Drug Abuse & Alcohol Misuse

Driver Information Booklet

♦ Federal Highway Administration Guidelines
♦ Company Policy
♦ General Information

Revised: March 2009
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The hazard of misuse of alcohol and illegal drugs extends far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our highways. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment and deterrence programs. Also, medical costs are higher and are passed on to the employer in the form of higher health insurance rates; alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes a number of changes in behavior. Even low doses can impair the judgment and coordination required for driving. Low to moderate doses increase the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

**Signs and Symptoms of an Alcohol or Drug Problem**

Drugs can show their effects in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

Multiple substance abuse is the abuse of more than one drug, either at the same time or over a period of time and it involves any combination of:

- Alcohol
- Prescription drugs
- Over-the-counter drugs
- Illegal drugs

Multiple substance abuse is especially dangerous because different substances interact with each other to produce unexpected effects and dangers.

Multiple substance abuse often begins with abuse of a single substance. People who abuse one substance are at a high risk for developing dependence and tolerance for other substances.

**Methods of Intervention For Suspected Alcohol or Drug Problems**

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Don't help or aid a person who you think has an alcohol or drug abuse problem. Don't make excuses for them, don't do their work for them, don't look the other way. The problem is not going to go away. Don't enable the person to continue their alcohol or drug abuse.

Leave the treatment and counseling of persons with an abuse problem to the professionals. The D.O.T requires that the person with a problem be evaluated by a Substance Abuse Professional (SAP) who has been trained in the diagnosis and treatment of alcohol and drug related disorders.
CORPORATE POLICY STATEMENT ON DRUG AND ALCOHOL ABUSE

Statement of Need

SIRVA and its affiliated companies (the "Company) has a strong commitment to the health, safety, and welfare of its drivers, their families and its customers. Widely available statistics and information establish that the incidence of drug and alcohol abuse is devastating to lives, businesses, and the community at large. The Company is concerned that because of the potential for abuse among some of our drivers, the safety of our drivers and the general public could be endangered. Our commitment to maintaining a safe and secure workplace requires a clear policy and supportive programs relating to the detection, treatment, and prevention of substance abuse by drivers. Although the company has no intention of intruding into the private lives of its drivers, we recognize that involvement with alcohol or other drugs off the job eventually takes its toll on job performance. Our concern is to ensure that drivers are able to perform their duties safely and efficiently in the interest of their fellow workers and customers as well as themselves.

Goal

It is the Company's goal to provide a safe workplace by eliminating the hazards to health and job safety created by alcohol and other drug abuse. We believe this goal to be in the best interest of our drivers, our customers, and our owners.

The Company's Policy

In accordance with the D.O.T. regulations, the Company prohibits the following activities while operating in their service, or while in any motor vehicle leased to, or owned by the Company, and in service at the time. The Company also prohibits the following activities while on any Company-owned, or leased worksite.

A. The possession, use, consumption, sale, purchase, transfer, distribution and/or transportation of illegal drugs and/or controlled substances.

B. The possession, use, consumption, sale, purchase, transfer, distribution and/or transportation of any alcoholic or intoxicating beverage in a commercial motor vehicle except when authorized in advance in writing or manifested as part of the shipment.

C. Being under the influence of illegal drugs, alcohol, or controlled substances, regardless of whether consumed or used while in the Company's service.

In addition, consistent with the Company's policy of the disqualification of any person who abuses drugs, alcohol, or any controlled substance, the Company reserves the right to disqualify any person charged or convicted at any time of a criminal offense related to consumption, use, possession, sale, or being under the influence of any drug, alcohol, or controlled substance, regardless of whether such charge or conviction arises out of the operation of a motor vehicle in the Company's service or otherwise.

