CTD Safe Driver Policy

As set forth in its student catalog, Wiregrass 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:

Shalonda Sanders, Title IX Coordinator (all campuses)
Executive Director for Human Resources
Valdosta Campus, Berrien Hall, Room 114
(229) 333-5356 opt. 4 or shalonda.sanders@wiregrass.edu

Katrina Royal, Student ADA & Section 504 Coordinator (all campuses)
Student Success Coordinator
Valdosta Campus, Berrien Hall, Room 107
(229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu
*student ADA & student disability claims only

Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or (800) 255-0056 from a TTY/TDD.
CTD Safe Driver Policy

Program Description
The Commercial Truck Driving (CTD) technical certificate program provides basic training in the principles and skills of commercial truck operations. The program is based on the definition of a truck driver as one who operates a commercial motor vehicle of all different sizes and description on all types of roads. The CTD program prepares students for the Georgia CDL Skills Exam.

Policy Statement
Wiregrass Georgia Technical College is a drug-free campus. More information on the College’s drug-free campus policy can be found in the College Handbook.

Wiregrass Georgia Technical College is committed to providing an environment that ensures the safety and well-being of employees, students, campus visitors, and the general public; and prohibits influences that may have a detrimental effect upon the orderly, safe, and efficient operation of commercial motor vehicles (CMV) as defined by the Federal Motor Carrier Safety Regulations (FMCSR) and Department of Transportation (DOT) Regulations.

All students who enter the CTD program are subject to all FMCSR and DOT Regulations as they apply to the professional driver/employee and must follow the CTD Safe Driver Policy to meet program standards and competencies. This policy is in compliance with TCSG Policy III. O. 1 Drug and Alcohol Testing Procedure.

Should a student not be allowed to able to complete required safety-sensitive function because he / she did not follow the guidelines set forth in this policy, he / she will be fully responsible for taking appropriate actions to withdraw from the program / courses as outlined in the College Handbook. Please note that withdrawals may result in a loss of financial aid and that failing to properly withdraw from a course will result in receiving a failing grade (F) for that course(s).

Student Files
Each student’s file (see Student File Checklist) must contain copies of the driver’s motor vehicle record (MVR), commercial learner permit, DOT physical, completion of drug and alcohol awareness and prevention training, alcohol test and a DOT 5-panel drug screen completion form before he or she can perform specific safety-sensitive functions.

Student driver files will be stored in a locked cabinet in the office of the CTD Instructor. The files will be kept for five years. Alcohol test and DOT 5-panel drug screen results will be kept in the office of the Drug Testing Coordinator (DTC). Student drivers must sign a “Drug and Alcohol Testing History Release of Information” form. This form will be kept in the DTC office until program completion and will then be transferred to the Admissions Office to be stored in the student’s permanent record.

Motor Vehicle Record
A satisfactory MVR must be received by the CTD Instructor no earlier than 30 days prior to the first of CTDL 1010 and prior to performing safety-sensitive functions as indicated in the Categories of Drivers and Required Documentation section.

- A satisfactory MVR must contain the following:
  - Must not have in excess of 8 current points,
- Must not have 4 or more moving violations in one year, and
- Must not have any DUI’s within the previous three years.

Commercial Learner Permit
The CTD Instructor must receive a copy of the student driver’s commercial learner permit prior to the start of CTDL 1020 and prior to performing safety-sensitive functions as indicated in the Categories of Drivers and Required Documentation section.

DOT Physical
The DOT physical must be received by the CTD Instructor no earlier than 14 days prior to the first day of class and prior to performing safety-sensitive functions as indicated in the Categories of Drivers and Required Documentation section.

The physical must be completed by a Certified Medical Examiner approved by the FMCSA. Approved providers can be found at this link: https://nationalregistry.fmcsa.dot.gov/NRPublicUI/Drivers.seam

Alcohol and DOT 5-Panel Drug Screen
Student drivers will be subject to a pre-employment and random drug and alcohol tests.

