



To: Chicago Transit Authority Applicant

From: Human Resources Department

Re: CTA's DRUGFREE WORKPLACE POLICY & DRUG AND ALCOHOL TESTING POLICY

The Chicago Transit Authority is the major provider of public transportation in the Chicagoland area. The riding public that it serves is entitled to the safest service we can provide. The safety of our passengers and employees is paramount and cannot be compromised. We are a Substance Abuse-Free Environment. All employees are directly or indirectly involved in accomplishing this objective. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on Authority property by any person at any time is prohibited. Therefore, the CTA requires that when an employee reports for work until the conclusion of the workday they must be drug and alcohol free.

As part of our employment process, you will be required to pass a physical examination. Included in this physical examination is a urinalysis testing procedure to determine use of drugs, alcohol or fitness. A positive test will result in your disqualification for employment for a twelve-month period. The results of the test shall only be used for employment-related purposes.

In addition to CTA's own drug and alcohol test, any successful applicant for a safety sensitive position will also be required to complete a separate federally mandated drug/alcohol test immediately prior to beginning work in a safety-sensitive position. Individuals will not be hired for a safety-sensitive position unless they pass the tests. Failure to complete the test requirements for any reason will be considered a positive result. A positive Pre-Employment test result will disqualify you from employment for a twelve-month period and you will be required to provide evidence of well-being from a treatment specialist.

Have you tested positive (**or refused to test**) on any pre-employment drug or alcohol test administered by an employer to which you, the applicant, applied for but did not obtain safety-sensitive work regulated by the U.S. Department of Transportation Drug and Alcohol testing rules during the past two years?

☐ **Yes** **No** ☐

Have you tested positive (**or refused to test**) on any of the following drug or alcohol tests administered by an employer during the past two years - including but not limited to: Random, Post-Accident, Follow-up, Reasonable Suspicion, Pre-Employment?

☐ **Yes** **No** ☐

Accepted applicants for hire must note: *Once hired, you may be subject to various drug/alcohol testing types (random, post-accident, injury on duty, return to duty, and reasonable suspicion). Refusal to Test and/or failure to complete the test requirements for any reason could result in discipline - up to and including discharge.*

If ever convicted of a drug statute violation that occurs in the workplace, you are to report it to your manager in writing no later than five calendar days after such a conviction. Failure to do so could result in discipline - up to and including discharge.

Printed Name: _____

Signature: _____

Date: _____