Also, anytime the Company becomes aware of a history of substance abuse or alcohol misuse, the individual may be required to provide documentation regarding a substance abuse evaluation and any follow-up treatment.
DRIVERS SUBJECT TO ALCOHOL AND DRUG TESTING

The Federal Highway Administration of the United States Department of Transportation requires certain drivers to undergo drug and alcohol testing. The drivers who must be tested are those required to have a Commercial Driver's License (CDL).

Who must have a CDL and be tested? Any driver who drives a motor vehicle -

- With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;
- With a gross vehicle weight rating of 26,001 or more pounds;
- Designed to transport 16 or more passengers;
- Of any size that is used to transport hazardous material that requires the vehicle to be placarded under hazardous materials regulations.

There are four exemptions to the testing requirements. These exemptions are listed in §382.103 of the Federal Motor Carrier Safety Regulations (49 CFR 382.103).

The Company requires that all CDL drivers qualified to operate in its service must participate in its drug and alcohol testing program.

SAFETY-SENSITIVE FUNCTIONS

A driver shall not use alcohol when performing safety-sensitive functions nor perform safety-sensitive functions within 4 hours of using alcohol. Most testing will be done while the driver is performing a safety-sensitive function, just before the driver is to perform a safety-sensitive function, or just after the driver has ceased performing such functions.

A driver shall not report for duty or remain on duty when his or her job requires performing safety-sensitive functions if he or she has been using drugs or has tested positive for drug use.

A driver is performing a safety-sensitive function when -

- Waiting at a terminal facility, or other property to be dispatched, unless the driver has been relieved from duty by the motor carrier;
- Performing pre-trip inspections or servicing the motor vehicle;
- Driving the motor vehicle;
- On the vehicle, except when resting in the sleeper berth;
- Loading or unloading the vehicle, supervising the loading or unloading, giving receipts for the load, or remaining ready to operate the motor vehicle;
- Performing duties and services at an accident scene; or,
- Repairing, obtaining assistance, or remaining in attendance of a disabled vehicle.
PROHIBITED CONDUCT

A driver shall not -

- Report for or remain on duty performing a safety-sensitive function while having a breath alcohol concentration (BAC) of 0.04 or greater;
- Use alcohol while performing safety-sensitive functions;
- Abuse controlled substances;
- Perform safety-sensitive functions within 4 hours after using alcohol;
- Be on duty or operate a commercial motor vehicle while possessing alcohol unless the alcohol is manifested and transported as part of the shipment;
- Use alcohol for 8 hours following an accident unless the driver has been given a post-accident test; or
- Refuse to submit to a required drug or alcohol test involving pre-employment, post accident, random, reasonable suspicion, or follow-up testing.

WHEN A DRIVER MUST BE TESTED

The Federal Motor Carrier Safety Regulations are very specific as to when a driver must submit for a drug or an alcohol test. The drug test will use urine and the alcohol test will use breath.

<table>
<thead>
<tr>
<th>Type of Test</th>
<th>Alcohol</th>
<th>Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-employment</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Random</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Reasonable Suspicion</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Post-Accident</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Return-to-duty</td>
<td>Yes *</td>
<td>Yes</td>
</tr>
<tr>
<td>Follow-up</td>
<td>Yes *</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Required if the results of the original tests were 0.04 BAC, or higher.
The Company policy requires a return-to-duty test anytime the results of the original test were 0.02 BAC or higher.
TESTING PROCEDURES

Drug Testing Procedures

The testing program required by the regulations is limited to five drug types:


All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory.

Driver protection is built into the testing procedures. In order to meet the Federal requirements only laboratories certified by the Federal Government may be used. The Substance Abuse and Mental Health Services Administration certifies laboratories that have met all of the guidelines established by the Department of Health and Human Services.

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test.

