

PIERCE TRANSIT BOARD MEETING
Training Center, Rainier Room
May 14, 2012
4:00 P.M.

AGENDA

Pg #s

CALL TO ORDER

ROLL CALL

APPROVAL OF VOUCHERS

~~1-4 APPROVAL OF MINUTES April 9, 2012~~

PUBLIC COMMENT

PRESENTATION

- | | | |
|-------------|--|---|
| 5-6 | 1. CNG Legislation – Final Update | Briahna Taylor, Gordon,
Thomas Honeywell |
| 7-13 | 2. Community Transportation Advisory Group | Lars Erickson, Public
Relations Officer |

PUBLIC HEARING

Proposed Sale of Surplus Property	Van Sawin, Fleet Manager
-----------------------------------	--------------------------

ACTION AGENDA

- | | | |
|--------------|---|--|
| 14-16 | 1. Declaration of Surplus of Nine (9) 2005 Ford E4450 Eldorado Aerotech Vans and One (1) 2007 Ford E450 Eldorado Aerotech Van and Authorization for Sale Therof | Van Sawin |
| 17-19 | 2. Authority to Execute a Contract for Transit and Bus Shelter Advertising Sales and Placement Services with Titan Outdoor LLC | Gisela Ratajski,
Procurement
Manager |
| 20-50 | 3. Authority to Adopt Revised Drug and Alcohol Policy | Jean White, HR
Generalist |
| 51-52 | 4. Resolution of Appreciation for Commissioner Johnson | Treva Percival,
Clerk of the Board |
| 53-54 | 5. Resolution of Appreciation for Commissioner Farrell | Treva Percival |

INFORMATIONAL/DISCUSSION BOARD ITEMS

Sound Transit Update

Commissioners McCarthy &
Strickland

Financial Update

Wayne Fanshier, VP
Finance

ADJOURNMENT

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
April 9, 2012**

THESE MINUTES WILL BE READY FOR THE JUNE BOARD MEETING.

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
April 9, 2012**

THESE MINUTES WILL BE READY FOR THE JUNE BOARD MEETING.

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
April 9, 2012**

THESE MINUTES WILL BE READY FOR THE JUNE BOARD MEETING.

**PIERCE TRANSIT
BOARD OF COMMISSIONERS
MINUTES
April 9, 2012**

THESE MINUTES WILL BE READY FOR THE JUNE BOARD MEETING.

**THERE IS NO
FACT SHEET
FOR
RESOLUTIONS
OF
APPRECIATON**

**State Representative Hans Zeiger
25th Legislative District**

RESOLUTION NO. 12-009

1 A RESOLUTION of the Board of Commissioners of Pierce Transit
2 Commending Washington 25th Legislative District State Representative Hans Zeiger
3

4 WHEREAS, Representative Hans Zeiger sponsored important legislation that recognizes Pierce
5 Transit's compressed natural gas program; and

6 WHEREAS, the legislation amended current RCW to allow Pierce Transit to satisfy vehicle fleet
7 fuel usage requirements with its nationally recognized compressed natural gas program; and

8 WHEREAS, he recognized the benefits of Pierce Transit's compressed natural gas fleet of
9 vehicles, including; significant reductions in the release of smog producing hydrocarbons and greenhouse
10 gases, and overall cost savings as a less expensive fuel; and

11 WHEREAS, he was instrumental in guiding the bill through the legislative process and
12 fostering compromise between the environmental and energy communities.

13 NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit that
14 Representative Hans Zeiger is hereby commended for his outstanding public service and leadership in the state
15 legislature on behalf of Pierce Transit.

16 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
17 on the 14th day of May, 2012.

Commissioner Marilyn Strickland, Chair

Commissioner Rick Talbert, Vice Chair

ATTEST:

Trevia Percival, Clerk of the Board

Lynne Griffith, Chief Executive Officer

Community Transportation Advisory Group Charter

ARTICLE I – NAME OF GROUP

The name of this group shall be “Community Transportation Advisory Group.”

ARTICLE II – PURPOSE

Pierce County Public Transportation Benefits Area (Pierce Transit) has created a community advisory group called the Community Transportation Advisory Group (CTAG).

The purpose of the CTAG is to offer an opportunity for community stakeholders to provide feedback and suggest improvements and recommendations on plans, policies, and services offered by Pierce Transit. CTAG meetings provide a forum for interactive discussions with community stakeholder input, as well as create a conduit to inform and get information out to the public. The CTAG is an advisory body to the Pierce Transit Board of Commissioners.

The CTAG will represent the interests of the community and assist Staff and the Board of Commissioners in meeting our strategic priorities of ensuring quality customer service, developing new markets, adding value to the community, developing new revenue streams, and valuing employee success.

ARTICLE III- SCOPE OF WORK

The CTAG is an important conduit not only for obtaining public input and ideas, but also for communicating to the public and encouraging public support for transit initiatives. As such, CTAG helps the Agency by partnering with the public to support Agency priorities. Specifically, the CTAG will help Pierce Transit:

1. Ensure quality customer service by providing information on service quality and changes in public needs, as part of a strategic cycle of public involvement;
2. Develop new markets by identifying new market segments, providing input on customer activity, and serving as ambassadors for the Agency to their respective constituencies;
3. Add value to the community by considering transit in their community and development planning efforts, gaining support for transit initiatives and ballot measures, and promoting the benefits of transit to the business community;
4. Develop new revenue streams by identifying potential public-private partnerships and legislative changes that encourage innovation, and making the case for transit investment; and
5. Value employee success by providing feedback on service quality, allowing the Agency to target training and professional development needs.

ARTICLE IV – COMPOSITION

The CTAG shall be composed of no more than nine (9) members appointed by the Pierce Transit Board of Commissioners. Membership shall reflect Pierce Transit’s service area and strive for broad, inclusive, regional, and diverse representation to increase the reach and effectiveness of its purpose.

ARTICLE V – MEMBERSHIP SELECTION PROCESS

Selection of CTAG members shall involve (1) solicitation and review of applications by Pierce Transit Staff, (2) creation of a slate of recommended candidates from the applications received equal to the number of vacancies plus one, and (3) selection and confirmation of the requisite number of preferred candidates to fill all vacancies by the Board of Commissioners.

Members of the CTAG must reside in, or be employed within, the Pierce Transit service area. Pierce Transit employees cannot serve as members of the Group.

The Board of Commissioners expects that the CTAG members will introduce and talk about Pierce Transit in as many venues as are open to the member.

The following list represents groups from which participation may be sought:

- Service Users (Fixed Route, Paratransit, Vanpool)
- Chambers of Commerce
- Community-at-Large
- Students
- Faith Community
- Higher Education/Administration/Faculty
- Medical Community/ Public Health
- Neighborhood Associations
- Persons with Disabilities
- Public Agencies/Law Enforcement
- Civic Associations
- Senior Citizens
- Business Owners
- Social Service Agencies

This list is not intended to be comprehensive or exclusive. Staff will have discretion to expand this list or recruit individuals so long as the Group’s composition meets the goal of broad, inclusive, regional, and diverse representation.

ARTICLE VI – MEMBERSHIP ROTATION PROCESS

Annually, the CTAG members will select the Chair of the CTAG. Annual membership recruitment will follow. Membership recruitment and filling vacancies is an ongoing process.

Consistent with Pierce Transit policy, membership on the CTAG is for a two-year term with at least one member appointed each year. The chair of the CTAG will poll the members annually as to their desire to remain on the Group.

Membership applications will be sent to all who have requested an application, to people suggested by CTAG members or Staff, other citizens, and to groups representing the previously stated participation list.

ARTICLE VII – OPERATING GUIDELINES

The CTAG will conduct its business in accordance with Washington State’s Open Public Meetings Act, RCW 42.30 and Public Disclosure Laws RCW 42.56. The CTAG has adopted the following operating procedures:

- The CTAG shall meet quarterly.
- The Chair, or the Chair’s designee, will be the appointed spokesperson for the CTAG.
- The CTAG Chair, or a delegated CTAG member, may provide the Board with a written statement or oral presentation as requested by the CTAG.
- The CTAG shall provide meeting minutes to the Clerk of the Board to be forwarded to the Board. All CTAG records will be open to public review.
- A charter review will be conducted at least once every three years.
- The members of the CTAG serve in a voluntary role and without salary. Upon request, CTAG members may be provided ORCA passes to enable active participation in Group proceedings and projects. Travel by volunteers is otherwise not reimbursed according to Pierce Transit policy. The CTAG Chair may be required to attend the next Board of Commissioner’s Meeting after the quarterly CTAG Meeting.

