



# PARK CITY MUNICIPAL CORPORATION TRANSPORTATION DEPARTMENT

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## FTA DRUG AND ALCOHOL POLICY

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### JANUARY 31, 2026

Adopted by: Human Resources Director

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## FTA Drug and Alcohol Policy – Park City Municipal Corporation – Transportation Department

### 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.

Portions of this policy are not FTA-mandated but reflect **Park City Municipal Corporation – Transportation Department'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 Park City Municipal Corporation - Transportation Department employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

### 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 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 covered positions by job title.

### Prohibited Behavior

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

- marijuana
- cocaine

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- 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 their safety-sensitive function, they 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 they submit 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.

**Park City Municipal Corporation - Transportation Department enforces a strict zero tolerance policy regarding drug and alcohol use. Any employee who tests verified positive for controlled substances (drugs) or alcohol with a concentration level of 0.04 or greater, and/or has engaged in other conduct prohibited by this Policy, will be immediately removed from performance of safety-sensitive functions and will be referred to a substance abuse professional (SAP) and may be subject to termination.**

## Circumstances for Testing

### Pre-Employment Testing

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

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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 they can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment 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 Park City Municipal Corporation - Transportation Department 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 Park City Municipal Corporation - Transportation Department 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:

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- (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 incurs disabling 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 Park City Municipal Corporation - Transportation Department 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 can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

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.

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### Testing Procedures

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

#### Negative Dilute Urine Specimen

If there is a negative dilute test result, Park City Municipal Corporation - Transportation Department 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. Park City Municipal Corporation - Transportation Department guarantees that the split specimen test will be conducted in a timely fashion. **Park City Municipal Corporation - Transportation Department will pay for request for second laboratory test request.**

### 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 Park City Municipal Corporation - Transportation Department.
- (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 attempt to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because they have 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 test as directed by the collector or Park City Municipal Corporation - Transportation Department for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Park City Municipal Corporation - Transportation Department's FTA Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.

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- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed 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 referred to a SAP.

## Voluntary Self-Referral

**Park City Municipal Corporation - Transportation Department encourages all employees who need assistance in dealing with alcohol abuse or drug dependency problems to seek appropriate counseling and/or treatment through various private and public organizations that are available. Employees who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, and treatment requirements of 49 CFR Part 40, provided that:**

- A. The admission is in accordance with this voluntary self-identification program or policy that meets the requirements of the regulation;
- B. The driver does not self-identify in order to avoid alcohol or controlled substances testing under the requirements of the regulation;
- C. The driver makes the admission of alcohol misuse or controlled substances use prior to performing a safety sensitive function (i.e., prior to reporting for duty); and
- D. The driver does not perform a safety-sensitive function until Park City Municipal Corporation - Transportation Department is satisfied that the individual has been evaluated and has successfully completed all education and/or treatment requirements.

**Park City Municipal Corporation - Transportation Department will not take adverse action against employees who make a voluntary admission within the parameters of this policy.**

**The employee must complete an initial evaluation with a Substance Abuse Counselor, to seek evaluation, education, or treatment, within seven (7) days from the time of the admission. If the employee fails to complete the initial evaluation, such conduct will be considered a violation of the voluntary admission policy and the employee may be subject to termination.**

**Park City Municipal Corporation - Transportation Department will permit such employees to return to safety sensitive duties only upon successful completion of treatment determined by a Substance Abuse Counselor.**

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**Prior to returning the employee to return to safety-sensitive functions, the employee must undergo a non-DOT return-to-duty test with a result indicating an alcohol concentration of less than .02 and/or a verified negative drug test result.**

## Prescription Drug Use

**The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. It is, however, the employee's responsibility to inform the physician of the employee's job duties and determine from the physician, or other health care professional, whether or not the prescribed drug may impair their job performance or mental or motor function. It is the responsibility of the employees to remove themselves from service if they are unfit for duty and notify the on duty Transit Supervisor.**

## Contact Person

For questions about Park City Municipal Corporation – Transportation Department's anti-drug and alcohol misuse program, contact the FTA Drug and Alcohol Program Manager (DAPM), Transit Service Quality and Compliance Manager.

See Attachment B for a list of system contacts.

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## Attachment A: Covered Positions

All employees regularly operating in a “safety-sensitive” position are required to adhere to this policy.