The positive levels for the five classes of drug tests are presented in the following table:

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Initial Test Level (ng/ml)*</th>
<th>Confirmation Test Level (ng/ml)*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>50</td>
<td>15</td>
</tr>
<tr>
<td>Cocaine</td>
<td>300</td>
<td>150</td>
</tr>
<tr>
<td>Opiates:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morphine</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Codeine</td>
<td>300</td>
<td>300</td>
</tr>
<tr>
<td>Phencyclidine (PCP)</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Amphetamines:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamine</td>
<td>1000</td>
<td>500</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>1000</td>
<td>500</td>
</tr>
</tbody>
</table>

* ng/ml is nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a liter.
If the results of the initial test are negative, the testing laboratory will advise the motor carrier's Medical Review Officer (MRO) that the drug test for the driver was negative. No additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the test levels for any of the five drug classes, a second (confirmation) test is performed. This test is done in an entirely different manner from the initial one. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques.

Only specimens that are confirmed as positive on the second test are reported positive to the MRO for review and analysis.

A split specimen collection will be done. That is, the urine is divided into two specimen bottles. If the test result of the primary specimen is positive, you may request the MRO to send the second (or split) specimen to a different certified lab for testing. The testing of the split specimen will be for the presence of drugs with no cut-off levels. If the result of the test of the split specimen is negative, the MRO shall cancel the test. If you want the split specimen tested, you must advise the MRO within 72 hours of being notified of the positive test result of the primary specimen.

The Company needs to keep a record in the driver’s file showing the type of test (pre-employment, random, etc.), date of collection, location of collection, location of the MRO, and the test results.

**Alcohol Testing Procedures**

Alcohol testing is done by testing breath, because breath is the most easily obtained bodily substance and the results are known within minutes of testing. Test results are displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). The EBT is a scientific instrument that determines the concentration of alcohol in a person’s blood expressed as “percent by weight.” It does this by analyzing a specific volume of expired breath. The weight of alcohol in the breath sample is determined and the quantity of the alcohol is converted to its equivalent value in blood. A BAC of 0.10 means one tenth of a gram of alcohol per 210 liters of breath. The EBT will print three copies of each test result and the test results are numbered. A test may have two separate parts. The first test is the initial test. If the initial test shows a reading less than 0.02, the test is recorded as “negative.” If the initial test result is 0.02 or greater a confirmation test will be done. The alcohol testing will be done in a site that affords privacy to the drivers being tested. This site could be a room, van or partitioned area. Only one breath test will be done at one time. The person giving the test will not leave the testing sight during the test.

The first part of the testing process is to open a sealed mouthpiece in view of the employee and Breath Alcohol Technician (BAT), and place it into the EBT. In order to get a sufficient quantity of deep lung air, the driver is requested to blow into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained. The EBT will immediately read the results of the test and they will be given to the driver.

When the initial test results show a reading of 0.02 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15 minute waiting period is observed. The purpose of the 15 minute waiting period is to ensure that the presence of mouth alcohol from recent use of food, tobacco, or hygiene products does not artificially raise the test result. Because the confirmation test is done on the same EBT as the initial test, the testing procedure is the same.
In the event that the screening and confirmation test results are not identical, the confirmation test result is deemed to be the final result upon which any action under operating administration rules shall be based.

**TESTING PROGRAMS**

**Pre-employment testing**

Those persons who a motor carrier intends to hire as drivers must be tested for drug use prior to employment. A negative test result must be received before the driver makes the first trip.

**Reasonable Suspicion Testing**

Reasonable suspicion means that the motor carrier believes that the driver's appearance or conduct indicates the use of alcohol and/or drugs. The actions or observations of the driver must occur while the driver is on duty or just preceding the work period. The conduct, appearance, or actions of the driver should, if at all possible, be observed by two supervisors or company officials. If only one supervisor or official is available, one is enough. The supervisor(s) or official must have received training in detection of probable alcohol and/or drug use.

In the case of suspected drug use, the driver must be taken immediately to a collection site and a urine sample must be obtained.

The driver's action that causes the motor carrier's supervisor or official to require the test must be documented and signed by a witness within 24 hours after the behavior is noticed.