ARTICLE VIII – ATTENDANCE AND REMOVAL

Any two unexcused absences in a 12-month period will result in forfeiture of the member’s position on the CTAG. The staff liaison, the CTAG Chair, will track attendance, and a notification of membership forfeiture will automatically be sent to the respective member, when two unexcused absences in a 12-month period occur. For an excused absence, members must notify the staff liaison 24 hours prior to the meeting. A pattern of significant absences will be reviewed by the Chair of the Community Transportation Advisory Group, hereinafter referred to as “the Chair”, who then may make a recommendation for forfeiture to the Board. Further; Staff or CTAG membership may recommend removal of an individual member for any reason; subject to approval by The Board.

ARTICLE IX– STAFFING

The Agency CEO shall appoint Pierce Transit staff members to serve as the CTAG Liaison. The Staff shall acquire meeting facilities and equipment, record, transcribe, and distribute minutes, and distribute other materials, including the agenda. Other duties include preparation of agenda forms and attachments to communicate CTAG issues and recommendations to the Pierce Transit Board of Commissioners.

When requested and for new members, a CTAG Liaison will provide information and orientations to CTAG members in specific areas including, but not limited to, defined responsibilities and legal requirements, nomenclature, history, mission, vision, services, policies, budget, strategic communications plan, Transit Development Plan, partnerships, and community outreach practices.

ARTICLE - DISSOLUTION POLICY

The Board shall have the sole power to dissolve the CTAG and may exercise their power at anytime.



PIERCE TRANSIT COMMUNITY TRANSPORTATION ADVISORY GROUP

Pierce Transit is soliciting applications from individuals residing or employed within Pierce Transit's service area who are interested in serving on an advisory panel, the Community Transportation Advisory Group. The Group consists of nine (9) members from a cross-section of the community who are willing to become involved, study the issues, and serve in an advisory capacity to Pierce Transit's governing board.

The Community Transportation Advisory Group meets quarterly and a copy of the Group's operating procedures is enclosed.

Applications are available at Pierce Transit Headquarters, 3701 96th Street SW, Lakewood, WA 98499 and on Pierce Transit's website: (*Piercetransit.org*). Applications are due (insert date).

Pierce Transit will review all applications received and schedule interviews. It is anticipated that a selection will be made by Pierce Transit at the (insert date) Board of Commissioner's meeting. All applicants will receive acknowledgment and notification of his or her status in the selection process.

For more information about the Community Transportation Advisory Group or the selection process, contact Terence Artz, CTAG Liaison at (253) 581-8045.



COMMUNITY TRANSPORTATION ADVISORY GROUP APPLICATION
Due (insert date)

Name: _____ Home Telephone: _____
Home Address: _____
City: _____ State: _____ Zip: _____
Current Employment/Student Status (if applicable): _____
Occupation (former if retired): _____
Employer (if applicable): _____
Work Address: _____ ra _____
Work Telephone: _____ Fax: _____
Cell Phone: _____ Email Address: _____

School (if student): _____

How long have you resided or been employed in Pierce Transit service area?

Please list community groups you are affiliated with (volunteer, professional, etc.) _____

Normally, the commitment to this group will require 2 hours per quarter. Can you commit 2 hours in the evening per quarter to the Community Transportation Advisory Group?

Yes ___ No ___

The Group will meet on Thursdays from 5:30 p.m. to 7:30 p.m. Can you meet at this time?

Yes ___ No ___ If not, when can you meet?

A meeting date will be determined by CTAG members at the first meeting.

(Using a separate sheet of paper)

Please answer the following and attach your answers to this application:

1. Describe public transportation issues of concern and importance to you.
2. Why do you want to be a member of Pierce Transit's Community Transportation Advisory Group? Please share any additional information relating to your interest and/or experience.

Indicate the areas of interest you might bring to the group.
(Check all that apply):

- | | |
|------------------------------------|--|
| 1. Senior Citizens _____ | 14. Service User _____ |
| 2. Persons with Disabilities _____ | (Check all that apply): |
| 3. Medical Community _____ | <input type="radio"/> Vanpool |
| 4. Social Service Agency _____ | <input type="radio"/> Carpool |
| 5. Downtown On the Go _____ | <input type="radio"/> Fixed Route |
| 6. Sound Transit | <input type="radio"/> SHUTTLE |
| 7. Unincorporated Community _____ | <input type="radio"/> Sound Transit Center |
| 8. Business Representative _____ | <input type="radio"/> ORCA card holder |
| 9. Neighborhood Assn _____ | <input type="radio"/> Community Vans |
| 10. Minority Rep _____ | <input type="radio"/> Park-N-Ride lots and Transit |
| 11. Rural Community _____ | <input type="radio"/> Rideshareonline.com |
| 12. Citizens-at-Large _____ | 15. Other _____ |
| 13. Students | |

Applicant's Signature _____ Date: _____

Voluntary Information

The Group desires a broad representation of backgrounds and interests. The information you provide will assist in this goal. This information will remain confidential.

Race: American Indian/Eskimo _____ Black _____
Hispanic _____ Caucasian _____
Asian/Pacific Islander _____ Other (Specify) _____

Gender: Male _____ Female _____
Age: 18-30 _____ 31-40 _____ 41-50 _____ 51-64 _____ 65+ _____

Disability: Yes _____ No _____ If yes, list disability _____

Please mail this application to:

Pierce Transit ATTN: Community Transportation Advisory Group/ (Terence Artz)
PO Box 99070, Tacoma, WA 98446-0070

Or bring in person to:

Pierce Transit 3701 96th Street SW Lakewood, WA 98499-4431

Fax to: (253) 983-2707 or email to: tartz@piercetransit.org

For more information about the Community Transportation Advisory Group, call Pierce Transit, Terence Artz, CTAG Liaison, at 253-581-8045.

Surplus Vehicles - May 2012
Ford E450 Eldorado Aerotech Vans

Equipment Code	Year	Manufacturer	Model #	LTD Mileage	VIN Number
5801	2005	Ford	E450	123,928	1FDXE45S75HB09979
5802	2005	Ford	E450	137,447	1FDXE45S35HB09980
5803	2005	Ford	E450	129,425	1FDXE45S55HB09981
5804	2005	Ford	E450	138,872	1FDXE45S55HB09982
5805	2005	Ford	E450	164,353	1FDXE45S55HB09983
5806	2005	Ford	E450	110,666	1FDXE45S55HB09984
5807	2005	Ford	E450	158,058	1FDXE45S55HB09985
5808	2005	Ford	E450	155,600	1FDXE45S55HB09986
5809	2005	Ford	E450	146,170	1FDXE45S55HB09987
5813	2007	Ford	E450	110,587	1FDXE45S77DB00287

RESOLUTION NO. 12-014

1 A RESOLUTION of the Board of Commissioners of Pierce Transit
2 Declaring Nine (9) 2005 Ford E450 Eldorado Aerotech Vans and
3 One (1) 2007 E450 Eldorado Aerotech Van Surplus and Authorizing Sale thereof
4

5 WHEREAS, Pierce Transit is a municipal corporation as defined in the Revised Codes of
6 Washington; and

7 WHEREAS, Pierce Transit has complied with the provisions of RCW 39.34.020 Disposal of
8 Surplus Property; and

9 WHEREAS, Pierce Transit has identified nine (9) 2005 and one (1) 2007 Ford E450 Aerotech
10 vans that are no longer of use to the Agency; and

11 WHEREAS, the vehicles are of an age and condition where they are no longer economical to
12 repair; and

13 WHEREAS, due to the 2011 service cuts and the current poor economic situation these vans
14 will not be replaced; and

15 WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce
16 Transit to declare the nine (9) 2005 and one (1) 2007 Ford E450 Eldorado Aerotech vans surplus and authorize
17 the sale thereof to the public;

18 NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as
19 follows:

20 Section 1. Said nine (9) 2005 and one (1) 2007 Ford E450 Eldorado Aerotech vans are
21 herewith declared surplus and authorized for sale as described herein.

22 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
23 on the 14th day of May, 2012.

Marilyn Strickland, Chair
Board of Commissioners

ATTEST:

Treva Percival, MMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Execute a Contract for Transit and Bus Shelter Advertising Sales and Placement Services with Titan Outdoor LLC

DIVISION: Development

ORIGINATOR: Jay Peterson

PRECEDING ACTION: N/A

COORDINATING DEPARTMENT: Marketing, Purchasing

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS: Resolution

BUDGET INFORMATION

2012 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation:

BACKGROUND: This resolution requests authority to execute a contract for transit and bus shelter advertising sales and placement services with Titan Outdoor LLC.

