

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: Post-Accident Testing

APPROVED: Marilyn L. Rawlings
Marilyn L. Rawlings, Fleet Manager

DISTRIBUTION:

Fleet Management

PURPOSE:

To establish procedures for the drug and alcohol testing of Fleet employees for any accident that meets the criteria below.

CRITERIA:

- 1) A test must always be conducted on a surviving driver when an accident results in a fatality.
- 2) A test must be conducted only if the driver is cited for a moving traffic violation and one or more of the vehicles in the accident are towed from the scene of the accident.
- 3) A test must be conducted if the driver receives a moving traffic violation and one or more persons involved in the accident immediately receive medical treatment away from the scene of the accident.

IF TESTING IS REQUIRED...

PROCEDURE:

- 1) Supervisor fills out a substance abuse "Testing notification form" and selects "Post-Accident." Supervisor and employee sign the form and employee takes form to Lee Convenient Care. 239-343-9800.
- 2) The employee being tested must also take a "Chain of Custody" form with them to the testing lab. The form is to label the employee's specimen that will be tested. The employee will keep a copy of this form after the form is completely filled out by the testing lab.

Designated Testing Laboratory Facilities:

Name: Lee Convenient Care-Page Field
Address: 4771 S. Cleveland Avenue
Fort Myers, FL 33907
Telephone: (239) 343-9800
Fax: (239) 343-9823
Hours: Monday – Sunday 7:00 a.m. – 7:00 p.m.

OR

Name: On-Site Testing Only
Address: Harris Health Services (Blake Harris)
4215 22nd Place SW
Naples FL 34116
Telephone: Cell (239) 289-4187 Fax (239) 403-4407

OR

Name: On-Site Testing Only
1st Assurance Screening (Lily DaSilva)
4515 Del Prado Blvd., Suite #2
Cape Coral, FL 33904
Telephone: Phone (239) 945-2245 Cell (239) 772-8262
Fax (239) 542-2482

Medical Review Officer:

Name: Medical Review Officer
Natalie Hartenbaum, MD
Address: 1364 Welsh Rd. Suite C-2
N. Wales, PA 19454
Telephone: (800) 732-3784

Employee Assistance Program Provider:

Name: EAP Consultants
(*Call for information and services*)
Telephone: (239) 433-1211

SAFETY-SENSITIVE FUNCTIONS

The following describes the Safety-Sensitive Functions, Job Categories, or Classifications at Lee County covered by this policy.

**Equipment Operator
Heavy Equipment Operator, Sr.
Pesticide App. Tech
Maintenance Supervisor
Fleet Mechanic**

**Heavy Equipment Operator
Maintenance Worker
Bridge Repair Tech.
Crew Leader
Shop Superintendent**

**Equipment Operator, Sr.
Maintenance Worker, Sr.
Engineer Tech I
Fleet Service Worker
Fleet Mechanic Supervisor**

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