In the case of suspected alcohol use, the test must be done immediately. The supervisor who determines that reasonable suspicion exists shall not conduct the breath alcohol test on the driver.

**Random Testing**

Random testing ensures that every driver has an equal chance of being tested. Random tests are unannounced.

The regulations provide that a minimum testing rate of 50% is to be used in drug testing. This rate should provide a sufficient deterrent to drug use. Effective January 1, 1998, the random alcohol testing rate is 10%.

The rate for random testing is based on a 1 year period. The tests should be spread reasonably throughout the year. There are no requirements as to how often the random test must be conducted. It could be on a monthly or quarterly basis.

**Post-Accident Testing**

A driver must supply a urine specimen for drug testing and undergo a breath test for alcohol following certain types of accidents. Testing must be done if the accident results in a death or if the driver is cited under state or local law for a moving traffic violation arising from an accident which resulted in personal injury requiring medical treatment away from the scene or involves a disabled vehicle which is towed from the scene. No driver required to take a post-accident alcohol test shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test.
Return-to-Duty and Follow-up Testing

These tests are required when a driver who has violated the prohibited alcohol conduct standards or tested positive for drugs returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six tests must be conducted in the first 12 months after a driver returns to duty. Follow-up testing may be extended for up to 60 months following return-to-duty.

REFUSAL TO SUBMIT TO A TEST

The Federal Motor Carrier Safety Regulations provide that a driver shall not refuse to submit to a pre-employment, post accident test, reasonable suspicion test, random selection test, or follow-up test.

No motor carrier shall permit a driver who refuses to submit to a required test to perform or continue to perform safety-sensitive functions.

In alcohol testing, refusal to sign the certification in Step 2 on the form is regarded as a refusal to take the test. Not providing an adequate amount of breath may, under certain conditions, be regarded as a refusal to take a test.

In drug testing, failure to provide sufficient urine may constitute a refusal.

The Company policy considers a failure to test equivalent to a refusal to test.

A refusal to test will be considered a positive test (CFR 40.285).
CONSEQUENCES OF POSITIVE TESTS

Consequences For Drivers Who Test 0.04 BAC and Above

A driver who tests 0.04 or above:

- Disqualified from the Company’s service.
- Cannot perform a safety-sensitive function,
- Will be made aware of resources for solving alcohol and drug problems,
- Must be evaluated by a substance abuse professional, (SAP)
- Must comply with education or treatment recommendations, and
- Must undergo a pre-employment (return-to-duty) alcohol test and have a negative test result.

The positive tested driver will also be subject to unannounced follow-up drug and/or alcohol tests for up to 5 years depending on the evaluation of the substance abuse professional. The driver is not allowed to receive a copy or be advised of the schedule of unannounced follow-up test (CFF 40.329).

Consequences of a Test Over 0.02 BAC But Less Than 0.04 BAC

No driver who is found to have a BAC of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions until the start of the driver's next scheduled duty period, but not less than 24 hours following the test.

Consequences For Drivers Who Test Positive For Drugs

A driver who tests positive for drugs:

- Disqualified from the Company's service,
- Cannot perform a safety-sensitive function,
- Must be evaluated by a substance abuse professional,
- Must comply with education or treatment recommendations, and
- Must undergo a pre-employment (return-to-duty) drug test and have a negative test result.

The positive tested driver will also be subject to unannounced follow-up drug and/or alcohol tests for up to 5 years depending on the evaluation of the substance abuse professional. The driver is not allowed to receive a copy or be advised of the schedule of unannounced follow-up test (CFF 40.329).
CONSEQUENCES OF VIOLATING CORPORATE SUBSTANCE ABUSE POLICY

SIRVA, its subsidiaries, and its affiliated companies ("the Company") have established the following consequences for failure to comply with its substance abuse policy. To ensure you have a complete understanding of the Company's position on drug and alcohol abuse we have included details regarding the Federal Motor Carrier Safety Regulations (FMCSR) and the Company's policy. In those instances where the Company's policy goes beyond the federal requirements, the Company policy will apply. Please read this information carefully and understand the consequences for policy violation.

