

DPW



DRUG AND ALCOHOL POLICY

DPW DIVISION OF TRANSPORTATION

DATE ADOPTED: JUNE 2001

LAST REVISED: JUNE 9, 2025

WE'RE A DRUG FREE WORKPLACE!!

POLICY STATEMENT

The Department of Public Works' Division of Transportation provides safe, dependable, economical transportation services to the public. We recognize that you, our employees, are our most valuable resources and it is our goal to provide a healthy satisfying work environment that promotes personal opportunities for growth. In meeting these goals, it is our policy to ensure that (1) employees are not impaired in their ability to perform assigned duties in a safe, productive, healthy manner; (2) create a workplace free of the adverse effects of drug abuse; and (3) prohibit the unlawful manufacture, distribution, dispensing, possession; or use of controlled substances.

This Policy applies to all award-related employees.

DRUG FREE WORKPLACE POLICY REQUIRED ELEMENTS:

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is prohibited
2. Employees must abide by the terms of the policy statement as a condition of employment.
3. If convicted of a drug statute violation that occurred in the workplace, employees are to report it to the employer in writing no later than five calendar days after such a conviction.

This Policy is adopted by the Government of the Virgin Islands through the Commissioner of the Department of Public Works, its successors and/or assigns.

This Policy has been revised by the Government of the Virgin Islands on the 9 day of June 2025.



Rueben Jennings
Acting Commissioner
Department of Public Works

Table of Contents

Policy Statement	1
Purpose of Policy	4
Covered Employees	4
Prohibited Behavior	5
Consequences for Violations	5
Circumstances for Testing	6
Testing Procedures	9
Test Refusals	9
Voluntary Self-Referral	10
Grievance and Appeal	12
Proper Application	12
Information Disclosure... ..	12
Contact Information	13
Attachment A: Covered Positions	15
Attachment B: Alcohol Fact Sheet.....	17
Signs and Symptoms of Use.....	17
Attachment C: Cutoff Concentration for Drug Tests.....	19
Acknowledgement of Policy	20

Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website

<http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

The VIRGIN ISLANDS DEPARTMENT OF PUBLIC WORKS/VITRAN Drug and Alcohol Testing Policy applies to all FTA covered employees who perform safety-sensitive functions (full or part-time). **VITRAN employees that do not perform safety-sensitive functions are also covered under this policy under VITRAN's authority.**

Portions of this policy are not FTA-mandated but reflect VIRGIN ISLANDS DEPARTMENT OF PUBLIC WORKS (VITRAN)'s Policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

All VIRGIN ISLANDS DEPARTMENT OF PUBLIC WORKS (VITRAN) employees are subject to the provisions of the Drug-Free Workplace Act of 1988.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited. An employee who is convicted of any drug statute violation that occurred in the workplace shall notify the Commissioner or designee in writing no later than five calendar days after such conviction. All Employees must abide by the terms of the policy statement as a condition of employment.

Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in CFR Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of positions covered by job title.

Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

Treatment/Discipline

Per VIRGIN ISLANDS DEPARTMENT OF PUBLIC WORKS/(VITRAN) Drug and Alcohol Policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be removed from his/her safety-sensitive position, informed of educational and rehabilitation programs available and referred to a DOT Qualified Substance Abuse Professional (SAP) for assessment. No employee will be allowed to return to duty requiring the performance of safety-sensitive job functions until and unless the SAP reports that he/she has successfully complied with DOT's return-to-duty process.

Under VITRAN's Authority, any employee who tests positive for drugs or alcohol (BAC) at or above 0.04) or refuses to test will be removed from duties, informed of educational and rehabilitation programs available and referred to the Employee Assistance Program (EAP) for assessment. No employee will be allowed to return to his/her job functions until and unless the SAP reports that he/she has successfully complied with the treatment process.

Circumstances for Testing

Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN) has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN) using the best information available at the time of the decision, will be tested.

Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incur damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN) using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit

a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA Administrator. The current year testing rates for Federal Transit Administration (FTA) is fifty percent (50%) for drugs and ten percent (10%) for alcohol.

