligible" at school to drive a CMV at any time;

All time inspecting equipment or otherwise inspecting, servicing, or conditioning any CMV at any time;

All driving time, which is any time spent at the driving controls of a CMV in operation;

All time, other than driving time, in or upon any CMV;

All time loading or unloading a vehicle, supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining ready to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded.

All time repairing, obtaining assistance for, or remaining with a disabled vehicle.

SUBSTANCE ABUSE PROFESSIONAL (SAP)

A person who evaluates CTD students who have violated a DOT drug and alcohol regulation and makes recommendations concerning evaluation, treatment, follow-up testing, and after-care.

PROHIBITED BEHAVIOR

MANUFACTURE, TRAFFICKING, POSSESSION AND USE

Any student engaging in the manufacture, distribution, dispensing, possession, or use of prohibited substances on North Georgia Technical College premises, in North Georgia Technical College vehicles, or while on college business will be subject to disciplinary action up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

COMPLIANCE WITH TESTING REQUIREMENTS

All CTD students perform safety-sensitive functions and will be subject to urine drug testing and breath alcohol testing. Any student who refuses to comply with a request for testing, who provides false information in connection with a test, or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from the CTD program immediately, and subject to disciplinary action.

ALCOHOL CONCENTRATION (§382.201)

No student of the CTD program shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No CTD instructor or college facility having knowledge that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions. [66 FR 43103, Aug. 17, 2001, as amended at 77 FR 4483, Jan. 30, 2012]

ON-DUTY USE (§382.205)

No CTD student driver shall use alcohol while performing safety-sensitive functions. No CTD instructor or college facility having actual knowledge that a driver is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform safety-sensitive functions.

PRE-DUTY USE (§382.207)

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



instructor or college facility having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.

USE FOLLOWING AN ACCIDENT (§382.209)

No CTD student driver required to take a post-accident alcohol test under §382.303 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 (§382.211)

No student of the CTD program shall refuse to submit to a pre-enrollment controlled substance test required under §382.301, a post-accident alcohol or controlled substance test required under §382.303, a random alcohol or controlled substances test required under §382.305, a reasonable suspicion alcohol or controlled substance test required under §382.307, a return-to-duty alcohol or controlled substances test required under §382.309, or a follow-up alcohol or controlled substance test required under §382.311. No CTD instructor or college facility shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions. [77 FR 4483, Jan. 30, 2012] Refusal to report for collection or refusal to cooperate with the collection process will result in a refusal to test essentially a positive test.

CONTROLLED SUBSTANCE USE (§382.213)

No CTD student driver shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 21 CFR 1308.11 Schedule I.

No CTD student driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle.

No CTD instructor or North Georgia Technical College facility having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function.

A CTD instructor or North Georgia Technical College facility member may require a driver to inform the CTD program director of any therapeutic drug use. [77 FR 4483, Jan. 30, 2012] §382.215 Controlled substances testing.

No CTD student driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. No CTD instructor or North Georgia Technical College facility having knowledge that a driver has tested positive or has adulterated or substituted a test specimen for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions. [66 FR 43103, Aug. 17, 2001, as amended at 77 FR 4483, Jan. 30, 2012]

NORTH GEORGIA TECHNICAL COLLEGE RESPONSIBILITIES (§382.217)

North Georgia Technical College may not allow, require, permit or authorize a driver to operate a commercial motor vehicle or conduct safety-sensitive junctions during any period in which it determines that a driver is not in compliance with the return-to-duty requirements in 49 CFR part 40, subpart O, after the occurrence of any of the following events:

The driver receives a positive, adulterated, or substituted drug test result conducted under part 40 of this title.

The driver receives an alcohol confirmation test result of 0.04 or higher alcohol concentration conducted under part 40 of this title.

The driver refused to submit to a test for drugs or alcohol required under this part.



The driver used alcohol prior to a post-accident alcohol test in violation of §382.209.

North Georgia Technical College has actual knowledge, as defined at §382.107, that a driver has:

Used alcohol while performing safety-sensitive functions in violation of §382.205;

Used alcohol within four hours of performing safety-sensitive functions in violation of §382.207; or

Used a controlled substance

CIRCUMSTANCES FOR TESTING

All applicants to the Commercial Truck Driving Program are subject to pre-enrollment testing prior to performing safety-sensitive functions, which are functions required for the CTDL 1020 and CTDL 1030 courses.