Drug Abuse Policy

- Any conviction relating to consumption, use, sale, or being under the influence of illegal drugs or controlled substances in a commercial motor vehicle will result in the following disqualifications from the Company's service:
  
  1st Offense - Three (3) year disqualification  
  2nd Offense - Permanent disqualification

- In addition, under Section 383.51 of the FMCSR a driver convicted for the first time of any offense under this section (including driving a commercial motor vehicle under the influence of a controlled substance) will be federally disqualified and will lose his commercial motor vehicle driving privileges for one (1) year provided the vehicle was not transporting hazardous materials. If the vehicle was transporting hazardous materials then the driver will be federally disqualified for three (3) years. The driver will be federally disqualified for life if the driver has been convicted before in a separate incident of any offense under this section.

Also the driver will only be considered for requalification after serving the disqualification time and being evaluated by a Substance Abuse Professional (SAP) and meeting the education or treatment recommendations. The driver will be subject to follow-up drug and/or alcohol testing at the discretion of the SAP, or a minimum of six (6) tests in twelve (12) months.

- Any conviction for possession or transportation of illegal drugs or controlled substances in a commercial motor vehicle will result in the following disqualifications from the Company's service:
  
  1st Offense - One (1) year disqualification  
  2nd Offense - Permanent disqualification

- In addition, under Section 391.15 of the FMCSR, a driver will be federally disqualified and will lose his commercial motor vehicle driving privileges for six (6) months if convicted of any illegal drug possession or transportation charge while in a commercial motor vehicle.

- Any conviction for possession, consumption, use, sale or being under the influence of illegal drugs or controlled substances, while in a non-commercial motor vehicle will result in the following disqualifications from the Company's service:
  
  1st Offense - One (1) year disqualification  
  2nd Offense - Permanent disqualification
A positive result from any test for use of illegal drugs or controlled substances will result in a minimum, one (1) year disqualification from the Company's service. As mandated under section 382.605 of the FMCSR, the driver will then be referred to a Substance Abuse Professional (SAP). The driver may be considered for re-qualification after serving the disqualification time and meeting the education or treatment recommendations of the SAP. Both the SAP and the education or treatment program must be approved by Safety Administration. Also, the federal guidelines require that the driver successfully completes a return-to-duty drug test and requires him/her to be subject to unannounced follow-up testing for up to five (5) years. The number of follow-up tests required will be at the SAP's discretion, or a minimum of six (6) tests in twelve (12) months. All expenses associated with treatment, rehabilitation, return-to-duty testing, and follow-up testing are the responsibility of the driver. Any subsequent positive drug test will result in a permanent disqualification from the Company's service.

Exception:

- If any positive test is the result of a post-accident drug test, the driver will be permanently disqualified from operating in the Company's service.

A refusal or failure to submit to any Federal, State, or NAVL mandated test for illegal drugs, or controlled substance within four (4) hours of notification, will be treated as a positive test and the corresponding guidelines will apply.

Alcohol Abuse Policy

- Any conviction relating to consumption, sale or being under the influence of alcohol in a commercial motor vehicle will result in the following disqualifications from the Company's service:
  
  1st Offense - Three (3) year disqualification
  2nd Offense - Permanent disqualification

- In addition, under Section 383.51 of the FMCSR, a driver convicted for the first time of any offense under this section (including driving a commercial motor vehicle under the influence of alcohol) will be federally disqualified and will lose his commercial motor vehicle driving privileges for one (1) year provided the vehicle was not transporting hazardous materials. If the vehicle was transporting hazardous materials then the driver will be Federally disqualified for three (3) years. The driver will be federally disqualified for life if the driver has been convicted before in a separate incident of any offense under this section.