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a Substance Abuse Professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug test result and/or an alcohol test result of less than 0.02. Any return-to-duty drug testing will be directly observed. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

Follow-up Testing

Employees returning to safety-sensitive duty following a return-to-duty test will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to

account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP.

A covered employee may only be subject to follow-up alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be subject to follow-up drug testing anytime while on duty. All follow-up drug tests will be directly observed. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

Dilute Urine Specimen

If there is a negative dilute test result, VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN) will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN) guarantees that the split specimen test will be conducted in a timely fashion.

Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN).
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.

- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN).
- (7) Fail to undergo a medical evaluation as required by the MRO or VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN)'s Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed urine drug test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and provided with contact information for an SAP.

Voluntary Self-Referral

Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Designated Employer Representative, who will refer the individual to a substance abuse counselor for evaluation and treatment.

The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.

Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.

Under VITRAN's Authority, the employee will not be allowed to return to safety-sensitive duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of 0.02 to 0.39 two or more times

within a six-month period, the employee will be removed from duty and be referred to an Employee Assistance Professional (EAP) for assessment, treatment and/or education. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the EAP prescribed treatment/education program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the EAP has determined that the employee has successfully completed the required treatment/education program and releases him/her to return-to-duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act.

In the instance of a self-referral or a management referral, disciplinary action against the employee shall include:

- (1) Mandatory referral to an Employee Assistance Professional for assessment formulation of a treatment plan or education and continuing treatment recommendation.
- (2) Under VITRAN's Authority, refusal to submit to a periodic unannounced non-DOT follow-up drug/alcohol test as prescribed by the EAP's continuing treatment recommendation shall be considered a direct act of insubordination and shall result in termination.
- (3) A self-referral or management referral to an Employee Assistance Professional that was not precipitated by a positive test does not constitute a violation of the Federal regulations and will not be considered as a positive test result in relation to the progressive discipline defined in this policy.
- (4) Under VITRAN's authority, periodic unannounced follow-up drug/alcohol test conducted as a result of a self-referral or management referral which results in a verified positive, shall be considered a positive test result in relation to the progressive discipline defined in this policy.
- (5) A Voluntary Referral does not shield an employee from disciplinary action or guarantee employment with VITRAN.

The second instance of a verified positive drug or alcohol (>0.04 BAC) test result from a sample submitted under the random, reasonable suspicion, return-to-duty, or follow-up drug/alcohol test provisions herein shall result in termination from VITRAN employment if the second instance of a verified positive drug or alcohol test occurs within a sixty (60) months period.

GRIEVANCE AND APPEAL

An employee who is subject to termination or other disciplinary action pursuant to this policy may grieve the termination or other disciplinary action pursuant to the provisions of the provisions of the Collective Bargaining Agreement. The consequences specified by 49 CFR Part 655 for a positive test refusal are not subject to arbitration.

PROPER APPLICATION OF THE POLICY

VITRAN is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse this policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

INFORMATION DISCLOSURE

Drug/Alcohol testing records shall be maintained by the VITRAN Drug and Alcohol Program Manager and/or Drug and Alcohol Administrator and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

- ⌘ The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug testing records.
- ⌘ The employee does not have the right to any information about tests that may be scheduled in the future but have not yet occurred.
- ⌘ Records of a verified positive drug/alcohol test result shall be released to the Drug and Alcohol Program Manager and/or Drug and Alcohol Administrator.

Contact Information

For questions about the VIRGIN ISLANDS PUBLIC TRANSIT (VITRAN) Drug and Alcohol Program, contact:

Designated Employer Representative

Title: Designated Employer Representative (DER)
Address: 8244 Subbase, St. Thomas, USVI 00802
Telephone Number: (340) 776-4844

Drug and Alcohol Program Manager

Title: Drug and Alcohol Program Manager (DAPM)
Address: 6002 Anna's Hope, St. Croix, USVI 00820
Telephone Number: (340) 773-1664

St. Thomas Contact Person

Title: VITRAN Operations Manager
Address: 3016 Estate Contant, St. Thomas, USVI 00802
Telephone: (340) 774-5678

