



JADANSA, Inc.

EMPLOYEE GUIDELINES

The purpose of these guidelines is to inform the employee of the company policies in following the Department of Transportation, Federal Highway Administrations, regulations which concern drug testing. We will discuss the process of drug testing, the consequences of a positive test and the Employee Assistance Program

DRUG TESTING

Federal regulations require that each employee with a safety sensitive job be instructed in the procedures to be followed regarding drug testing, prior to the start of testing and all new hires who hold a CDL.

Whom in my company must I contact regarding this program?

You will contact your immediate supervisor or employer.

Who must be tested?

Anyone who operates a commercial motor vehicle or performs a safety sensitive function.

What is a Safety-Sensitive Function

Any time that you are on duty including driving, inspecting, loading or unloading, in or upon a vehicle except when resting in a sleeper berth.

What are the Alcohol & Drug Prohibitions?

Alcohol – A driver may not come to work or remain at work with an alcohol concentration of .04 or greater, if using alcohol, within eight hours of using alcohol, or if in possession of alcohol.

A driver who is involved in an accident may not use alcohol until he has taken a post-accident test or for a period of eight hours.

Drivers cannot refuse to be tested for alcohol.



Drugs – Drivers may not report for duty or remain on duty while using any controlled substance, (there is a possible exception for prescription drugs if a physician has advised that it will not affect ability to operate a vehicle).

Drivers may not report to work if they have tested positive for a controlled substance.

When is drug testing done?

There are several times when an employee may be subject to a drug test.

1. Pre-employment Testing – You must pass a drug test before working
2. Post-accident testing – You will be tested within 32 hours after an accident.
3. Random testing – All covered employees are assigned to a testing group. These tests are unannounced and must be completed on 50% of the company drivers each year.
4. Testing for Reasonable Suspicion – Testing can be done if the employer or supervisor has a reasonable suspicion that the driver's appearance or behavior indicated drug use.
5. Return-to-duty and Follow-up testing – Any employee who has failed a drug test will be required to pass a drug test before returning to work.. After the return to work, the employee will be required to submit to follow-up testing for a period of five years.

If you refuse to test it will be treated as though you had tested positive and will result in disciplinary action up to and including termination.

How and where is drug testing done?

Prior to beginning your employment, you will be given a packet and be asked to take it to the laboratory at the hospital. There you will be escorted to a private area where the sample will be taken. The sample will then be sealed into two containers and sent to a certified testing laboratory. The results of the test are then sent to a Medical Review Officer who will notify you of a positive result and will attempt to discover any medical reason for the drug use. If you are able to establish a legitimate medical use, the MRO may report the test to the employer as negative. You may have 72 hours after being notified that the first test was positive to request a test of the second urine sample. If you so request, the second sample will be sent to another laboratory. If you are able to prove a legitimate reason for the positive test after the 72 hours, the MRO can order a test of the split specimen.

April 11, 2008

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What if I have violated the drug prohibitions?

A driver cannot return to work until an evaluation has been done by a substance abuse professional, recommended therapy is completed and a return-to-duty test has been done to confirm a negative drug test. Employees will be made aware of the resources available and will be given an opportunity for treatment. However, the employer is not required to provide or pay for such rehabilitation or to hold a job for the employee.

Are the results confidential?

DOT regulations require that all drug test results be kept confidential. All test results will be kept in the employer's headquarters for a period of five years.

EMPLOYEE ASSISTANCE PROGRAM

Federal regulations require every motor carrier to establish an Employee Assistance Program. Although we are not required to do alcohol testing until January 1, 1996, we feel that awareness of alcohol abuse is very important and we are including instruction of its affects on the individual and deterrence of use in the workplace in our current program. We use educational materials provided by STA United. Following the completion of the training booklet, employees are given a verification of participation, which they are to carry with them while on duty. The course will be repeated on the anniversary date of their hire.

In addition to the requirements listed above, all supervisors are required to attend an additional training session regarding the responsibility of such supervisors in determining "reasonable suspicion". The areas covered in these sessions include physical, behavioral, symptoms, managerial tactics when approaching the employee and suggestions for handling difficult situations.

All training is documented and the records are kept for a period of five years.

Informational materials from the Substance Abuse Treatment Facilities in our area are available to all employees. This information can be obtained, upon request, at the employers office in Russell, Kansas.