PRE-ENROLLMENT TESTING (§382.301)

North Georgia Technical College shall not allow a student driver who has enrolled and registered for the Commercial Truck Driving Program to perform safety-sensitive functions unless it has received a controlled substances test result from the MRO indicating a verified negative test result for that student. See Student Advisement Packet.

POST-ACCIDENT TESTING (§382.303)

CTD student drivers will be required to undergo urine and breath testing if they receive a citation and are involved in a commercial motor vehicle accident that results in a fatality, an injury requiring medical treatment away from the scene, or a vehicle with disabling damage that requires a towing from the scene.

When required following a CMV accident, all North Georgia Technical College licensed CDL drivers (Instructors & students) on scene will be tested as soon as possible, but not to exceed 8 hours for alcohol testing and 32 hours for drug testing. Any North Georgia Technical College licensed CDL driver involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any North Georgia Technical College licensed CDL driver who leaves the scene of the accident without appropriate authorization prior to submission to drug and alcohol testing will be considered to have refused the test and subject to disciplinary action up to and including termination.

RANDOM TESTING (§382.305)

All CTD student drivers who perform safety-sensitive functions will be subjected to random, unannounced testing.

A minimum of ten percent (10%) of each CTD cohort will be randomly tested for alcohol.

A minimum of twenty-five percent (25%) of each CTD cohort will be randomly tested for controlled substances.

The selection of drivers for random alcohol and controlled substances testing shall be made by a computer-based random number generator that is matched with the student driver's college ID number.

Each student driver selected for random alcohol and controlled substances testing under the selection process used, shall have an equal chance of being tested each time selections are made.

A CTD student that is selected for random testing shall *immediately* proceed to the designated test site.

REASONABLE SUSPICION TESTING

All CTD students who perform a safety-sensitive function may be subject to a fitness for duty evaluation, to include appropriate urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting student performance.



A reasonable suspicion referral for testing will be made based on documented objective facts concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances. Examples of reasonable suspicion include, but are not limited to, the following:

- (1) Adequate documentation of unsatisfactory school performance or behavior.
- (2) Physical signs and symptoms consistent with prohibited substance use.
- (3) Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
- (4) Occurrence of a serious or potentially serious accident that may have been caused by human error.
- (5) Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion determinations will be made by the program director or an instructor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that a student may be adversely affected or impaired in his/her school performance due to prohibited substance abuse or misuse.

RETURN-TO-DUTY & FOLLOW-UP TESTING

Student drivers who test positive, refuse a test, or violate DOT drug & alcohol rules will not be allowed to return to safety-sensitive functions until they have undergone an evaluation by a Substance Abuse Professional (SAP), complied with any recommended treatment, has been re-evaluated by a SAP, has been allowed by the SAP to return to work and has passed a return to duty test.

Upon return to the CTD Program, you will be subject to unannounced testing for drugs and/or alcohol as prescribed by the SAP. These will be directly observed tests.

BEHAVIOR THAT CONSTITUTES A REFUSAL TO SUBMIT TO A TEST

EXAMPLES OF REFUSAL TO TEST

A CTD student driver is considered to have refused drug &/or alcohol testing under the following circumstances:

Fails to appear for and test within a reasonable time, as determined by the CTD Director, after being directed to do so;

Fails to remain at the testing site until the testing process is complete.;

Fails to provide a urine specimen for any drug test required by this Handbook or DOT agency regulations.;

In the case of a directly observed or monitored collection in a drug test, student fails to permit the observation or monitoring of the student driver's provision of a specimen;

Fails 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;

Fails or declines to take a second test the employer or collector has directed the driver to take;

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;

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); or

Student driver is reported by the MRO as having a verified adulterated or substituted test result.



DRIVERS WITH AN ALCOHOL CONCENTRATION OF 0.02 OR GREATER BUT LESS THAN 0.04

No student driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for the CTD program, including driving a commercial motor vehicle, nor shall North Georgia Technical College permit the driver to perform or continue to perform safety-sensitive functions, until the start of the student driver's next regularly scheduled duty period, but not less than 24 hours following administration of the alcohol test.