Pierce Transit traditionally contracts with a qualified firm to sell and place advertising on its buses and paratransit vehicles. The current contract expires June 30, 2012. A request for proposals for transit and bus shelter advertising sales and placement services was issued on March 23, 2012 with proposals due on April 24, 2012. The specifications required the contractor to sell advertising for placement on our coaches and SHUTTLE vans, furnish, install and replace advertising frames and signs and ensure that Pierce Transit's positive image in the community is preserved. Advertising may be placed in frames on the sides and back of our vehicles or may consist of direct application advertisements covering portions of the vehicles. In addition, the specifications asked proposers to describe their willingness to work with Pierce Transit on its advertising shelter program and called for guaranteed minimum revenues to Pierce Transit per contract year and a percentage of revenue for sales exceeding the guarantee.

A single proposal was received from Titan Outdoor LLC and reviewed by an evaluation committee consisting of Pierce Transit staff. Since Titan Outdoor is our current contractor and has provided excellent service during the past six years an interview was not conducted, however a best and final offer was requested and received as follows:

Contract Year	Annual Guarantee	Percent of Gross Sales
7/1/2012 through 6/30/2013	\$675,000	60%
7/1/2013 through 6/30/2014	\$705,000	60%
7/1/2014 through 6/30/2015	\$745,000	60%
7/1/2015 through 6/30/2016	\$780,000	60%
7/1/2016 through 6/30/2017	\$820,000	60%
Five year total guarantee	\$3,725,000	

Because only one proposal was received, staff polled other Washington transit agencies for the results of their advertising agreements and found that the proposal submitted by Titan Outdoor is an excellent proposal and very favorable to Pierce Transit. Based on this comparison and the excellent service record staff recommends award of the contract to Titan Outdoor LLC. The term of the contract will be for a five-year period effective July 1, 2012, through June 30, 2017.

ALTERNATIVES: The alternative would be not to award a contract and to resolicit, however the request for proposals was sent to twenty-three firms and it is unlikely that better results would be achieved.

RECOMMENDATION: Authorize execution of a contract for transit and bus shelter advertising sales and placement services with Titan Outdoor LLC.

RESOLUTION NO. 12-015

1 A RESOLUTION of the Board of Commissioners of Pierce Transit
2 Authorizing Execution of a Contract for Transit and Bus Shelter
3 Advertising Sales and Placement Services With Titan Outdoor LLC
4

5 WHEREAS, Pierce Transit contracts for transit advertising sales and placement services on its
6 buses, SHUTTLE vans, and bus shelters; and

7 WHEREAS, the current contract expires on June 30, 2012, and

8 WHEREAS, a request for proposals was issued on March 23, 2012; and

9 WHEREAS, one proposal for transit advertising sales and placement services has been
10 submitted in response to notice duly published in the manner required by law; and

11 WHEREAS, at the time and place specified in the notice, the proposal received was duly
12 opened, analyzed and evaluated by Pierce Transit staff; and

13 WHEREAS, a best and final offer was requested and received from the proposer; and

14 WHEREAS, the proposal and best and final offer of Titan Outdoor LLC to provide transit and
15 bus shelter advertising sales and placement services is a responsive and responsible proposal received and is
16 considered to be fair and reasonable; and

17 WHEREAS, the Board of Commissioners of Pierce Transit finds it in the best interest of Pierce
18 Transit to accept said proposal;

19 NOW, THEREFORE, BE RESOLVED by the Board of Commissioners of Pierce Transit as follows:

20 Section 1. The proposal of Titan Outdoor LLC is hereby accepted subject to execution of a
21 written contract. Pierce Transit, at its sole discretion, reserves the right to revoke the acceptance of this proposal
22 any time prior to execution of the written contract.

23 Section 2. The Chief Executive Officer is hereby authorized to execute a contract therefore on
24 behalf of Pierce Transit. The contract shall be for a five (5) year period commencing July 1, 2012, and expiring
25 June 30, 2017. Said contract is to be substantially in the form of the document on file in the office of the Clerk
26 of the Board and by this reference incorporated herein as though fully set forth.

27 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
28 on the 14th day of May, 2012.

ATTEST:

Marilyn Strickland, Chair
Board of Commissioners

Treva Percival, MMC
Clerk of the Board

FACT SHEET

TITLE: Authority to Adopt Revised Drug and Alcohol Abuse Policy

DIVISION: Administration

ORIGINATOR: Alberto Lara, VP, Administration

PRECEDING ACTION: Resolutions 89-019, 94-089, 98-082, 01-045

COORDINATING DEPARTMENT: Human Resources

APPROVED FOR SUBMITTAL:

Vice President

APPROVED FOR AGENDA:

Chief Executive Officer

Legal Counsel

ATTACHMENTS: Drug and Alcohol Policy, Resolution

BUDGET INFORMATION

2012 Budget Amount
N/A

Required Expenditure
N/A

Impact
N/A

Explanation: This is a revision of existing policy. No funds are needed.

BACKGROUND: On July 2, 1994, the Board adopted the original Pierce Transit Drug and Alcohol Abuse Policy which implemented the Department of Transportation and the Federal Transit Administration jointly published drug and alcohol testing rules. These rules require transit agencies receiving federal funds to develop a policy on drug and alcohol misuse that must be adopted by the agency's governing Board. Since that date, DOT and FTA have issued significant changes and clarifications to the rules requiring revisions to our policy. The attached resolution and recommended policy brings Pierce Transit into compliance with these changes.

The regulations dictate very specific content that must be included in our policy. The policy must describe at a minimum: 1) the identity of the person, office, branch and/or person designated by the employer to answer employee questions about the employer's anti-drug use and alcohol misuse programs; 2) the categories of employees who are subject to Part 655 (*Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations*); 3) specific information concerning the behavior and conduct prohibited by Part 655; 4) the specific circumstances under which a covered employee will be tested for prohibited drugs or alcohol misuse under Part 655; 5) procedures that will be used to test for the presence of illegal drugs or alcohol misuse, including the means

to ensure the validity of those test results; 6) the requirement that a covered employee submit to drug and alcohol testing administered in accordance with Part 655; 7) a description of the kind of behavior that constitutes a refusal to take a drug or alcohol test, and a statement that such a refusal constitutes a violation of the employer's policy; 8) the consequences for a covered employee who has violated the rules; and 9) the employer's action concerning negative-dilute test results. Pierce Transit's current Drug and Alcohol Abuse Policy has been revised to reflect regulatory changes and published clarifications since that time.

ALTERNATIVES: Do not update the current policy. However, the agency would then be out of compliance with the FTA drug and alcohol testing regulations and therefore ineligible for federal funding.

RECOMMENDATION: Adopt the attached revised Drug and Alcohol Abuse Policy.



DRUG AND ALCOHOL ABUSE POLICY

Effective: January 1, 1995

Revised: May 14, 2012

PIERCE TRANSIT DRUG AND ALCOHOL ABUSE POLICY

1.0 POLICY STATEMENT

Pierce Transit performs a vital public service to our community. To ensure that this service is delivered safely, we are dedicated to providing and maintaining a drug and alcohol free working environment in compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employees Testing Act of 1991. It is Pierce Transit's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, possession or use of controlled substances.

Pierce Transit cares about the health and well being of its employees. We urge anyone who believes that they are having an alcohol or chemical dependency problem to seek treatment before their job performance and employment are endangered.

1.1 PURPOSE

The purpose of this policy is to assure employee fitness for duty and to protect our employees, passengers and the public from risks posed by worker misuse of alcohol and drugs. This policy is written to comply with all the applicable Federal regulations governing workplace drug abuse and alcohol misuse in the transit industry. Regulations issued by the U.S. Department of Transportation and the Federal Transit Administration mandate urine drug testing and evidential breath alcohol testing for safety-sensitive positions. This policy sets forth the Pierce Transit alcohol and drug abuse program and the testing and reporting guidelines for safety-sensitive employees as required by those regulations.

The DOT enacted the Drug-Free Workplace Act of 1988 (DFWA) which requires the establishment of drug-free workplace policies and the reporting of certain drug related offenses to the FTA. Additional information about the Drug Free Awareness Program is provided in Section 3.0.

The Drug and Alcohol Policy Manual incorporates federal requirements in addition to Pierce Transit requirements. To distinguish DOT and/or FTA requirements from Pierce Transit specific requirements, portions of the Policy text have been *italicized* when references are made to the inclusion of non-safety position employees or other Pierce Transit authority requirements. Pierce Transit mandated policies are in addition to the DOT/FTA requirements and are chosen to provide additional safety provisions.

Copies of this policy will be given to non-safety sensitive employees during new employee orientation and to safety-sensitive employees during the drug and alcohol

testing program training. It is the responsibility of all safety sensitive Pierce Transit employees to read, understand and comply with the Drug and Alcohol Policy Manual. Employees will be kept apprised of changes and clarification through periodic newsletters or items in Agency newsletters. Revised policies will be distributed and receipt certified by safety-sensitive employees. Copies of the Drug and Alcohol Testing Program Policy and Procedures Manual will be available at Human Resources, Dispatch and the Maintenance Supervisor's Station as well as from any manager or supervisor.