The CTD Instructor must receive receipt of submission for the pre-employment DOT 5-panel drug and alcohol test by the first day of class for CTDL 1010. Drug and alcohol test results must be received and approved prior to performing any safety-sensitive function.

- The DOT 5-panel drug screen will include marijuana, cocaine, amphetamines (amphetamine, methamphetamine, MDMA, MDA, MDEA), opiates (codeine, morphine, heroin), and phencyclidine.
- Student must submit to Apple Care, Airport Clinic, or South Georgia Health Group for pre-employment and random drug and alcohol tests.
  - Once directed to report for drug and alcohol testing, student drivers are to immediately report to an authorized collection site with a picture ID and the drug testing form.
  - Drug testing is conducted by collecting a urine sample. The sample is subsequently tested by a certified laboratory that follows specific collection and chain of custody procedures to ensure that the test is not compromised. Laboratory reports are forwarded (by the lab) to a Medical Review Officer for review and a final determination of the results.
    - Upon receiving a positive laboratory report, the Medical Review Officer (MRO) will attempt to contact the applicant/employee at the telephone numbers listed on the drug testing form to privately discuss the results. The MRO will determine if there is an alternative medical explanation for the positive report.
    - The MRO will report the test results as positive if the applicant/employee:
      - 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).
    - The MRO will subsequently notify the DTC of a positive test result.
A student driver who tests positive for the presence of illegal drug(s) will not be able to continue in the program as he/she fails to fit the criteria required to perform safety-sensitive functions.

- An Alcohol breath test shall only be conducted by a certified Breath Alcohol Technician at a breath 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 academic program.
- 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 instructor by the first day of class for CTDL 1010. The student driver shall retain the form. 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.
- The DTC will receive the results of the alcohol and drug test.
  - Jim Goodson, Professional Services Department Chair / Drug Test Coordinator, Valdosta Campus, Berrien Hall 413, jim.goodson@wiregrass.edu
- In the cases of verified positive drug screen results and alcohol concentrations 0.04 or greater on pre-employment tests, the DTC will notify the student (by phone and letter) that he/she will not be permitted to perform safety-sensitive functions and will have his/her position in the Commercial Truck Driving program forfeited.
- In the cases of verified positive drug screen results and alcohol concentrations 0.04 or greater on random tests, the DTC will notify the student (by phone and letter) that he/she will not be permitted to perform safety-sensitive functions.
- The DTC will also notify the Dean of Professional Services. Appeals will follow the Academic Appeals process as outlined in the College Handbook.

Refusal of Drug and Alcohol Tests
A student driver is considered to have refused drug testing under the following circumstances:

- he/she expressly refuses to submit to testing;
- he/she engages in conduct that clearly obstructs the testing process;
- he/she fails to appear/report for testing at the identified time and date;
- he/she fails to remain readily available for testing or left the testing site before providing an adequate sample;
- he/she fails to provide adequate urine for drug testing without a valid medical reason (i.e., a medical statement from a treating health care provider must be received indicating that the employee is under treatment for a condition which supports the inability to provide adequate urine for the test).

NOTE: 49 CFR 40.193 includes specific procedures that must be followed if an employee in a safety-sensitive position (i.e., a CDL holder) does not provide adequate urine. These same
procedures should be followed in instances of inadequate urine sample is provided by any applicant/employee tested for the presence of illegal drugs; or,

- when the testing laboratory or Medical Review Officer determines that the sample has been adulterated or substituted.

Student drivers who refuse to complete drug and alcohol testing as instructed will not be permitted to perform safety-sensitive functions. A student driver who refuses pre-employment drug and alcohol testing will have his/her position in the Commercial Truck Driving program forfeited. A student driver who refuses random drug and alcohol testing will not be permitted to perform safety-sensitive functions and will not be able to complete the academic program.