TESTING PROCEDURES

To the extent practicable, all tests will be conducted during a student's normally scheduled class hours. CTD students will be subject to pre-registration, random drug & alcohol, post-accident, reasonable suspicion, and return-to-duty and follow-up testing as prescribed by FMSCA 49 CFR Part 382.

Once directed to report for drug and alcohol testing, student drivers are to immediately report to an authorized collection site with a picture ID.

The DOT 5-panel drug screen will include marijuana, cocaine, amphetamines (amphetamine, methamphetamine, MDMA, MDA, MDEA), opiates (codeine, morphine, heroin), semi-synthetic opioids (hydrocodone, oxycodone, hydromorphone, oxymorphone, and phencyclidine (PCP)).

The DER will receive the results of the drug and alcohol testing from the MRO.

Appeals will follow the Academic Appeals process as outlined in the College Handbook.

DRUG TESTING PROCEDURES

Drug testing is conducted by analyzing a driver's urine specimen, and must be conducted through a U.S. Department of Health and Human Services certified facility.

Specimen collection procedures and chain of custody requirements ensure that the specimen's security, proper identification and integrity are not compromised.

DOT rules require a split specimen procedure.

Each urine specimen is subdivided into two bottles labeled as primary and split.

Both bottles are sent to the laboratory.

Only the primary specimen is opened and used for the urinalysis.

The split specimen remains sealed at the laboratory.

If the analysis of the primary specimen confirms the presence of illegal controlled substances, the driver has 72 hours to request that the split specimen be sent to another DHHS certified laboratory for analysis.

All urine specimens are currently analyzed for the following drugs or drug metabolites:

- Marijuana metabolites (THC)



- Cocaine metabolites
- Phencyclidine (PCP)
- Amphetamines/Methamphetamine
- Methylenedioxyamphetamine (MDMA)/ Methylenedioxyamphetamine (MDA)
- Opiate metabolites (Codeine, Morphine, and Heroin)
- Opioid (Hydrocodone, Oxycodone, Hydromorphone and Oxymorphone)

Testing is conducted using a two-stage process.

First, a screening test is performed.

If the test is positive for one or more of the drugs, a confirmation test is performed for each identified drug.

Sophisticated testing requirements ensure that over-the-counter medications or preparations are not reported as positive results.

All drug tests are reviewed and interpreted by a physician designated as a Medical Review Officer (MRO) before they are reported to the DER.

If the laboratory reports a positive result to the MRO, the MRO will contact the student driver and conduct an interview to determine if there is an alternative medical explanation for the drugs found in the urine specimen.

For all the drugs listed above, except PCP, there are some limited, legitimate medical uses that may explain a positive test result. The MRO will take into consideration 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.

If the MRO determines that the drug use is legitimate, the test will be reported to the Designated Program Representative as a negative result.

The MRO will report the test results as positive if the student:

Expressly refuses to discuss the test results with the MRO;

Declines the opportunity to provide an explanation for the results;

Admits to the use of one or more illegal drug(s); or,

Is unable to provide an alternative medical explanation for the presence of one or more illegal drug(s).

ALCOHOL TESTING PROCEDURES

DOT rules require breath testing using evidential breath testing (EBT) devices.

Two breath tests are required to determine if a person has a prohibited alcohol concentration.

A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a "negative" test. If the alcohol concentration is 0.02 or greater, a second, confirmation test must be conducted

An Alcohol test shall only be conducted by a certified Alcohol Technician at a testing site (e.g., a medical center, testing laboratory, or law enforcement agency) or, as applicable, on-site.

A student driver whose alcohol confirmation test indicates an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to perform safety-sensitive functions for a period of 24 hours.

A student driver whose alcohol confirmation test indicates an alcohol concentration of 0.04 or greater will not be permitted to perform safety-sensitive functions and will not be able to complete the CTD program.



CANCELLED TEST RESULT OR NEGATIVE, DILUTED TEST RESULT

The DER will immediately direct the student to return to the test facility to provide a new or another specimen (under direct observation, if required).