  Also the driver will only be considered for requalification after serving the disqualification time and being evaluated by a Substance Abuse Professional and meeting the education or treatment recommendations. The driver will be subject to follow-up testing at the discretion of the SAP, or a minimum of six (6) tests in twelve (12) months.

- Any conviction relating to consumption, use, sale or being under the influence of alcohol in a non-commercial motor vehicle will result in the following disqualifications from the Company's service:
  
  1st Offense - One (1) year disqualification
  2nd Offense - Ten (10) year disqualification
  3rd Offense - Permanent disqualification

  Exception

  - Any conviction relating to consumption, use or being under the influence of alcohol associated with a motor vehicle accident will result in permanent disqualification from the company's service.

- Any deferrals, administrative court action, or reduced pleas as a result of an alcohol charge will be treated as a violation of this policy and the appropriate penalty will apply.
Any report of possession of alcoholic or intoxicating beverages in a commercial motor vehicle will result in the driver being placed out-of-service for twenty-four (24) hours and debarred pending a complete investigation.

Any driver who tests .04 or higher in a breath alcohol concentration (BAC) test will be disqualified from operating in the Company's service for a minimum of one (1) year. As mandated under Section 382.605 of the FMCSR, the driver will then be referred to a Substance Abuse Professional. The driver may be considered for re-qualification after serving the disqualification time and completing the treatment recommendations of the SAP. Both the SAP and the treatment program must be approved by Safety Administration. Also, the federal guidelines require that the driver successfully completes a return-to-duty alcohol test and require him/her to be subject to unannounced follow-up testing for up to five (5) years. The number of follow-up tests required will be at the SAP's discretion, or a minimum of six (6) tests in twelve (12) months. The driver is not allowed to receive a copy or be advised of the follow-up tests (40CFR, 40.329). All expenses associated with treatment, rehabilitation, return-to-duty testing, and follow-up testing are the responsibility of the driver. Any subsequent BAC test of .04 or higher will result in a permanent disqualification from the Company's service.

Exception:
- If the .04 BAC test result stems from a (DOT mandated) post-accident test the driver will be permanently disqualified from operating in the Company's service.

Any driver who tests between .02 and .039 in a D.O.T. mandated BAC test will be subject to the following consequences:

1st Offense - seven (7) day suspension
2nd Offense - one (1) year disqualification
3rd Offense - permanent disqualification

Before returning to service after testing between .02 and .039 in a D.O.T. mandated BAC test, the driver will be required to pass a return-to-duty alcohol test.

Exception:
- If the driver tests between .02 and .039 in a D.O.T. mandated post-accident test, the result will be a permanent disqualification from the Company's service.

A refusal or failure to submit to any Federal, State or the Company's mandated alcohol test within four (4) hours of notification, will be treated as a test result of .04 BAC and the corresponding guidelines will apply. Additionally, any pending charge relating to the possession, use, consumption, sale, purchase, transfer, distribution, transportation, or being under the influence of alcohol, illegal drugs or controlled substances, whether vehicle related or not, may be cause for temporary debarment from driving until such time as a final adjudication has been entered on such a charge, at which time appropriate action will be taken by the Company according to this policy. It is the sole obligation of the driver or his/her representative to submit to the Company satisfactory evidence of a final adjudication of the charge prior to reconsideration of debarment status.

This policy replaces and supersedes all previously issued policy statements regarding substance abuse, and is subject to change without notice for compliance with D.O.T. regulations.
PERSON IDENTIFIED TO ANSWER QUESTIONS

As part of our continuing policy to ensure fair and equal treatment of our drivers, we understand that there may be questions and concerns involving our controlled substance and alcohol testing programs. To assist our drivers in understanding the requirements placed on both the driver, and the Company, we have designated

Jeff Moore – Manager, Drug/Alcohol Testing Administration
to answer your questions regarding alcohol and drug testing programs.