The Drug and Alcohol Policy includes several components for prevention and intervention. To promote a drug free workplace and comply with FTA regulations, Pierce Transit provides supervisory and employee education and contracts for EAP (Employee Assistance Program) and SAP (Substance Abuse Professional) services that provide employees access to professionals in addressing substance abuse.

1.2 APPLICABILITY

This policy applies in general to all transit system employees: full-time, part-time and contract employees and contractors when they are on transit property or when performing transit-related business off property. Employees who perform safety-sensitive functions, or contractors performing safety-sensitive functions for Pierce Transit, will be subject to the specific requirements of federal regulations 49 CFR Part 40, published December 11, 2000 and as amended thereafter, and 49 CFR Part 655, published August 9, 2001 and as amended thereafter, issued pursuant to the Omnibus Transportation Employee Testing Act of 1991. Participation in the federally mandated testing program is a condition of performing safety-sensitive functions.

Employees shall promptly report to his/her supervisor or to the Drug and Alcohol Program Manager (DAPM) whenever he/she observes or has knowledge of an employee who poses a hazard to the safety and welfare of others. Failure to report may result in discipline.

Supervisory level staff is required to use and apply all aspects of this policy. Any supervisory level employee who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including discharge.

A safety-sensitive function is any duty related to the safe operation of mass transit service as defined in 49 CFR Part 655:

- 1.2.1 Operating a revenue service vehicle, including when not in revenue service;
- 1.2.2 Operating a non-revenue service vehicle, when required to be operated by a holder of a Commercial Driver's License;
- 1.2.3 Controlling dispatch or movement of a revenue service vehicle;
- 1.2.4 Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
- 1.2.5 Security personnel who carry firearms.

A list of positions determined to be safety-sensitive is found in Appendix A.

1.3 PROHIBITED SUBSTANCES

Prohibited drugs are any illegal controlled substance, as well as any drug not approved for medical use by the USDA or the USFDA. Drugs for which testing will be conducted under the federal regulations (49 CFR Part 40, as amended) include: marijuana, cocaine, amphetamines, opiates, and phencyclidine (PCP); for clarity, the use of such drugs is prohibited at any time. Illegal use includes use of or impairment by any illegal drug, misuse of legally prescribed or over the counter drugs, or use of illegally obtained prescription drugs.

The use of any beverage or mixture, including any medication, containing alcohol during or prior to performing a safety-sensitive function is also prohibited.

The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. *However, the use of any substance that carries a warning label indicating mental functioning, motor skills or judgment will be adversely affected, MUST be reported to supervisory personnel prior to performing safety-sensitive duties. It is the responsibility of employees to remove themselves from service if they are experiencing any adverse effects from medication. Employees are responsible for informing their physician of the safety sensitive nature of their work. Employees must use medically authorized drugs or over-the-counter medications in a manner which will enable them to perform their jobs without impairment.*

Legally prescribed drugs must include documentation of the patient's name, the substance name, the quantity to be taken and the period of authorization.

1.4 PROHIBITED CONDUCT

In compliance with the Drug Free Workplace Act of 1988 employees are absolutely prohibited from using, manufacturing, dispensing, distributing drugs or possessing or being impaired by alcohol or drugs when reporting for duty, while on duty, or when on Pierce Transit's premises. Such behavior constitutes a threat to the health, safety and security of themselves, their fellow employees, passengers and other members of the public. Therefore, employees must not report for work or continue working under these circumstances.

Under Pierce Transit authority non-safety-sensitive employees are prohibited from reporting to work unfit for duty due to drug or alcohol use.

DRUG USE: Reporting to work with any of the drugs identified in Section 1.3 in their systems is prohibited at all times for safety-sensitive employees.

ALCOHOL USE: No safety-sensitive employee shall report for duty within four hours of using alcohol, use alcohol while performing safety-sensitive duties, or use alcohol while subject to being on call. In addition, unless the employee's contribution to the accident can be completely discounted, employees involved in an accident as defined by the FTA regulations shall abstain from alcohol consumption until he or she has been tested or until eight hours has elapsed, whichever occurs first. *A positive alcohol test is defined under this policy as a blood alcohol concentration of 0.02 or greater on an evidentiary breath-testing device.*

1.5 COMPLIANCE WITH TESTING

Safety-sensitive employees who refuse to comply with a request for drug and/or alcohol testing under the circumstances defined in Section 2.3 – Types of Testing shall be removed from duty immediately under FTA authority. *Non-safety-sensitive employees under the same circumstances will be removed from duty immediately under Pierce Transit authority.* The following behaviors constitute a test refusal:

- 1.5.1 Failure to appear for any test (except for pre-employment) within a reasonable time, as determined by the employer;
- 1.5.2 Failure to remain at the testing site until the testing process is complete;
- 1.5.3 Failure to provide a breath or urine specimen for any required drug test;
- 1.5.4 Failure to sign the certification at Step 2 of the DOT required alcohol testing form;
- 1.5.5 Failure to permit the observation or monitoring of the specimen collection when required to do so;
- 1.5.6 Failure to provide a specimen (a urine specimen of less than 45 mL or a breath specimen inadequate for analysis by an approved EBT) without a valid medical explanation for the failure;
- 1.5.7 Failure to take a second test when directed to do so by the employer or collector;
- 1.5.8 Failure to undergo a medical examination when directed to do so by the MRO or DER;
- 1.5.9 Leaving the scene of an accident prior to testing without a valid reason or without notifying Pierce Transit;
- 1.5.10 Failure to cooperate with any part of the testing process (e.g. refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector);
- 1.5.11 Failure to follow the observer's instructions during an observed collection including instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process;
- 1.5.12 Possess or wear a prosthetic or other device that could be used to interfere with the collection process; and
- 1.5.13 Admit to the collector or MRO that you adulterated or substituted the specimen.
- 1.5.14 If the MRO reports a verified adulterated or substituted test result.

Such refusals to comply with a request for testing will be recorded as a positive test for FTA purposes and *treated as insubordination under Pierce Transit authority with the employee subject to discharge as called for in the labor contract and in Section 5.0 – Discipline of this document.*

2.0 TESTING FOR PROHIBITED SUBSTANCES

All employees will be subject to testing for reasonable suspicion, and return to duty and follow up testing if allowed to return to work after failing a test or upon the completion of prescribed substance abuse treatment. *For non-safety-sensitive employees this testing is conducted under the authority of Pierce Transit.* For safety-sensitive employees this testing is conducted under FTA authority. Those employees who perform safety-sensitive functions as defined in Section 1.2 of this policy shall also be subject to testing prior to first performing safety-sensitive work (pre-employment), on a random, unannounced basis, following an accident as defined in Section 2.3.3, return-to-duty and follow up testing after returning to work subsequent to a policy violation.

2.1 CONFIDENTIALITY

Pierce Transit will carry out this policy in a manner that respects the dignity and confidentiality of those involved. Confidentiality will be maintained throughout the drug/alcohol testing process from notification of the request to test, to collection of the required specimens, to notification of results.

2.1.1 Maintenance of Records

The Human Resources Department will maintain records of results in the strictest of confidence in a separate locked file cabinet from the official personnel file. In cases where disciplinary action results from a positive test, such information is shared only with those in a supervisory capacity directly involved in the disciplinary decisions related to the test result.

2.1.2 Release of Records

Testing records and results will be released only to those authorized by the FTA rules to receive such information. This includes:

- The employee, if requested in writing.
- National Traffic Safety Board (NTSB) when investigating an accident.
- Decision-maker in a lawsuit, grievance, or other proceeding initiated on behalf of the employee, including, but not limited to, a worker's compensation, unemployment compensation, or other proceeding relating to a benefit sought by the employee.
- DOT agency or State Oversight Agency authorized by the DOT.
- Other DOT employers when a current or former employee is an applicant for a safety-sensitive position within two years of their PT employment.
- Subsequent employers, if requested in writing by the employee.
- Other identified means if requested by the employee.

2.1.3 Reporting to the WA State Department of Licensing (RCW 46.25)

In accordance with the provisions of RCW 46.25, Pierce Transit shall report a verified positive drug test or a positive alcohol confirmation test or refusals to test of current CDL holders for tests conducted under the authority of the FTA regulations 49 CFR Part 655 to the Washington State Department of Licensing under the following circumstances:

- *An employee is terminated or resigns; and*
- *An employee has exhausted all grievance processes up to, but not including, arbitration; and*
- *An employee has not been cleared to return to performing safety-sensitive functions.*

Also, in accordance with this regulatory requirement, Pierce Transit's MRO shall report all positive pre-employment drug test results or refusals to test of current CDL holders to DOL after consultation with Pierce Transit's Drug & Alcohol Program Manager to confirm applicability of the regulation.