EXCLUDED DRUG AND ALCOHOL SERVICE AGENTS

A service agent who engages in serious misconduct could be excluded from participating in DOT-required drug and alcohol testing for a period of time. All individuals or organizations currently excluded from participating in DOT regulated drug and alcohol testing programs can be found at www.transportation.gov/odapc/pie

RECORDS RETENTION, REPORTING AND CONFIDENTIALITY

RECORDS RETENTION

North Georgia Technical College shall maintain records of its CTD Controlled Substance and Alcohol Testing Program in a separate and secure location with controlled access.

Records associated with alcohol test results indicating an alcohol content of 0.02 or greater, verified positive controlled substances test results, refusals to take required alcohol and/or controlled substances tests, EBT calibration documentation, driver follow-up tests and schedules, and a copy of each annual calendar year MIS report will be maintained for a minimum of five years.

Records related to the drug and alcohol collection process will be maintained for a minimum of two years.

Records of negative and cancelled controlled substances test results and alcohol test results with a concentration of less than 0.02 shall be maintained for a minimum of one year. [49 CFR 382.401(a) and (b)]

REPORTING OF RESULTS

As an FMCSA-regulated industry, the CTD program is required to report information related to violations of 49 Parts 40 and 382 to the Commercial Driver's License Drug and Alcohol Clearinghouse. The Clearinghouse is a database that contains information pertaining to violations of the US Dept. of Transportation (DOT) controlled substances and alcohol testing program for holders of CDLs. The Clearinghouse is available to current and prospective employers and State Driver Licensing Agencies to query. It will ensure that drivers who are prohibited from operating a CMV based on DOT drug and alcohol program violations receive the required evaluation and treatment before operating a CMV on public roads.

North Georgia Technical College's CTD Department shall prepare and maintain a summary of the results of its alcohol and controlled substances testing program performed during the previous calendar year when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the University or any of its drivers. [49 CFR 382.403 (a)].

CONFIDENTIALITY

North Georgia Technical College will not release driver information that is contained in records required to be maintained by CFR §382.405, except as authorized under the regulations:

- a. Upon written request by the driver
- b. Upon written request by a driver to disclose the records to a prospective employer (3 years of records, including records received from former employers) or to another identified person
- c. Upon request by the decision maker in a lawsuit, grievance, or administrative proceeding initiated by or on behalf of the driver, and in criminal or civil actions
- d. Upon request by the NTSB, Secretary of Transportation, any DOT agency, or any State or local official with regulatory authority.



STUDENT DRIVER SELF-IDENTIFICATION PROGRAM

Student drivers of North Georgia Technical College's Commercial Truck Driving Program who self-identify and admit using alcohol and/or controlled substances may be relieved of certain referral, evaluation and treatment requirements in accordance with 49 CFR 382.121, which North Georgia Technical College will follow. The self-identification and admission must be made to the Commercial Truck Driving Program Director or contact the Dean of the Professional Services Division. The program responsibilities include:

Student drivers who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation and treatment requirements of 49 CFR 382, provided that:

The admission is in accordance with this policy;

The driver does not self-identify in order to avoid testing under the requirements of 49 CFR 382;

The driver makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function (i.e., prior to reporting for duty); and

The driver does not perform a safety sensitive function until the CTD Program Director is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with the self-identification program guidelines outlined below.

North Georgia Technical College's qualified voluntary self-identification program contains the following elements:

It prohibits the College from taking adverse action against a student driver making a voluntary admission of alcohol misuse or controlled substances use within the parameters of this program and of this section;

It allows the student driver sufficient opportunity to seek evaluation, education or treatment to establish control over their drug or alcohol problem;

It permits the student driver to return to safety sensitive duties only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, i.e., substance abuse professional, or qualified drug and alcohol counselor;

It ensures that:

Prior to the student driver participating in a safety sensitive function, the employee shall undergo a return to duty test with a result indicating an alcohol concentration of less than 0.02; and/or

Prior to the employee participating in a safety sensitive function, the employee shall undergo a return-to-duty controlled substance test with a verified negative test result



for controlled substances use; and

It may incorporate student monitoring and include non-DOT follow-up testing.

CONSEQUENCES OF THE USE OF CONTROLLED SUBSTANCES AND THE MISUSE OF ALCOHOL

Each student driver will be given a copy of the completed drug and alcohol testing form at the collection site. This form is to be presented the CTD Director. Should a student driver not present the form as instructed, the student driver will not be permitted to perform safety-sensitive functions and will not be able to complete the academic program.

