

Reasonable Suspicion Training for Supervisor's and Managers of CDL Drivers

Frequently Asked Questions

Q1. Where can we find the Reasonable Suspicion checklist?

A1. The Reasonable Suspicion checklist can be found on the City website at <https://www.burlingtonvt.gov/HR/Forms> under the heading **Miscellaneous HR Materials**

Q2. What if we need a drug screen in the middle of the night?

A2. Once the need is determined, contact your HR Manager who will arrange this with our provider, Champlain Medical Urgent Care.

Q3. What if we need a drug screen in the middle of the day?

A3. Contact your HR Manager for approval.

Q4. Can members of the police department corroborate along with a manager or supervisor when they have reasonable suspicion?

A4. No, this is not a suitable protocol when a manager or supervisor has reasonable suspicion of an employee under the influence. Please use the steps discussed in the training. However, if an employee is acting in a truly bizarre manner and you believe this may be a result of the influence of a substance, you may contact the police department.

Q5. How do we contact our HR Manager after hours?

A5. We've created a number **802-540-1718** and is set up as a hunt group. We've also set this number to ring each number for 30 seconds before moving on to the next one.

Q6. Clarification on the state and federal criminal statute.

A6. Please refer to the policy under 8.11 (b)(1) as a good description of illegal drugs and what you should and shouldn't be doing. Anything listed under Vermont Title 18 and US Title 21 would be illegal. If we were to specifically list the titles and codes, we would continuously end up changing the policy because depending on legislation and federal administration, these could change often.

Q7. What is the CDL DUI threshold?

A7. For commercial drivers, the limit is set at 0.04%.

Q8. If someone needs to be tested, are they put on administrative leave until the results are returned?

A8. Yes. Whether or not this is paid or unpaid leave would be made on a case-by-case decision.