Individuals whose positive test results or refusals to test are reported to DOL will be subject to the consequences outlined in the RCW.

2.2 METHODOLOGY

Testing will be conducted in accordance with 49 CFR, Part 40, as amended, and in a manner to assure a high degree of accuracy and reliability by using the techniques, chain of custody procedures, equipment and laboratory facilities as called for in the regulations. Both alcohol and drug testing will be conducted in an environment that affords maximum privacy.

Specimen collection for urine drug testing will occur at a collection site designated by Pierce Transit. Collection will be conducted according to procedures outlined in 49 CFR Part 40 Subparts C-E published December 19, 2000 and as amended thereafter. These procedures include the collection of a split sample specimen, completion and distribution of a Federal Drug Testing Custody and Control Form according to federal protocol, and transportation of the specimen by laboratory courier to the certified laboratory. These procedures ensure the integrity of the specimen and protect the employee from false accusations. (See Appendix B of the Procedures Manual for collection site procedure protocol.)

Analytical urine testing will be conducted at a HHS certified laboratory for marijuana, cocaine, amphetamines, opiates and phencyclidine (PCP). Laboratory analysis of the submitted specimen will be conducted according to the procedures outlined in 49 CFR Part 40 Subpart F. An initial drug screen will be conducted on the primary specimen with the split sample preserved for testing upon request as provided for in the regulations. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry test will be performed. A positive test result, above the minimum thresholds set forth by the regulation, and verified by the MRO, will be considered a violation of this policy. Specimen validity testing will be conducted on all urine specimens provided for testing under DOT authority. Specimen validity testing is the evaluation of the specimen to determine if

it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

Tests for alcohol concentration will be conducted using National Highway Traffic Safety Administration (NHTSA) approved evidential breath testing devices operated by breath alcohol technicians trained to proficiency on the particular EBT they are using. Equipment will be maintained according to the quality assurance plan developed for the particular piece of equipment. The collection process will be conducted according to procedures set forth in 49 CFR Part 40 Subparts J-N. A US Department of Transportation Breath Alcohol Testing Form will be completed with each collection. In accordance with the regulations an employee who tests at 0.02 or above will be retested within 15 to 30 minutes of the first test. This second test is considered a confirmatory test. *A confirmed alcohol concentration of 0.02 or greater will be considered a positive alcohol test and a violation of this policy. Under Pierce Transit's authority a confirmatory test will also be conducted for BAC readings above 0.00 and below 0.02. Confirmed results in this range will not be considered a violation of the policy, but the employee will be counseled by his or her immediate supervisor.*

All alcohol testing will occur just prior to, during, or immediately following the performance of safety-sensitive functions. Drug testing will occur anytime while on duty.

A positive drug test result, above the minimum thresholds set forth by the federal regulation and verified by the MRO, will be considered a violation of this policy. The employee will be removed immediately from performing safety sensitive functions and subject to discipline as outlined in Section 5.0 – Discipline of this policy.

2.3 TYPES OF TESTING

2.3.1 PRE-EMPLOYMENT TESTING/PRE-TRANSFER (49 CFR Part 655.41)

Applicants for all safety-sensitive positions shall undergo urine drug testing prior to employment. Receipt by the agency of negative test results is required prior to employment and failure to pass will disqualify an applicant. Employees transferring from a non-safety sensitive to a safety-sensitive position shall undergo urine drug testing prior to appointment to the new position. Test results must be negative in order for the appointment to take place.

If a pre-employment drug test is cancelled or the results are negative dilute, the applicant will be required to complete another DOT test with a verified negative result in order for the appointment to a safety-sensitive position to occur. Applicants who have failed a DOT drug and/or alcohol test for a previous DOT covered employer must provide proof of a referral to a SAP, a substance abuse evaluation, and successful completion of the prescribed rehabilitation program prior to appointment to the safety-sensitive position.

Covered employees who have not performed safety-sensitive functions for 90 consecutive calendar days, regardless of the reason, shall undergo pre-employment drug testing prior to returning to performing safety-sensitive work. The results must be negative.

2.3.2 REASONABLE SUSPICION TESTING (49 CFR Part 655.43)

Under FTA authority safety-sensitive employees are subject to a fitness for duty evaluation, including a drug and/or alcohol test, when there is a reason to suspect they are under the influence of any of the prohibited drugs while on duty or alcohol immediately prior to, during, or immediately after performing safety-sensitive duties or *while on the property, in Agency vehicles or in Agency uniform. Non-safety-sensitive employees are also subject to a fitness for duty evaluation including drug and/or alcohol testing in these same circumstances under Pierce Transit authority.* A referral for testing will be made on the basis of documented objective facts and circumstances. Supervisory personnel who are trained to detect the signs and symptoms of drug abuse and alcohol misuse will make such referrals. (Details regarding a reasonable suspicion investigation and referral for testing are found in the Drug & Alcohol Testing Procedures Manual). Safety-sensitive employees will be removed immediately from performing safety-sensitive functions and subject to discipline as outlined in Section 5.0 – Discipline of this policy.

Non-safety-sensitive employees who are reasonably suspected of not being fit for duty due to drug or alcohol use shall be suspended from job duties with pay pending the outcome of an investigation and verification of condition. Such employees who fail to pass a drug or alcohol test shall be removed from duty immediately and subject to disciplinary action, up to and including termination.

2.3.3 POST-ACCIDENT TESTING (49 CFR Part 655.44)

Federal regulations require surviving safety-sensitive employees to be tested if they are involved in an accident, or if their performance could have contributed to an accident, involving a Pierce Transit vehicle (in or out of service) that results in:

- A fatality
- An injury for which the injured party receives immediate attention away from the scene of the accident and the supervisor in charge of the accident scene determines, using the best information available at the time, that the covered employee's performance cannot be completely discounted as a contributing factor to the accident; or
- A vehicle being towed from the scene and the supervisor in charge of the accident scene determines, using the best information available at the time, that the covered employee's performance cannot be completely discounted as a contributing factor to the accident.

Following an accident under the above circumstances, the employee will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Testing will be stayed while the employee assists in the resolution of the accident or receives medical attention as required. Employees involved in accidents must refrain from alcohol use for eight hours following the accident or until a

drug/alcohol test is administered, whichever occurs first. Employees must remain readily available for testing. Those who leave the scene of an accident without appropriate authorization prior to the testing will be considered to have refused the test and be subject to discipline, as outlined in Section 5.0 – Discipline. If the employer determines that the covered employee will not be tested because the employee’s performance can be completely discounted as a contributing factor to the accident, the employer will document the decision in detail, including the employer’s decision making process. If an alcohol test is not administered within two hours following the accident, the employer shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. Any other agency employee whose performance may have contributed to accidents under this section will be tested, for example, maintenance or dispatching employees.

2.3.4 RANDOM TESTING (49 CFR Part 655.45)

Employees in safety-sensitive positions will be subject to random, unannounced testing. Selection of employees for random testing shall be made by a scientifically valid computer based random number generator that is matched to the employee’s social security number. All covered employees will have an equal chance of being tested each time a selection is made. Testing will be continuous throughout the year and conducted on all days and hours during which Pierce Transit is in operation. Each year Pierce Transit will conduct the number of tests required to meet the established Federal minimum rates for drug and alcohol. These percentage rates are subject to change by direction of the Federal Transit Administration.

Random drug and alcohol testing will be unannounced and unpredictable. Employees selected for testing will receive a Letter of Notification and will report immediately to the appropriate testing site. Alcohol testing will only occur while the employee is performing safety-sensitive functions, just prior to performing such functions or just after an employee has completed performing such functions. Drug testing will occur anytime while the employee is on duty.