In the case of positive, adulterated, or substituted drug test result, an alcohol concentration of 0.04 or greater, a refusal to submit to a test, alcohol use prior to a post-accident alcohol test, or actual knowledge that a driver has used alcohol prior to performing or within 4 hours of performing safety-sensitive functions, or used drugs, the DER will notify the student that he/she is immediately removed from performing safety-sensitive functions and will not return to duty until or unless the driver successfully completes the return-to-duty process.

Subsequently, the student no longer fits the criteria required to complete the Commercial Truck Driving Program, the student will be withdrawn from the Commercial Truck Driving program.

The DER will take immediate action to place a CTD Hold on the student driver's account to prevent the student driver from transferring to another TCSG college's CTD program in an effort to circumvent the return-to-duty and follow-up testing and evaluation process required by 49 CFR Part 382.

IDENTITY OF CONTACT PERSON

Anyone with questions regarding the Controlled Substances Use and Alcohol Misuse Program or any other aspect of the Commercial Truck Driving (CTD) Student Driver Handbook should contact Rob Rowland- Instructor (706)754-7758.

EFFECTS OF ALCOHOL AND CONTROLLED SUBSTANCES

Information on the effects of alcohol misuse and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when an alcohol and/or substance problem is suspected can be found in your Drug & Alcohol Awareness and Prevention Training.

EDUCATIONAL MATERIALS

1. National Clearinghouse for Alcohol and Drug Information (NCADI), PO Box 2345, Rockville, MD 20852. (800) 729-6686 or (301) 468-2600 can provide fact sheets, films, posters, pamphlets, and brochures at no or low cost. Multilingual materials. Free quarterly catalog available.



2. Your State substance abuse clearinghouse. Each State has at least one Federally funded clearinghouse, which can provide you with nationally and locally produced information materials.
3. Drug-Free Workplace Helpline, Center for Substance Abuse Prevention. (800) 843-4971. Operates from 9:00 AM to 5:30 PM Eastern time, Monday - Friday. Provides information on policy, controlled substance testing, employee assistance program models, and related topics. Offers literature at no cost to employers. Referrals to other information sources and lists of consultants by geographic area are available. Website: <http://www.drugfreeworkplace.gov>
4. Partnership for a Drug Free America, 405 Lexington Avenue, New York, NY 101740002. (212) 922-1560. Provides high-quality, high-impact messages in the form of posters, audio tapes, and video tapes. No charge, but a donation will be requested.

DETECTION PERIODS

Detection periods vary; rates of metabolism and excretion are different for each drug and use and vary by individual. Detection periods should be viewed as estimates. Cases can always be found to contradict these approximations.

Drug	Detection Period
Amphetamines Amphetamine Methamphetamine	1–2 days 1–2 days
Cocaine Benzoylcegonine	2–3 days
Cannabinoids (Marijuana) Casual Use Chronic Use	Up to 7 days Up to 30 days
Alcohol	12–24 hours
Opiates Codeine Hydromorphone (Dilaudid) Morphine (for Heroin)	Usually up to 2 days Usually up to 2 days Usually up to 2 days
Phencyclidine (PCP) Casual Use Chronic Use	Up to 8 days Up to 30 days

ALCOHOL FACT SHEET

Alcohol is a 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.

Description

Generic/Chemical Names (Representative): Beer (about 4.5 percent alcohol), wine (about 14 to 20



percent alcohol), distilled spirits or liquor (about 50 percent alcohol).

Alternative Sources: After-shave lotion, cough medicine, antiseptic mouthwash, vanilla extract, disinfectant, room deodorizer fluid, cologne, breath sprays, shaving creams, rubbing alcohol.

Common Street Names: Booze, juice, brew, grain, shine, hooch.

Distinguishing Characteristics: Pure ethanol (sold in some States as “grain alcohol”) is a colorless liquid with a distinctive odor and taste. It has a cooling effect when rubbed on the skin. Most commonly, however, alcohol is consumed as the component of another beverage, and grain alcohol itself is normally diluted with juices or other soft drinks by the consumer. Depending upon the concentration of alcohol in the beverage, the aroma of alcohol may serve as an indicator of the presence of alcohol in a beverage. Since the sale and distribution of all products containing more than a trace amount of ethanol are regulated by Federal and State governments, the best guide to whether a specific beverage contains alcohol will be label information if the original container is available.

