

**SUBSTANCE ABUSE POLICY APPLICABLE TO OPERATORS OF COMMERCIAL VEHICLES  
OPERATORS OF STUDENT TRANSPORTATION VEHICLES AND EMPLOYEES PERFORMING SAFETY  
SENSITIVE FUNCTIONS**

LEARN is committed to maintaining a work environment free from the adverse impact of employee drug and alcohol abuse. Employee drug and alcohol abuse can create serious risks of physical harm to employees, compromise safety in the workplace, and negatively affect the quality of services provided by LEARN. It is especially important that individuals employed by LEARN in safety sensitive positions, including operators of commercial vehicles and student transportation vehicles, remain free from drug and alcohol abuse.

No employee may use, possess, or distribute alcoholic beverages at any LEARN work site, in any LEARN vehicle, or while on duty regardless of location. No employee may be under the influence of alcoholic beverages while on duty, on LEARN property, operating LEARN equipment or vehicles, or operating any other equipment or vehicle while on LEARN business.

According to Federal and State law, employees are not allowed to possess, distribute, or use controlled substances. This is true regardless of whether they are on or off duty. The only exception to this rule is in the situation where an employee possesses or is using a prescription drug(s) according to the instructions of a physician. An employee may report for duty or remain on duty while using or possessing a controlled substance only when the employee possesses or is using a prescription drug(s) according to the instructions of a physician. Further, the physician must have advised the employee that the drug(s) will not adversely affect his or her ability to safely perform his or her duties.

It is the intention of LEARN to comply with all applicable Federal, State, and Local laws, regulations, and ordinances. Pursuant to procedures developed under this policy, LEARN's Board of Directors requires mandatory drug and alcohol testing for all employees covered by this policy to the fullest extent required and possible under Federal, State and Local law.

Employees of LEARN who are hired or transferred into a position that requires the operation of a commercial motor vehicle, the operation of a student transportation vehicle, or the execution of safety sensitive functions will be given notice that they are covered by this policy. Each such employee will receive a copy of this policy and its associated procedures. Each employee must sign an acknowledgement that he or she has read and understood these documents. LEARN employees covered by this policy are required to submit to testing. A refusal to do so will be considered to be a positive test result.

Any employee found to be in violation of any provision of this policy may be immediately removed from duty without pay by the Executive Director of LEARN or his or her designee. If it is determined, after investigation, that the employee has violated any part of this policy, the Executive Director of LEARN or his or her designee may take disciplinary actions, up to and including termination. The Executive Director of LEARN or his or her designee, may, at his or her sole discretion, allow an employee who has violated this policy to be reinstated. Reinstatement shall be on a one-time basis.

Employees are encouraged to make good faith reports of a violation or suspected violation of this policy. Employees are prohibited from knowingly making a false report of a violation. They are also required to cooperate with any LEARN investigation into possible violations of this policy.

Policy Adopted: 11/18/99  
LEARN