

 <div> <b>PA TURNPIKE COMMISSION POLICY</b>  <i>This is a statement of official Pennsylvania Turnpike Policy</i> </div>		<b>NUMBER:</b> 3.05  <b>APPROVAL DATE:</b> 00-00-0000  <b>EFFECTIVE DATE:</b> 10-03-1989  <b>REVISED DATE:</b> 03-07-2023
<b>POLICY SUBJECT:</b>  Substance Abuse	<b>RESPONSIBLE DEPARTMENT:</b>  Human Resources	

**A. PURPOSE:**

The Pennsylvania Turnpike Commission (PTC) focuses on the safety of its employees and the traveling public. To help maintain and promote a safe work environment, this policy has been developed to ensure that illegal and inappropriate use of Alcohol and other Controlled Substances is prohibited. The purpose of this policy is to establish responsibilities and procedures for coordinating and maintaining the PTC's Substance Abuse Program.

**B. SCOPE:**

This policy applies to all PTC Employees, Consultants, and Contractors. Certain procedures only apply to Collective Bargaining Agreement-covered employees, as identified below.

**C. GENERAL POLICY:**

Employees must, as a condition of employment, abide by all applicable procedures regarding the PTC's substance abuse program, which includes the Drug and Alcohol testing program.

PTC employees are strictly prohibited from using Alcohol, medical marijuana, and/or Illegal Controlled Substances in the Workplace. Additionally, employees are prohibited from reporting to work and/or remaining at work in an unfit condition as a result of the use of Alcohol and/or a Controlled Substance.

This policy is not meant to be all-encompassing of DOT regulations for employees in safety-sensitive positions. Employees in safety-sensitive positions will receive additional training and should reference the Department of Transportation regulations for a list of prohibited Controlled Substances.

Employees who violate any provisions contained in this policy and accompanying PTC procedures shall be subject to discipline, up to and including termination.

**D. DEFINITIONS:**

Alcohol – The intoxicating agent in beverage alcohol, ethyl alcohol (ethanol), or other low molecular weight alcohols, including methyl and isopropyl alcohol.

Collective Bargaining Agreement – A written legal contract between an employer and a union representing the employees.

Commercial Driver's License– A driver's license required to operate large, heavy, or placarded hazardous material vehicles for commercial purposes in the United States.

Commercial Motor Vehicles – A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle has a gross vehicle weight rating in excess of 26,000 pounds inclusive of a towed unit with a gross vehicle weight rating in excess of 10,000 pounds, or has a gross vehicle weight rating in excess of 26,000 pounds, or is designed to carry 16 or more passengers (including the driver), or is of any size and is used in the transportation of hazardous materials and which requires the vehicle to be placarded.

Controlled Substance – A drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated by law. These include all substances as defined by 21 U.S.C. § 812 and all substances listed on Schedules I through V as they may be revised from time to time (21 C.F.R. § 1308). Also referenced as “drug” in the Drug and Alcohol Testing Program Procedures.

Drug – A controlled substance.

Federal Motor Carrier Safety Administration (FMCSA) – the lead federal government agency responsible for regulating and providing safety oversight of commercial motor vehicles (CMVs).

Illegal Controlled Substance – substances deemed illegal in the state of Pennsylvania, including non-prescribed controlled substances.

Safety Sensitive Positions – Safety-sensitive functions are tasks performed by Commercial Motor Vehicle drivers that are applicable to prohibited conduct, testing, and consequences under alcohol and drug testing regulations 49 CFR Parts 40 and 382.

Turnpike Employee Assistance Program (“TEAP”) – PTC’s work-based intervention program designed to assist employees in resolving personal problems that may be adversely affecting the employee's performance.

Workplace – Any PTC owned or leased property; location where PTC business is conducted; or site where an employee is considered “on duty”, including PTC vehicles or private vehicles being utilized for PTC business.

## **E. PROCEDURES:**

The PTC’s Human Resources Department is responsible for providing guidelines to maintain an Alcohol and Drug free Workplace, managing the PTC’s Drug and Alcohol programs, and developing appropriate substance abuse awareness training and educational materials. This includes ensuring information and training are provided to supervisors regarding their responsibilities in the administration of programs, and equipping employees with literature regarding the dangers of Alcohol and Controlled Substance abuse in the Workplace.

Department heads and supervisors are responsible for participating in required training on the Commission’s policy on substance abuse in the Workplace, notifying Human Resources immediately of any violations of the PTC’s Alcohol and Controlled Substance Abuse programs, and encouraging any employee that may be experiencing personal problems with Alcohol and/or Controlled Substances to contact TEAP.

Employees must read and be familiar with all applicable procedures on PTC's Drug and Alcohol testing program and substance abuse in the Workplace and participate in all required training on the Commission's policy on substance abuse in the Workplace.

For complete information concerning the PTC's Drug and Alcohol testing program and procedures, employees should reference the Drug and Alcohol Testing Program Procedures available on the PTC Human Resources Intranet page. Collective Bargaining Agreement-covered employees should also reference the Drug Testing Proposal Language Memorandum of Understanding.

The Commission reserves the right to modify at any time the Substance Abuse Policy and corresponding Drug and Alcohol Testing Program Procedures. Further, this policy delegates authority to the Human Resources Department to periodically update the Drug and Alcohol Testing Program Procedures and the Drug Testing Proposal Language Memorandum of Understanding.

*This Policy Letter supersedes all previous Policy Letters on this subject.*