**Alcohol and drug screen results must be received and approved prior to performing any safety-sensitive function.**

Drug and Alcohol Prevention Training

- All student drivers must complete mandatory drug and alcohol awareness and prevention training. Instructions will be sent to the students’ college email account from Enrollment Management.

- The following links provide additional information on the effects of drugs and alcohol:
  - [https://ncadd.org/index.php/learn-about-drugs/overview](https://ncadd.org/index.php/learn-about-drugs/overview)

Categories of Drivers and Required Documentation

A driver is anyone who operates a commercial motor vehicle (CMV). This includes instructors and student-drivers. At all times, drivers must be able to perform safety-sensitive functions as defined by FMCSR:

- All time at a facility or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer. For the student driver, this also includes all scheduled lecture time. *(MVR, pre-employment and random drug and alcohol test)*

- All time inspecting equipment. *(MVR, pre-employment and random drug and alcohol test)*

- All driving time. *(MVR, pre-employment and random drug and alcohol test, physical, Commercial Driver Permit)*

- All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth. *(MVR, pre-employment and random drug and alcohol test, physical, Commercial Driver Permit)*

- 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. *(MVR, pre-employment and random drug and alcohol test, physical, Commercial Driver Permit)*

- All time repairing, obtaining assistance for, or remaining with a disabled vehicle. *(MVR, pre-employment and random drug and alcohol test, physical, Commercial Driver Permit)*

All drivers who operate CMVs are subject to random drug and alcohol testing and must maintain compliance with a current file.
Prohibited Behavior

A driver must not consume alcohol while on duty, four hours prior to on duty time, and up to eight hours following an accident or until the driver undergoes a post-accident test, whichever occurs first.

A driver shall not report for duty or remain on duty that requires performing any 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.

For the student driver, “duty” time is any scheduled class time, on or off campus.

Failed Drug and Alcohol Test

Student drivers who fail a drug and/or alcohol test are advised to contact one of the following DOT-certified Substance Abuse Professionals (SAP):

- Mr. Calvin Nelson, 118 W Hill. Ave, Valdosta, GA 31601, 229-896-1522
- Ms. Lucretia D. Andrews, 3720 Bermuda Run Dr., Valdosta, GA 31605, 229-333-2351
- Mr. F. Tirrell Andrews, 3720 Bermuda Run Dr., Valdosta, GA 31605, 229-333-2351
- Mr. Hank Nolan Steverson, 106 Camelot Cir., Dublin, GA 31021, 912-529-6712

More SAPs can be found at the following link: http://www.naadac.org/sap-directory

A student driver who fails a drug and/or alcohol test will not be able to complete the program or another program at a TCSG institution until documentation of successful completion of a return to duty program as prescribed by a Substance Abuse Counselor has been received the DTC.
Student File Checklist

Wiregrass Georgia Technical College

Student Name: ________________________________
Student ID Number: ________________________________

The following items must be in the student’s file before he/she can perform specific safety-sensitive functions as defined in the Categories of Drivers and Required Documentation section of the CTD Safe Driver Policy:

- Completion of the “Drug and Alcohol Testing History Release of Information” form in the DTC office
- Motor vehicle record (MVR) no earlier than 30 days prior to the first day of CTDL 1010
  - Must not have in excess of 8 current points,
  - Must not have 4 or more moving violations in one year, and
  - Must not have any DUI’s within the previous three years.
- DOT physical no earlier than 14 days prior to the first day of CTDL 1010
- Confirmation of pre-employment alcohol test and a DOT 5-panel drug screen prior to the start of CTDL 1010
- Commercial learner permit prior to the start of CTDL 1020
- Completion of drug and alcohol awareness and prevention training
- Confirmation of random alcohol test and a DOT 5-panel drug screen as instructed
Drug and Alcohol Testing History Release of Information

(Note: FMCSA for CMV Drivers – records for 3 years; Wiregrass – records for 5 years)

Wiregrass Georgia Technical College
Student Name: _______________________________________
Student ID Number: ________________________________

AUTHORIZATION
I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my current educational institution, listed in Section I-B, to future employers and TCSG institutions. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section I by my current educational institution, is limited to the following DOT-regulated testing items:
1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Student Signature: __________________________________________ Date: _________________
Witness Signature: __________________________________________ Date: _________________

Section I will be completed at time of program completion.