St. John Contact Person

Title: VITRAN Operations Manager
Address: #6 Susannaberg, St. John, USVI 00830
Telephone Number: (340) 643-4599

St. Croix Contact Person

Title: VITRAN Operations Manager
Address: 6002 Estate Anna's Hope, St. Croix, USVI 00820
Telephone: (340) 773-1664

Medical Review Officer

Name: Dr. Janelle Jaworski
Title: Medical Review Officer
Address: 9501 Northfield Blvd.
Denver, CO 80238
Telephone: (877) 585-7366
Fax: (877) 253-5666
Email:

Substance Abuse Professional: Orlando Harding
588 Rosa Parks Road
Palm Springs, CA 92262
Telephone: (760) 702-2293
Email: oharding@gmail.com

DHHS Certified Laboratory Primary Specimen

Name: Clinical Reference Laboratory
Address: 11711 83rd Terrance
Lenexa, KS 66219
Telephone: 800-877-7484

DHHS Certified Laboratory Split Specimen

Specimen will be sent to a separate DHHS Certified Laboratory to be determined by the MRO at the time of the request.

Attachment A: Covered Positions

VIDPW/VITRAN – Administration Covered Classifications

<u>Title</u>	<u>Testing Authority</u>
Deputy Commissioner	VITRAN Authority
Transportation Planner	VITRAN Authority
Drug & Alcohol Administrator	VITRAN Authority
Federal Fiscal Officer	VITRAN Authority
Ferry Operation and Maintenance Coordinator	VITRAN Authority
Special Assistant	VITRAN Authority
Administrative Specialist	VITRAN Authority

VITRAN – St. Thomas Covered Job Classification

<u>Title</u>	<u>Testing Authority</u>
Mass Transit Bus Operator	Federal Transit Administration
Bus Operator Supervisor/Dispatch	Federal Transit Administration
Mechanics	Federal Transit Administration
Operations Manager	VITRAN Authority
Executive Assistant	VITRAN Authority
Administrative Specialist	VITRAN Authority
Transit ADA Assistant	VITRAN Authority
Utility Worker/Custodian	VITRAN Authority

VITRAN – St. John Covered Job Classifications

<u>Title</u>	<u>Testing Authority</u>
Mass Transit Bus Operator/Dispatcher	Federal Transit Administration
Bus Operator Supervisor	Federal Transit Administration
Mechanics	Federal Transit Administration
Operations Manager	VITRAN Authority
Administrative Specialist	VITRAN Authority
Utility Worker/Custodian	VITRAN Authority

VITRAN – St. Croix Covered Job Classifications

<u>Title</u>	<u>Testing Authority</u>
Mass Transit Bus Operator/Dispatcher	Federal Transit Administration
Bus Operator Supervisor	Federal Transit Administration
Mechanics	Federal Transit Administration
Territorial ADA Coordinator	VITRAN Authority
Territorial Data Manager (NTD)	VITRAN Authority
Operations Manager	VITRAN Authority
Executive Assistant	VITRAN Authority
Secretary/ADA Clerk	VITRAN Authority
Utility Worker/Custodian	VITRAN Authority

Attachment B: Alcohol Fact Sheet

Alcohol is a socially acceptable 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.

Signs and Symptoms of Use

- ⊕ Dulled mental processes
- ⊕ Lack of coordination
- ⊕ Odor of alcohol on breath
- ⊕ Possible constricted pupils
- ⊕ Sleepy or stuporous condition
- ⊕ Slowed reaction rate
- ⊕ Slurred speech

(Note: Except for the odor, these are general signs and symptoms of any depressant substance.)