Paraphernalia: Liquor, wine, after-shave, or cough medicine bottles; drinking glasses; cans of alcohol-containing beverages; can and bottle openers. Paper bags are sometimes used to conceal the container while the drink is being consumed.

Method of Intake: Alcohol is consumed by mouth. It is infrequently consumed as pure (grain) alcohol. It is, however, frequently consumed in the form in which it is sold (e.g., cans of beer, “straight” liquor, glasses of wine). Alcohol is often consumed in combination with other beverages (“mixers”), either to make it more palatable or to disguise from others that alcohol is being consumed.

Duration of Single Dose Effect: Alcohol is fully absorbed into the bloodstream within 30 minutes to 2 hours, depending upon the beverage consumed and associated food intake. The body can metabolize about one quarter of an ounce (0.25 oz.—roughly half the amount in a can of beer) of alcohol per hour.

The effects of alcohol on behavior (including driving behavior) vary with the individual and with the concentration of alcohol in the individual’s blood. The level of alcohol achieved in the blood depends in large part (although not exclusively) upon the amount of alcohol consumed and the time period over which it was consumed. One rule of thumb says that in a 150-pound person, each drink adds 0.02% to blood alcohol concentration and each hour that passes removes 0.01 percent from it.

Generally speaking, alcohol is absorbed into the blood relatively quickly and metabolized more slowly. Therefore, the potential exists for alcohol concentrations to build steadily throughout a drinking session. The table below shows some general effects of varying levels of BAC:

<u>BAC</u>	<u>Behavioral Effects</u>
0.02-0.09%	Loss of muscular coordination, impaired senses, changes in mood and personality.
0.10-0.19%	Marked mental impairment, further loss of coordination, prolonged reaction time.
0.20-0.29%	Nausea, vomiting, double vision.
0.30-0.39%	Hypothermia, blackouts, anesthesia.
0.40-0.70%	Coma, respiratory failure, death.

Detection Time: The detection time for alcohol depends upon the maximum level of BAC achieved and varies by individual. Since under FMCSA regulations alcohol concentrations as low as 0.02 percent (under DOT testing procedures, breath alcohol concentration is used as a proxy for BAC) require employer action, and current technology can reliably detect this level, a driver who had achieved a moderate level of intoxication (i.e., 0.08 percent BAC) would be detectable approximately 8 hours after achieving that level. (Note: this is detectability after achieving this level and not after commencing or stopping drinking.)

Dependency Level: The chronic use of alcohol can produce dependence in some individuals manifested by



craving, withdrawal, and tolerance. Despite the fact that many individuals consume alcoholic beverages (more than 90 percent of Americans at some point during their lives), relatively few of them (only about 10 percent of drinkers) develop psychological and physical dependency on it.

SIGNS AND SYMPTOMS OF ALCOHOL USE

Evidence of Presence of Alcohol: Bottles, cans, and other containers which alcohol-containing beverages may have been purchased and/or consumed in; bottle caps from alcohol containers; bottle or can openers; drivers drinking from paper bags; odor of alcohol on containers or on driver's breath.

Physical Symptoms: Reduction of reflexes, slurred speech, loss of coordination, unsteady gait.

Behavioral Symptoms: Increased talkativeness, reduced emotional control, distorted judgment, impaired driving ability, gross effects on thinking and memory.

EFFECTS OF ALCOHOL ON THE INDIVIDUAL

Physical Health Effects

The liver is the primary site of alcohol metabolism and can be severely affected by heavy alcohol use. The three primary dangers are fatty liver, alcoholic hepatitis, and cirrhosis.

Heavy alcohol use can also severely affect the gastrointestinal tract, contributing to inflammation of the esophagus, exacerbating peptic ulcers, and causing acute and chronic pancreatitis. It interferes with the absorption of nutrients from food and contributes to malnutrition.

Heavy alcohol use affects the heart and vascular system, contributing to heart attacks, hypertension, and strokes.

Either because of direct action or indirectly through the malnutrition, liver disease, and other effects it causes, alcohol depresses immune system functioning and increases the likelihood of infection.

There is considerable evidence that alcohol abuse is associated with the incidence of cancer, particularly cancers of the liver, esophagus, nasopharynx, and larynx.

