Human Resources

Post-Accident Drug and Alcohol Testing Procedures

All Department of Transportation (DOT) drug and alcohol tests required under the Human Resources Policy and Procedure Manual – Policy III-8: “Reasonable Suspicion and Post-Accident Drug and Alcohol Testing”, will be administered in accordance with the “Procedures for Transportation Workplace Drug and Alcohol Testing Programs” (49 CFR Part 40).

1. Testing will occur if the employee is involved in a motor vehicle accident, while operating a City vehicle or a personal vehicle on City business, which results in:
   a. A fatality
   b. Citation issued to the City employee
   c. Vehicle towed from the scene
   d. Someone medically treated away from the scene

2. Testing should be conducted within 2 hours of incident. If not within 2 hours, then the delay should be documented on the “Post-Accident Drug and Alcohol Testing Decision Maker Form.”

3. Department Head of the subject employee will contact Human Resources Director at (951) 826-5271 (or by cell phone if after hours) to report incident and coordinate a post-accident drug test.

4. Supervisor will transport employee to the designated clinic to be tested.
   a. **During Business Hours:** Inland Empire Occupational Medicine (IEOM)  
      (951) 341-9333, 3579 Arlington Ave # 300, Riverside 92506
   b. **After Business Hours:** Central Occupational Medical Providers (COMP)  
      (951) 222-2206; 4300 Central Ave, Riverside 92506  
      (Closed New Year’s Day, Independence Day, Thanksgiving Day, Christmas Day)
   c. **During Major Holidays:** US Healthworks  
      (909) 889-2665, 599 Inland Center Dr., San Bernardino, CA 92408
5. At the clinic, the supervisor/manager will provide the employee with a copy of the “Reasonable Suspicion and Post-Accident Drug and Alcohol Testing Policy”. The employee will complete Acknowledgement/Receipt Form and the Consent to Drug/Alcohol Testing Form.

6. The supervisor/manager will complete the “Post Accident Drug and Alcohol Testing Decision Maker Form.”
   a. If the employee is in a “safety sensitive” classification, a DOT Test should be given.

7. The supervisor/manager will collect all paperwork from the clinic.

8. Supervisor/Manager will return all forms collected to the Human Resources Department’s Designated Employer Representative (DER) by the next business day.

**Designated Employer Representative (DER) Contact Information:**

Charles McDonald  
Safety Officer  
Office: (951) 826-2552  
Mobile: (951) 288-3047