2.3.5 RETURN-TO-DUTY TESTING (49 CFR Part 655.46)

Under FTA authority safety-sensitive employees who previously tested positive on a drug or alcohol test, and who, under the discipline policy are allowed to return to work, will be subject to testing for either drugs or alcohol or both prior to being released for duty by a Substance Abuse Professional. Per Final Rule §40.67 which amends 49 CFR Part 40, an observed test collection is required for return-to-duty testing. Test results must be negative. *This same provision holds true for Non-safety-sensitive employees under Pierce Transit authority.*

2.3.6 FOLLOW-UP TESTING (49 CFR Part 655.47)

Employees who are allowed to return to work following a violation of this policy will be required to undergo frequent follow-up drug and/or alcohol testing during the period of their re-entry contract with a minimum of six tests scheduled randomly during the first twelve months following their return. Per Final Rule §40.67 which amends 49 CFR Part 40, an observed test collection is required for follow-up testing. The Substance Abuse Professional will recommend the frequency and duration of

the testing (see Discipline section). *Non safety-sensitive employees may be subject to randomly scheduled follow up tests if recommended by the SAP who will specify the frequency and duration for such testing.*

2.4 POLICY VIOLATIONS

Refusal to test (as defined in Section 1.5), a verified positive drug test result and/or a *confirmed alcohol test result of 0.02 or greater* will be considered a violation of this policy. Safety-sensitive employees who violate this policy will be removed immediately from performing safety-sensitive functions and subject to discipline as outlined in Section 5.0 – Discipline of this policy. *Non safety-sensitive employees found in violation of this policy will be subject to discipline under Pierce Transit authority.*

2.5 RETESTS AND OBSERVED TESTS

SPLIT SPECIMEN TESTING

Employees that have a verified positive drug test result or a test refusal due to adulteration or substitution may request within 72 hours of notification, a test of the split specimen, as all specimens are split and the non-tested portion stored for a period of time. Employees do not have access to a test of their split specimen following an invalid result. The procedure for requesting a split specimen test is outlined in the Drug & Alcohol Testing Procedures Manual. A copy of this manual may be obtained from Human Resources.

OBSERVED COLLECTIONS

Observed collections are required in the following circumstances:

- All return-to-duty tests;
- All follow-up tests;
- Anytime the employee is directed to provide another specimen because the temperature on the original specimen was out of the accepted temperature range of 90°F - 100°F;
- Anytime the employee is directed to provide another urine specimen because the original specimen appeared to have been tampered with;
- Anytime a collector observes material brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen;
- Anytime the employee is directed to provide another specimen because the laboratory reported to the MRO that the original specimen was invalid and the MRO determined that there was not an adequate medical explanation for the result;

- Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted, but had to be canceled because the test of the split specimen could not be performed.

NEGATIVE DILUTE

Under DOT authority (49 CFR Part 40.67 & 40.197), when Pierce Transit receives a report from its Medical Review Officer that the lab has reported a negative dilute test result with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, that employee will be directed to undergo a recollection under direct observation. If the employee is on duty at the time of the report, they will be removed immediately from performing safety sensitive functions and directed to report to the collection site for the observed recollection. If the employee is not on duty when the report is received, they will be directed to report immediately to PT's collection site for the recollection when they next report for duty. Should this second test result in a negative dilute result, the test will be considered a negative and no additional testing will be required unless directed to do so by the MRO.

Except in cases when a negative test is required (i.e. pre-employment, return-to-duty and follow up), when Pierce Transit receives an MRO determination reporting a negative test result with a dilute specimen outside those parameters requiring retesting as stated above, the test will be treated as a negative test result and no retesting will be required.

2.6 MEDICAL REVIEW OFFICER (MRO)

Pierce Transit will establish a contractual relationship with a qualified Medical Review Officer who is a licensed physician with knowledge of substance abuse disorders and who has met the qualification training requirements outlined in 49 CFR Part 40 Subpart G. The MRO or authorized staff will review all drug test results to ensure that the chain of custody form has been properly completed and the specimen has been handled according to DOT established protocol. The MRO will personally review at least 5% of all ccfs quarterly. In addition, the MRO will review and interpret all confirmed positive test results examining alternative medical explanations for these results. Prior to verifying a positive test, the MRO will contact the affected employee to discuss the test results and provide an opportunity to offer a legitimate medical reason for the test results. If the MRO determines the test is a verified positive, the MRO will contact both the Pierce Transit Program Manager and the employee with that determination. Pierce Transit's MRO will fully comply with the role and responsibilities prescribed in Subpart G of 49 CFR Part 40.

2.7 SUBSTANCE ABUSE PROFESSIONAL (SAP)

Pierce Transit will contract with a qualified Substance Abuse Professional to evaluate employees who have violated this policy to determine what help they need in resolving problems associated with drug abuse and/or alcohol misuse. The SAP shall be a licensed physician (Medical Doctor or Doctor of Osteopathy); or a licensed or certified psychologist, social worker, or employee assistance professional; or a state licensed or certified marriage and family therapist; or a drug and alcohol counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors

Certification Commission (NAADAC) or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse (ICRC), or by the National Board for Certified Counselors, Inc. and Affiliates/Master Addictions Counselor (NBCC). The SAP shall have knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorder. Pierce Transit's SAP will recommend education or treatment for all employees referred for violation of DOT drug and alcohol regulations.

3.0 DRUG-FREE WORKPLACE ACT OF 1988

In compliance with the Drug-Free Workplace Act of 1988 the distribution, dispensing, possession or use of a controlled substance is prohibited at Pierce Transit. Employees violating this prohibition will be disciplined up to and including discharge. Also, all employees are required to notify Pierce Transit of any conviction under a criminal drug statute for violations occurring on or *off* the property within five days of conviction. Failure to report such a conviction, *or any moving violation causing the loss of driver's license, by state or local law enforcement involving drugs or alcohol*, will result in discipline, up to and including discharge, within thirty days of the notification. Pierce Transit will notify the FTA within ten days after receiving notice of such conviction. In addition, Pierce Transit will conduct an on-going drug-free awareness program informing employees about the dangers of drug abuse in the workplace and available substance abuse counseling, rehabilitation and employee assistance programs.

4.0 EMPLOYEE ASSISTANCE PROGRAM (EAP)

Pierce Transit supports employees who volunteer for treatment of alcohol or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment. Indications of alcohol and drug abuse include extreme changes in personality, problems with employer or other employees, interrupted or changing sleep patterns, attendance and late problems, concealment of social habits involving drugs and alcohol, and family problems. Continued alcohol and drug dependency can lead to deteriorating health.

Pierce Transit encourages employees to seek treatment voluntarily and makes available the Employee Assistance Program. Any employee who comes forth and notifies the Agency of alcohol or chemical abuse problems will be given the assistance extended to employees with any other illness. Sick leave, vacation leave or leave of absence without pay may be granted for treatment and rehabilitation as in other illnesses, and insurance coverage for treatment will be provided to the extent of individual coverage.

Employees are encouraged to contact the Human Resources Department for help in understanding benefits and leave policies when participating in the EAP. Any decision to seek help through the Employee Assistance Program or privately will not interfere with an employee's continued employment or eligibility for promotional opportunities. CONFIDENTIALITY of information will be maintained at all times.

While Pierce Transit is anxious to assist employees with alcohol or chemical dependency problems, employees are expected to remember that safety is the Agency's first priority. Therefore, employees must not report for work or continue working if they are under the influence or impaired by alcohol or any controlled substance. Failure to observe the Prohibited Conduct rules established in this policy will result in disciplinary action (see Discipline section) regardless of whether or not an employee is participating in a treatment program. Such

employees are expected to observe all other job performance standards and work rules, including attendance, required of all employees.

5.0 DISCIPLINE – CONSEQUENCES OF POLICY VIOLATIONS

Under FTA regulations, discipline for program violations is determined at the local level. *The Pierce Transit discipline policy for prohibited conduct is as follows; however, individual circumstances involving any positive test may merit additional actions, up to and including discharge (see Article 11 of the Labor Contract)*

- 5.1 *Any safety-sensitive employee, or other employee performing a safety-sensitive task, who tests positive for alcohol at a 0.04 alcohol level or higher will be removed from duty, given a list of treatment resources available for evaluating and resolving drug and alcohol problems, referred to the SAP, and discharged.*
- 5.2 *Any employee who tests positive under random, post-accident, or reasonable suspicion testing for alcohol at a 0.02 – 0.039 level, or those who test positive for the presence of illegal drugs from random testing must successfully complete the following before being allowed to return to work:*
- *Removal from their safety-sensitive position;*
 - *Referral to and assessment by a Substance Abuse Professional (SAP);*
 - *Complete a treatment and rehabilitation program as developed by the SAP;*
 - *Suspensions as they may apply consistent with work rules;*
 - *Return to duty drug and/or alcohol tests;*
 - *Return to work agreement that is developed in conjunction with the SAP outlining terms of return to work, including ongoing treatment, aftercare conditions, and additional random testing for up to five years, with a minimum of six tests the first year;*
- 5.3 *An employee who has previously tested positive and has a second positive test under any testing circumstance will be discharged.*
- 5.4 *Any safety-sensitive employee who tests positive from reasonable suspicion or post accident testing for the presence of drugs will be subject to discipline, up to and including discharge, in accordance with the Labor Contract and existing work rules.*
- 5.5 *Any employee who tests for alcohol at a level above 0.00 but below 0.02 will at the least be verbally counseled and be provided information about the EAP. As stated in the introductory paragraph to this section, individual circumstances related to this test may merit additional actions, up to and including discharge. With a second test at this level within 12 months, appropriate discipline will apply.*
- 5.6 *Any safety sensitive employee who refuses to comply with a request for testing will be subject to discipline for insubordination. The employee will be subject to discharge as called for in the labor contract.*

6.0 EDUCATION AND TRAINING

It is the policy of Pierce Transit that training and education programs will be made available to all Agency employees. All safety-sensitive employees will receive three hours of training on the effects of drugs on the body, the major elements of the DOT drug testing regulations, Pierce Transit's

Drug & Alcohol Abuse Policy, and resources for dealing with a substance abuse problem. The training will also provide detailed information on alcohol misuse, specifically as it impacts an individual's biological, emotional and psychosocial well-being. The effects of misuse can be seen in an individual's work performance, attitude and social interaction.

