

**PRE-PLACEMENT DRUG TESTING
NON-SAFETY SENSITIVE POSITIONS**

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**SANTA CLARA VALLEY TRANSPORTATION AUTHORITY
PRE-PLACEMENT DRUG TESTING
NON-SAFETY SENSITIVE POSITIONS**

I - PURPOSE AND APPLICABILITY

VTa promotes a drug free workplace. Outside applicants (who are not already employees of VTA) are subject to pre-placement, post-offer drug testing as part of a regular pre-employment physical examination.

This Policy applies to applicants for non-safety sensitive positions and contract employees. Applicants must complete both the physical examination and the pre-placement drug test. A positive drug test result will disqualify the applicant from consideration for employment. An applicant who tests positive may reapply the next time the employment examination is offered, but no earlier than six months.

II - PROHIBITED SUBSTANCES

The following are illegal prohibited substances. Tests shall be conducted for the substances listed below. A test shall be deemed positive if the amounts present are above the standard level for accurate detection as established by FTA guidelines.

1. Marijuana
2. Amphetamines
3. Opiates
4. Cocaine
5. Phencyclidine (PCP)

The appropriate use of legally prescribed drugs and non-prescription drugs is not prohibited. A legally prescribed drug is a drug for which an individual has a prescription for use in the course of medical treatment.

III - TESTING PROCEDURES

A. General

Testing shall be conducted in a manner which assures a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which

**VALLEY TRANSPORTATION AUTHORITY
PERSONNEL POLICIES & PROCEDURES MANUAL**

POLICY NO. 421.2

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have been approved by the U.S. Department of Health and Human Services (DHHS) for analytical testing of urine for prohibited drug use.

- B. Applicant Requested Additional Testing - 72 Hours (Split Sample)**
Each sample will be split into a primary and a secondary sample. An applicant who questions the results of a test may request within 72 hours of being informed by the MRO of a positive test that an additional test be conducted. The applicant shall pay for this test if it is positive. A negative test will be paid for by VTA. This test shall be conducted at a different laboratory.

- C. Medical Review Officer (MRO)**
Drug testing results shall be evaluated by a Medical Review Officer (MRO), who is a designated licensed Medical Doctor with knowledge of substance abuse disorders and trained to evaluate and interpret drug test results. The MRO shall discuss the results with the applicant to evaluate whether there is a medical explanation, including the use of legally prescribed medication, before making a determination of a positive test result.

A refusal to consent to testing shall be regarded by VTA as a positive test. If an applicant engages in conduct that obstructs the testing process or creates reason to believe that a specimen has been altered, substituted, or tampered with for the purposes of affecting validity of a test, the test shall be presumed positive and the applicant shall be disqualified from employment.

IV- CONTACT

Questions regarding this Policy or any other aspect of the Valley Transportation Authority Substance Abuse Control Program should be directed to the office of:

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Signed by: 
Peter M. Cipolla, General Manager

10/31/02.