Please call (260) 429-2943

SUBSTANCE ABUSE REFERRAL PROGRAM

For individuals who have failed a substance abuse test, the company has made provisions to advise the individual of resources available in evaluating and resolving problems associated with drug abuse and alcohol misuse.

Pursuant to the Department of Transportation (DOT) regulation 40.285, the individual cannot again perform any DOT safe-sensitive duties, including driving a commercial motor vehicle, for any employer until he/she completes the SAP evaluation, referral and education treatment process and a negative return-to-duty drug/alcohol test.

SAP evaluations should be submitted to the Driver Qualification Department. All expenses associated with a SAP evaluation review process are the responsibility of the individual.

WHERE CAN I GO FOR HELP?

Approved SAP's can be found at http://www.saplist.com/

Listed below are sources of help and information:

National Clearinghouse for Alcohol and Drug Information
Monday through Friday
(800) 729-6686

National Council on Alcoholism
7 days a week, 24 hours a day.
(212) 269-7797

U.S. Department of Health & Human Services
National Drug & Alcohol Treatment Referral Service
(800) 662-HELP

For information on where to find treatment for alcohol and other drug problems, the best place to look is in the Yellow Pages under “Alcoholism Information” or “Drug Abuse and Addiction Information.” Usually, there is a listing of the nearest Council on Alcoholism (or Council on Alcohol and Drug Abuse). These Councils provide information over the phone on the availability of the nearest alcohol treatment programs. Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) may also be listed. Both offer immeasurable help in enabling people to cope with problems with alcohol and other drugs.
PRIVATE ORGANIZATIONS, CIVIC GROUPS, RELIGIOUS ORGANIZATIONS

Adult Children of Alcoholics (ACOA)
P.O. Box 3216
Torrance, CA  90510
310/534-1815

Al-Anon Family Groups, Headquarters, Inc.
1600 Corporate Landing Parkway
Virginia Beach, VA  23454
757/563-1600

Alcoholics Anonymous (AA)
307 Seventh Avenue, Room 201
New York, NY  10001
212/647-1680

American Council for Drug Education
164 West 74th Street
New York, NY  10023
212/595-5810, x7860
800/488-DRUG

American Federation for Drug-Free Youth
9551 Big Bend
St. Louis, MO  63122

Cocaine Anonymous (CA)
3740 Overland Avenue, Suite G
Los Angeles, CA  90034
310/216-4444
800/347-8998

CoAnon Family Groups
P.O. Box 64742-66
Los Angeles, CA  90064
818/377-4317

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Los Angeles, CA  90064
818/377-4317

Families Anonymous, Inc.
P.O. Box 3475
Culver City, CA  90231
818/989-7841

Institute on Black Chemical Abuse
2616 Nicollet Avenue
Minneapolis, MN  55408
612/871-7878

Just Say No International
2000 Franklin Street, Suite 400
Oakland, CA  94612
800/258-2766

Mothers Against Drunk Driving
511 E. John Carpenter Freeway
Suite 700
Irving, TX  75062
214/744-6233

Nar-Anon Family Groups
P.O. Box 2562
Palos Verdes Peninsula, CA  90274
310/547-5800
Narcotics Anonymous (NA)
P.O. Box 9999
Van Nuys, CA  91409
818/786-8011

National Association of State Alcohol and Drug Abuse Directors (NASADAD)
808 17th Street, N.W., Suite 410
Washington, DC  20006
202/293-0090

National Black Alcoholism and Addictions Council (NBAC)
1101 14th Street, N.W., Suite 630
Washington, DC  20005
202/296-2696

National Families in Action
2296 Henderson Mill Road
Suite 300
Atlanta, GA  30345
770/934-6364

National Parents Resource Institute for Drug Education (PRIDE)
3610 DeKalb Tech Parkway, Suite 105
Atlanta, GA  30340
404/577-4500