Health Effects

The chronic consumption of alcohol (average of three servings per day of beer (12 ounces), whisky (1 ounce), or wine (6-ounce glass) over time may result in the following health hazards:

Serious risks include:

- ⊕ Cancer of the mouth, upper throat, larynx, esophagus, breast, liver, and bowel.
- ⊕ Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed (alcoholic).
- ⊕ Stroke
- ⊕ Heart disease
- ⊕ Fatal Kidney and liver disease
- ⊕ Pancreatitis
- ⊕ Damage to the nervous system
- ⊕ Mental health problems

Social Issues

- ⊕ Two-thirds of all homicides are committed by people who drink before the crime
- ⊕ Two to three percent of the driving population is legally drunk at any one time
- ⊕ This rate is doubled at night and on weekends
- ⊕ Public and private property damage

- ⚖ Higher insurance premiums
- ⚖ Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetime.
- ⚖ The rate of separation and divorce in families with alcohol dependency problems is seven (7) times the average
- ⚖ Forty percent of family court cases are alcohol problem related
- ⚖ Alcoholics are 15 times more likely to commit suicide than other segments of the population
- ⚖ The harmful use of alcohol can also result in harm to other people, such as family members, co-workers and strangers.

Key Facts

- ⚖ The harmful use of alcohol is a casual factor in more than 200 diseases and injury conditions
- ⚖ Worldwide, 3 million deaths every year result from harmful use of alcohol. This represents 5.3% of all deaths
- ⚖ Overall, 5.1% of the global burden of disease and injury is attributable to alcohol, as measured in the disability-adjusted life years (DALY's)
- ⚖ Beyond health consequences, the harmful use of alcohol brings significant social and economic losses to individuals and society at large
- ⚖ Alcohol consumption causes death and disability relatively early in life, in people aged 20-29 years, approximately 13.5% of total deaths are attributable to alcohol
- ⚖ There is a casual relationship; between harmful use of alcohol and a range of mental and behavioral disorders, other non-communicable conditions and injuries.

Workplace Issues

- ⚖ It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- ⚖ Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- ⚖ A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Attachment C: Cutoff Concentration for Drug Tests

The Government of the Virgin Islands Department of Public Works adheres to the cutoff levels as established in 49 CFR Part 40, Subpart F. 40.87 and as amended by the Department of Transportation (DOT).

Initial test analyte	Initial test Cutoff concentration	Confirmatory test cutoff concentration
Amphetamines:		
Amphetamine	500 ng/mL	250 ng/mL
Methamphetamine	500 ng/mL	250 ng/mL
MDMA (Ecstasy)	500 ng/mL	250 ng/mL
MDA	500 ng/mL	250 ng/mL
Cocaine metabolites	150 ng/mL	100 ng/mL
Marijuana Metabolites	50 ng/mL	15 ng/mL
Opioids Metabolites:		
Codeine	2000 ng/mL	2000 ng/mL
Heroin	10 ng/mL	10 ng/mL
Morphine	2000 ng/mL	2000 ng/mL
Oxycodone	100 ng/mL	100 ng/mL
Oxymorphone	100 ng/mL	100 ng/mL
Hydrocodone	300 ng/mL	100 ng/mL
Hydromorphone	300 ng/mL	100 ng/mL
6- Acetylmorphine	10 ng/mL	10 ng/mL
Phencyclidine (PCP)	25 ng/mL	25 ng/mL

**GOVERNMENT OF THE VIRGIN ISLANDS
DEPARTMENT OF PUBLIC WORKS
DIVISION OF TRANSPORTATION / VITRAN**

Acknowledgement of Employer's Drug and Alcohol Testing Policy

I, _____, the undersigned, hereby acknowledge that I have received a copy of the Employer's drug and alcohol policy mandated by the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA) for all covered employees who perform a safety-sensitive function. I understand that this policy is required by 49CFR Part 655 as amended. Any provisions contained herein which are not required by 49CFR Part 655, as amended, that have been imposed solely on the authority of the employer, are designated as such in the policy. I further understand that receipt of this policy constitutes a legal notification of the contents, and that it is my responsibility to become familiar with and adhere to all provisions contained therein. I understand that compliance with all provisions contained in the policy is a condition of employment. I further understand that the information contained in the policy dated June 9, 2025, is subject to change, and that any such changes or addendum shall be disseminated in a manner consistent with the provisions of 49 CFR Part 655.

(Print Name)

(Signature)

(Date)