“Safety-Sensitive Job” means a job which includes one or more of the following duties: (1) operating any vehicle intended to provide public transit services to the general public or to a segment thereof, including when the vehicle is not in current revenue service; (2) operating any vehicle when such operation requires the holding of a Commercial Driver’s License; (3) controlling dispatch or movement of any vehicle referenced in this paragraph; (4) maintaining (including repairs, overhaul and rebuilding) any vehicle intended to provide public transit services to the general public or to a segment thereof.

Covered Positions within Park City Municipal Corporation - Transportation Department include but may not be limited to:

- Bus Operator (All Positions)
- Lead Transit Operator
- Route Operations Support
- Route Operations Coordinators (All Positions)
- Route Dispatcher
- Mobility Dispatcher
- Master Mechanic (All Positions)
- Shop Foreman (All Positions)
- Fleet Manager

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## Attachment B: System Contacts

**FTA Program Manager (DAPM):**

Name: **Sara Rush-Mabry**  
Title: Transit Business Intelligence Analyst  
Address: PO Box 1480  
Park City UT 84060  
Telephone: (385) 421-7816

**FTA Designated Employee Representative (DER):**

Name: **Cindy Stockley**  
Title: Executive Assistant  
Address: PO Box 1480  
Park City, UT 84060  
Telephone: (435) 615-5345

**Medical Review Officer (MRO):**

Name: **Dr. Janelle Jaworski**  
Address: 9501 Northfield Blvd.  
Denver, CO 80238  
Telephone: (877) 585-7366  
Fax: (855) 253-5666

**Substance Abuse Professionals (SAP):**

|            |  |  |  |
|------------|--|--|--|
| Name:      | <b>Dr. Angela Panos, PhD</b>                                 | <b>Dr. Patrick Panos, PhD</b>                                      | <b>Dr. Heidi Riddle, MSW</b>                               |
| Address:   | 1192 Draper Parkway #225<br>Draper, UT 84020                 | 1192 Draper Parkway #225<br>Draper, UT 84020                       | 879 S Orem Blvd, Suite 1<br>Orem, Utah 84058               |
| Telephone: | (801) 718-9700   | (801) 718-9700   | (801) 802-8608   |
| Email:     | <a href="mailto:drajpanos@gmail.com">drajpanos@gmail.com</a> | <a href="mailto:patrickpanos@gmail.com">patrickpanos@gmail.com</a> | <a href="mailto:heidirid@gmail.com">heidirid@gmail.com</a> |

**Collection Sites:**

|            |  |  |
|------------|--|--|
| Name:      | <b>Fastest Labs Salt Lake City</b>                 | <b>Intermountain WorkMed</b>                   |
| Address:   | 3652 West 2100 South<br>Salt Lake City, Utah 84120 | 1750 Sidewinder Drive<br>Park City, Utah 84060 |
| Telephone: | (385) 229-4742                                     | (435) 649-7640                                 |
| Fax:       | (385) 229-4781                                     | (435) 645-7768                                 |

**DHHS Certified Laboratory:**

|            |  |
|------------|--|
| Name:      | <b>Clinical Reference Laboratories</b>                                   |
| Address:   | 8433 Quivira Road<br>Lenexa, Kansas 66215                                |
| Telephone: | 1-800-452-5677   |
| Email:     | <a href="mailto:CLSCContactUS@crlcorp.com">CLSCContactUS@crlcorp.com</a> |

**Toll-free number for Substance Abuse Assistance: 1-800-662-HELP (4357)**

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## Responsible Officials Approval

This FTA Drug and Alcohol Policy has been reviewed and approved by the following governing officials responsible for policy decisions within Park City Municipal Corporation.

Effective Date January 31, 2026

Signed by:

A handwritten signature of Jodi Emery.

1/29/2026

7AEC69BA7F93424...  
Jodi Emery, Acting City Manager

Signed by:

A handwritten signature of Timothy Sanderson.

1/26/2026

26A60E574BA14B0...  
Timothy Sanderson, Transportation Director

Signed by:

A handwritten signature of Sarah Managano.

1/27/2026

DE8A4A740CEE422...  
Sarah Managano, Human Resources Director

Signed by:

A handwritten signature of Tricia Lake.

1/26/2026

7606D86333F441A...  
Tricia Lake, City Attorney's Office

Park City Municipal Corporation | 445 Marsac Ave | PO Box 1480 | Park City, UT 84060-1480

Phone (435) 615-5301 | Fax (435) 658-8941