Heavy alcohol consumption causes brain damage, manifested through dementia, blackouts, seizures, hallucinations, and peripheral neuropathy.

Other Health Effects

In addition to having direct health effects through physiological changes in the drinker's body, alcohol contributes significantly to health problems indirectly. While most of the medical consequences of alcohol use listed above result from chronic use, these other effects can often result from a single episode of acute use:

One half of all traffic accident fatalities are alcohol-related.

The risk of a traffic fatality per mile driven is at least eight times higher for a drunk driver than for a sober one.

Falls are the most common cause of nonfatal injuries in the U.S. and the second-most common cause of fatal accidents. Estimates of the involvement of alcohol in these falls range from 20 to 80 percent. A BAC between 0.05 and 0.10 percent increases the likelihood of a fall by three times. Between 0.10 and 0.15 percent, it increases by a factor of 10, and above 0.16 percent it increases by a factor of 60.

Research indicates over 60 percent of those dying in nonvehicular fires (fourth leading cause of accidental death in the United States) have BACs over 0.10 percent.

Approximately 38 percent of those drowning (third leading cause of accidental death in the United States) have been exposed to alcohol at the time of their deaths.



Between 20 and 36 percent of suicide victims have a history of alcohol abuse or were drinking shortly before their suicides.

Alcohol also plays a significant role in crime and family violence, including spousal and child abuse.

Effects on Driver Performance

The statistics reported above make it clear that alcohol can have a devastating effect on driver performance. By affecting vision, reflexes, coordination, emotions, aggressiveness, and judgment, alcohol deprives the professional driver of most of the tools he or she relies upon to perform safely.

Hangovers also present a risk to driving behavior, as would other illnesses. The sick feeling associated with hangovers, including headaches, nausea, and other symptoms, can distract a driver's attention and lead to accidents even though alcohol may no longer be detectable in the body.

OVERDOSE EFFECTS

Unconsciousness, coma, death.

Withdrawal Syndrome

Repeated use of alcohol results in tolerance, with increasing consumption necessary to attain its characteristic effects. Alcohol at a given blood level produces less impairment in heavy drinkers than it does in lighter drinkers. Alcohol is toxic by itself and, coupled with the malnutrition common in alcoholics, can lead to kidney disease, deterioration of mental faculties, and psychotic episodes (the "DTs") if the alcohol is withdrawn. The DTs are characterized by hallucinations and extreme fear, and their presence are a clear indication of alcohol dependence. Withdrawal and the associated DTs can be fatal.

References

U.S. Department of Transportation and Federal Motor Carrier Safety Administration FMSCA-CMO-04-001, "Implementation Guidelines for Alcohol and Drug Regulation in Highway Transportation", Washington, DC, 2016.

ADDITIONAL PROVISIONS

Random drug tests will commence immediately upon notification to the student at a facility designated by the DER.



ALCOHOL AND DRUG EMPLOYEE'S CERTIFIED RECEIPT

Employee's Name

North Georgia Technical College, Commercial Truck Driving Program
Company / Department

This is to certify that I have been provided educational materials required by §382.604 and my employer's policies and procedures with respect to meeting the Part 382 requirements. The materials include detailed discussion of the following checked (✓) items:

- 1. The designated person to answer questions about the materials.
- 2. The categories of drivers subject to Part 382.
- 3. The safety-sensitive functions and periods of the workday for which compliance is required.
- 4. Specific information concerning prohibited driver conduct.
- 5. Circumstances under which a driver will be tested.
- 6. Test procedures, driver protection and integrity of the testing processes, and safeguarding the validity of the test.
- 7. The requirement that drivers submit to tests administered in accordance with Part 382.
- 8. An explanation of what will be considered a refusal to submit to a test and the consequences.
- 9. The consequences for Part 382, Subpart B violations, including removal from safety-sensitive functions, and Part 40, Subpart O procedures.
- 10. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 4.0.
- 11. Information on:
 - the effects of alcohol and controlled substances use on an individual's health, work or personal life
 - signs and symptoms of a problem
 - available methods of intervening when a problem is suspected (confrontation, referral, etc.)
- 12. Optional information:



Employee's Signature

Date

Authorized Employer Representative

Date