Supervisors, managers, and union officials will receive a minimum of four hours of instruction on how to identify the signs of drug and/or alcohol use or impairment and Pierce Transit's reasonable suspicion investigation process.

7.0 PROGRAM OVERSIGHT

The Administration Division is responsible for administering the Drug and Alcohol Abuse Policy. Any questions about the policy or testing program may be addressed to the Drug & Alcohol Program Manager, or to the Vice President, Administration, at the Pierce Transit Headquarters.

APPROVED:

Marilyn Strickland, Chairman
Board of Commissioners

Date

ATTEST:

Trevia Percival, CMC
Assistant to the CEO, Clerk of the Board

Policy approved: July 12, 1994; Revised July 11, 1995, October 1, 1995, November 9, 1998, August 14, 2000, August 1, 2001, January 15, 2004, July 15, 2005, September 15, 2006, March 30, 2007 and May 14, 2012.

APPENDIX A

SAFETY SENSITIVE POSITIONS

Apprentice Diesel Mechanic
Apprentice Equipment Body/Automotive Repairer
Automotive Technician
Bus Safety and Training Supervisor
Communications Coordinator
Communication Technician I
Communication Technician II
Dispatch Coordinator
Dispatch Coordinator (SHUTTLE)
Equipment Body Repairer
Fleet Assistant Manager
Instructor
Journey Level Mechanic
Laborer
Lead Maintenance Mechanic
Lead Mechanic
Machinist
Maintenance Mechanic
Maintenance Training Coordinator
Mechanic I
Relief Transit Operator
Service Station Attendant
Service Supervisor
Special Events Coordinator
Specialized Transportation Dispatcher
Transit Operator
Upholsterer
Vehicle Custodian

APPENDIX B

CONTACTS FOR PROGRAM INFORMATION

Drug and Alcohol Program Manager/DER

Jean White, Human Resources Generalist
Work phone: 253.581.8081
Home phone: 253.927.2805
Cell phone: 253.905.4704
Alternate cell phone: 253.381.2448

Alternate:

Mary Ann Gillespie, Human Resources Generalist
Work phone: 253.983.3453
Cell phone: 360.705.0509

Collection Sites

PAML at St Clare Hospital
Phil DeVault, Laboratory Operations Manager
11315 Bridgeport Way SW
Lakewood, WA 98499-3004
Phone: 253.581.6398

PAML at St Joseph's Medical Center
Linda Guay, Laboratory Operations Manager
Lorinda Cox, Client Services
1717 South J St – Use I Street entrance
Tacoma, WA 98401
Phone: 253.426.6779

Laboratory

Pathology Associates Medical Labs (PAML)
110 W Cliff Avenue
Spokane, WA 99204
H David Michaelson, Forensic Toxicologist
Esther Miller, Western WA Toxicology Marketing Representative
Phone: 888.472.2522
Cell: 425.890.9393
Fax: 509.209.5485

Medical Review Officer (MRO)

Dee J McGonigle, M.D.
DRUGFREE Business
11511 NE 195th St, Suite 102
Bothell, WA 98011
Phone: 425.488.9755 or 800.598.3437

Substance Abuse Professional (SAP)

Rainier Employee Assistance

Mike Walling, MA, MBA, CMHC, MAC

104 West Meeker, Suite D

Puyallup, WA 98371

Phone: 253.864.8188 or 800.632.7327

Employee Assistance Program

First Choice Health EAP

Craig Nelson, MA, LMHC, CEAP, SPHR – Account Executive

One Union Square

600 University Street, Suite 1400

Seattle, WA 98101

Phone: 206.268.2317 or 800.777.4114

APPENDIX C

COMMUNITY HOTLINE AND RESOURCE INFORMATION

Substance Abuse Treatment Locator OR www.findtreatment.samhsa.gov	800.662.4357
American Council on Alcoholism OR www.aca-usa.org	800.527.5344
National Cocaine Hotline OR www.ca.org	800.347.8998
National Council on Alcoholism and Drug Dependence HopeLine OR www.ncadd.org	800.622.2255
Al-Anon or Alateen OR www.al-anon.alateen.org	888.425.2666

APPENDIX D

DRUG AND ALCOHOL FACT SHEETS

Drug Detection Periods

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

<u>Drug</u>	<u>Detection Period</u>
Amphetamines	
Amphetamine	1-2 days
Methamphetamine	1-2 days
Ecstasy (MDMA)	1-4 days
Cocaine	2-3 days
Cannabinoids (Marijuana)	
Casual use	2-7 days
Chronic use	up to 30 days or more after heavy use and/or in users with high body fat
Alcohol	12-24 hours
Opiates	
Codeine	Usually up to 2 days
Heroin	1-4 days
Phencyclidine (PCP)	3 to 7 days for single use; up to 30 days in chronic users

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.

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

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 Use

- **Physical Symptoms:** Reduction in 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 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. 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.
 - 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.

AMPHETAMINE FACT SHEET

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the United States or clandestinely manufactured in crude laboratories.

Duration of Single Dose Effect: 2 to 4 hours after use. Amphetamines can be detected 1 to 2 days after use. Psychological dependence on amphetamines is known to be high. Physical dependence is possible.

Signs and Symptoms of Use

- **Physical Symptoms:** Dilated pupils, sweating, increased blood pressure, palpitations, rapid heartbeat, dizziness, decreased appetite, dry mouth, headaches, blurred vision, insomnia, high fever (depending on the level of the dose).
- **Behavioral Symptoms:** Confusion, panic, talkativeness, hallucinations, restlessness, anxiety, moodiness, false sense of confidence and power.

Effects of Amphetamine Use on the Individual

Physical Health Effects

- Regular use produces strong psychological dependence and increasing tolerance to drug
- High doses may cause toxic psychosis resembling schizophrenia
- Intoxication may induce a heart attack or stroke due to spiking of blood pressure
- Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels.
- The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts
- Long term heavy use can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies
- Lack of sleep, weight loss, and depression also result from regular use
- Users who inject drugs intravenously can get serious and life-threatening infections (e.g. lung or heart disease, kidney damage) from non-sterile equipment or contaminated self-prepared solutions.

Effects on Driver Performance

- Amphetamines cause a false sense of alertness and potential hallucinations, which can result in risky driving behavior and increased accidents. Because amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness due to unusual overtime demands or failure to get rest. However, although low doses of amphetamines will cause a short-term improvement in mental and physical functioning, greater use impairs functioning. The hangover effect of amphetamines is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.

COCAINE FACT SHEET

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are tenser, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevations.

Duration of Single Dose Effect: 1 to 2 hours after use. Cocaine can be detected up to 2 to 3 days after last use. Psychological dependence on cocaine is known to be high.

Signs and Symptoms of Use

- **Physical Symptoms:** Dilated pupils, runny or irritated nose, profuse sweating, dry mouth, tremors, needle tracks, loss of appetite, hyperexcitability, restlessness, high blood pressure, heart palpitations, insomnia, talkativeness, formication (sensation of bugs crawling on skin).
- **Behavioral Symptoms:** Increased physical activity, depression, isolation and secretive behavior, unusual defensiveness, frequent absences, wide mood swings, difficulty in concentration, paranoia, hallucinations, confusion, false sense of power and control.

Effects of Cocaine Use on the Individual

Physical Health Effects

- Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.
- Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.
- Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days of using crack or within several months of snorting coke. Cocaine causes the strongest mental dependency of any known drug.
- Treatment success rates are lower than those of other chemical dependencies
- Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths in the United States has tripled in the last four years.