Section I. To be completed by Wiregrass Georgia Technical College and transmitted by mail or fax to the new employer:

While the student was enrolled in the Commercial Truck Driving program –
1. Did the student driver have alcohol tests with a result of 0.04 or higher? YES ___ NO ___
2. Did the student driver have verified positive drug tests? YES ___ NO ___
3. Did the student driver refuse to be tested? YES ___ NO ___
4. Did the student driver have other violations of DOT agency drug and alcohol testing regulations? YES ___ NO ___
5. Did a previous employer report a drug and alcohol rule violation to you? YES ___ NO ___
6. If you answered “yes” to any of the above items, did the student driver complete the return-to-duty process? N/A ___ YES ___ NO ___

NOTE: If you answered “yes” to item 5, you must provide the previous employer’s report. If you answered “yes” to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Name of person providing information in Section I: Jim Goodson
Title: Professional Services Department Chair / Drug Test Coordinator Date: ____________________________
Phone #: 229-333-7965 Email: jim.goodson@wiregrass.edu

Signature: ___________________________________________
Wiregrass Georgia Technical College (hereinafter referred to as “WGTC”) regrets to inform you that based on the CTD Safe Driver Policy we are unable to consider you for continual enrollment in the Commercial Truck Driving at this time. Your acceptance and continuance was conditional on meeting Federal Motor Carrier Safety Regulations (FMCSR) and Department of Transportation (DOT) Regulations, and unfortunately, the results indicate that you are not eligible based on the aforementioned regulations. Since a substantial and inseparable part of the program for which you applied has strict requirements for the performance of safety-sensitive functions, we do not feel it is in the best interest of either party to proceed with enrollment.

1. Immediately contact the undersigned should you wish to explain any item(s) that appear on the report before we reach a final decision.
2. Since your results indicate you have not meet DOT and FMCSR regulations, you will be unable to complete any safety-sensitive functions as defined in the CTD Safe-Driver Policy. You are fully responsible for taking appropriate actions to withdraw from the CTDL courses as outlined in the College Handbook. Please note that withdrawals may result in a loss of financial aid and that failing to properly withdraw from a course will result in receiving a failing grade (F) for that course(s).
   a. A student driver who fails a drug and/or alcohol test will not be able to complete the program or another program at a TCSG institution until documentation of successful completion of a return to duty program as prescribed by a Substance Abuse Counselor has been received the DTC.
3. Should you wish to contest any information that appears in the report, you must contact DRUG SCREEN COMPANY NAME directly using the contact information provided.

Based on information obtained in the report provided by:
DRUG SCREEN COMPANY NAME
EMAIL ADDRESS
PHONE NUMBER
FAX
ADDRESS
WEBSITE

You are responsible for any additional cost associated with contesting this information.

Please understand that the Consumer Reporting Agency that furnishes WGTC with the report does not make the enrollment eligibility decision and cannot provide you with the specific reasons why you are not be eligible to continue enrollment in the Commercial Truck Driving program. Regardless of the reporting information outcome, feel free to contact your admissions representative with any questions.

Under federal law, you have the right to obtain an additional complimentary copy of the report from the above Consumer Reporting Agency within sixty (60) days of receipt of this letter.

WGTC is dedicated to enrollment processes that focus on empowering students for successful outcomes and preparing graduates for careers in the Commercial Truck Driving profession. We hope you understand our position regarding this decision. Thank you for your interest in Commercial Truck Driving. We wish you the best in your future endeavors.

Sincerely,
cc: Dr. Jammie T. Wilbanks, Dean of Professional Services

Enclosures:
Copy of your background investigation report or drug screen results
A Summary of Your Rights Under the Fair Credit Reporting Act