Effects on Driver Performance

- Cocaine use results in an artificial sense of power and control, which leads to a sense of invincibility. Lapses in attention and the ignoring of warning signals brought on by cocaine use greatly increase the potential for accidents. Paranoia, hallucinations, and extreme mood swings make for erratic and unpredictable reactions while driving.
- The high cost of cocaine frequently leads to workplace theft and/or dealing. Forgetfulness, absenteeism, tardiness, and missed assignments can translate into lost business.

CANNABINOIDS (MARIJUANA) FACT SHEET

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood and perception-altering effects it produces.

Duration of Single Dose Effect: The most obvious effects are felt for 4 to 6 hours. Preliminary studies suggest that performance impairment lasts longer. The active chemical, THC, is stored in body fat and slowly metabolized over time. Traces of marijuana will remain in the urine of an occasional user for up to 1 week, and, in the case of a chronic user, for 3 to 4 weeks. Evidence indicates moderate psychological dependence.

Signs and Symptoms of Use

- **Physical Symptoms:** Reddened eyes (often masked by eye drops); stained fingertips from holding “joints,” particularly for non-smokers; chronic fatigue, irritating cough; chronic sore throat; accelerated heartbeat; slowed speech; impaired motor coordination; altered perception; increased appetite.
- **Behavioral Symptoms:** Impaired memory, time-space distortions, feeling of euphoria, panic reactions, paranoia, “I don’t care” attitude, false sense of power.

Effects of Marijuana Use on the Individual

General Health Effects

- When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions.
- One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.
- Marijuana smoking lowers the body’s immune system response, making users more susceptible to infection.

Mental Function

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive functions
- Distortions in time estimation
- Long term negative effects on mental function are known as “acute brain syndrome,” which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

Effects on Driver Performance

- The mental impairments resulting from the use of marijuana produce reactions that can lead to unsafe and erratic driving behavior. Distortions in visual perceptions, impaired signal detection, and altered reality can make driving a vehicle very dangerous.
- The active chemical, THC, is stored in body fat and slowly releases over time. Marijuana smoking has a long term effect on performance.
- A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978.
- Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and the marijuana.

OPIATES (NARCOTICS) FACT SHEET

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

Duration of Single Dose Effect: 3 to 6 hours after use. Opiates can be detected usually up to 2 days. Both physical and psychological dependence on opiates are known to be high. Dependence on codeine is moderate.

Signs and Symptoms of Use

- **Physical Symptoms:** Constricted pupils, sweating, nausea and vomiting, diarrhea, needle marks or “tracks,” wearing long sleeves to cover “tracks,” loss of appetite, slurred speech, slowed reflexes, depressed breathing and heartbeat, and drowsiness and fatigue.
- **Behavioral Symptoms:** Mood swings, impaired coordination, depression and apathy, stupor, euphoria

Effects of Narcotics Use on the Individual

General Health Effects

- IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles.
- Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity
- Narcotics’ effects are multiplied when used in conjunction with other depressant drugs and alcohol, causing increased risk for an overdose.

Effects on Driver Performance

- The apathy caused by opiates can translate into an “I don’t really care” attitude toward performance. The physical effects as well as the depression, fatigue, and slowed reflexes impede the reaction time of the driver, raising the potential for accidents. Although opiates have a legitimate medical use in alleviating pain, workplace use may cause impairment of physical and mental functions.

Workplace Issues

- Unwanted side effects such as nausea, vomiting, dizziness, mental clouding and drowsiness place the legitimate user and abuser at higher risk for an accident.

PHENCYCLIDINE (PCP) FACT SHEET

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma-like condition with muscle rigidity and a blank stare with the eyelids half-closed. Sudden noises or physical shocks may cause a “freak-out,” in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

Duration of Single Dose Effect: Several days after use. PCP can be detected for up to 8 days. Psychological dependence on PCP is known to be high.

Signs and Symptoms of Use

- **Physical Symptoms:** Dilated or floating pupils, blurred vision, nystagmus (jerky eye movement), drooling, muscle rigidity, profuse sweating, decreased sensitivity to pain, dizziness, drowsiness, impaired physical coordination (e.g., drunken-like walk, staggering) severe disorientation, rapid heartbeat.
- **Behavioral Symptoms:** Anxiety, panic/fear/terror, aggressive/violent behavior, distorted perception, severe confusion and agitation, disorganization, mood swings, poor perception of time and distance, poor judgment, auditory hallucinations.

Health Effects

- The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body.
- Use can cause irreversible memory loss, personality changes, and thought disorders.
- There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

Effects on Driver Performance

- The distortion in perception and potential visual and auditory delusions make driver performance unpredictable and dangerous. PCP use can cause drowsiness, convulsions, paranoia, agitation, or coma, all obviously dangerous to driving.

RESOLUTION NO. 12-016

1 A RESOLUTION of the Board of Commissioners of Pierce Transit
2 Authorizing Adoption of the Revised Pierce Transit Drug and Alcohol Abuse Policy
3

4 WHEREAS, the Department of Transportation (DOT) and Federal Transit Administration (FTA)
5 have issued significant regulatory changes and clarifications to their rules regarding a required drug use and
6 alcohol misuse prevention program; and

7 WHEREAS, the DOT/FTA rules require recipients of federal funding to promulgate a policy
8 containing specific regulatory information that is adopted by the governing body; and

9 WHEREAS, Pierce Transit desires to be in compliance with the DOT/FTA rules;

10 NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit as
11 follows:

12 Section 1. The Drug and Alcohol Abuse Policy is hereby amended to reflect changes
13 contained in the document attached to this resolution and on file in the Human Resources department;

14 Section 2. The Chief Executive Officer or her designee is authorized to develop and
15 implement such procedures as may be required to enforce the revised policy;

16 ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held
17 on the 14th day of May 2012.

Marilyn Strickland, Chairman
Board of Commissioners

ATTEST:

Trevia Percival, MMC
Clerk of the Board

**THERE IS NO
FACT SHEET
FOR
RESOLUTIONS
OF
APPRECIATON**

**Pierce Transit Board Commissioner
Neil Johnson**

RESOLUTION NO. 12-017

A RESOLUTION of the Board of Commissioners of Pierce Transit
Commending Neil Johnson

WHEREAS, Commissioner Neil Johnson has brought thoughtful and thorough attentiveness to the deliberations and details of the business of the Pierce Transit Board of Commissioners; and

WHEREAS, he has skillfully and professionally represented Pierce County through his tenure on the Pierce Transit Board from May 2010 through April 2012; and

WHEREAS, he has also ably served and supported Pierce Transit and its Board of Commissioners through his participation on the Executive Committee; and

WHEREAS, he has provided unwavering support of Pierce Transit; and

WHEREAS, he has contributed to the Board's positive relationship with Pierce Transit's staff by continually providing both support and direction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit that Neil Johnson is hereby commended for his outstanding public service to Pierce Transit and is wished much success in all his future endeavors.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 14th day of May, 2012.

Commissioner Marilyn Strickland, Chair

Commissioner Rick Talbert, Vice Chair

Commissioner Don Anderson

Commissioner Jake Fey

Commissioner Glenn Hull

Commissioner Kent Keel

Commissioner Pat McCarthy

Commissioner Steve Vermillion

Commissioner Don McKnight

ATTEST:

Treva Percival, Clerk of the Board

Lynne Griffith, CEO

**THERE IS NO
FACT SHEET
FOR
RESOLUTIONS
OF
APPRECIATON**

**Pierce Transit Board Commissioner
Tim Farrell**

RESOLUTION NO. 12-018

A RESOLUTION of the Board of Commissioners of Pierce Transit
Commending Tim Farrell

WHEREAS, Commissioner Tim Farrell has brought thoughtful and thorough attentiveness to the deliberations and details of the business of the Pierce Transit Board of Commissioners; and

WHEREAS, he has skillfully and professionally represented Pierce County through his tenure on the Pierce Transit Board from October 2007 through April 2012; and

WHEREAS, he has also ably served and supported Pierce Transit and its Board of Commissioners through his participation on the Executive Committee; and

WHEREAS, he has provided unwavering support of Pierce Transit; and

WHEREAS, he has contributed to the Board's positive relationship with Pierce Transit's staff by continually providing both support and direction.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Pierce Transit that Tim Farrell is hereby commended for his outstanding public service to Pierce Transit and is wished much success in all his future endeavors.

ADOPTED by the Board of Commissioners of Pierce Transit at a regular meeting thereof held on the 14th day of May, 2012.

Commissioner Marilyn Strickland, Chair

Commissioner Rick Talbert, Vice Chair

Commissioner Don Anderson

Commissioner Jake Fey

Commissioner Glenn Hull

Commissioner Kent Keel

Commissioner Pat McCarthy

Commissioner Steve Vermillion

Commissioner Don McKnight

ATTEST:

Treva Percival, Clerk of the Board

Lynne Griffith, CEO