



COURTESY COACHES DRUGS & ALCOHOL POLICY STATEMENT

As a passenger transport operator, Courtesy Coaches recognises that it has a responsibility to provide a safe and productive workplace not only for its employees but also for its customers. Substance abuse is incompatible with the health and safety of both Courtesy Coaches employees and its customers. It is detrimental to the efficiency of operations and can only impair both the success of Courtesy Coaches and its employees. Any employee working under the influence of drugs or alcohol compromises the Company's interests, endangers their own health and safety and the health and safety of others.

The aim of this policy is to:

- Ensure the health, safety and welfare of Courtesy Coaches employees, its customers and the general public by reducing the risk of accidents, incidents or near misses caused by employees suffering from the effects of alcohol or drug misuse.
- Ensure employees understand that the Company does not approve of the excessive and inappropriate use of alcohol or the misuse of drugs whether illegal or prescribed.
- Ensure that employees understand that it is an offence to drink alcohol or take drugs on duty or be under the influence of alcohol or drugs either before or during a duty period.
- Produce information and positive guidance to employees on the problems associated with alcohol and drugs abuse.
- Ensure compliance with all relevant legislative arrangements and codes of practice for the industry.

The Company will reinforce, as necessary, the commitment by the provision of appropriate resources to enable it to pursue policy objectives by:

- Employing methods to measure performance in the management of substance abuse.
- Developing effective levels of communication on substance abuse issues.
- Constantly reviewing the approach to management of substance abuse.
- Employing recognised and modern practices and procedures.
- Providing cost-effective funding and resources.

Mark Brook

Signed:
Managing Director
Courtesy Coaches





ARRANGEMENTS

The aims of this policy will be achieved by using screening processes, education and information programmes to:

- Detect any person who takes alcohol or drugs either at work or before coming to work.
- Ensure compliance with the relevant legislative arrangements

Screening will be used in the following circumstances:

- Post Accident/Incident
If following an accident/incident there are reasonable grounds to suspect that the employees actions or omissions contributed to the cause then the employee will be tested for drugs and/or alcohol by the Company (or by the police if they attend) through an approved testing agency. The employee will be suspended from duty, with pay, whilst waiting for the test results.
- For Cause (behaviour or appearance)
If a manager or supervisor has reasonable cause to suspect that an employee is unfit for

Work as a result of drugs and/or alcohol then the employee will:

- Not be allowed to start their duty or will be relieved immediately if they have commenced a duty.
- Be tested for alcohol and/or drugs by the company or a recognised agency.
- Be suspended from duty, with pay, whilst waiting for the results.
- Random

To maintain a drug/alcohol free workplace random drug/alcohol screening of 10% of our total employees will take place each year. All employees will be included in the random selection.

If an existing employee's test result is positive, or they refuse to take a test, action will be taken in accordance with the Company's disciplinary procedure. This procedure may result in dismissal.

All drug screening for existing employees will be carried out by the company using a recognised testing process and analysis.

RIGHT OF APPEAL

If an existing employees test result is positive they have the right to gain a second independent opinion. The results of both tests will be carefully considered by the relevant Manager before any further action is taken.

EDUCATION, TRAINING AND INFORMATION

The Company will provide appropriate ongoing training for managers and supervisors in the recognition of drug and/or alcohol abuse and the actions necessary for the implementation of this policy.





In addition a programme of education and information will be maintained to ensure all employees are aware of the effects of drug and alcohol abuse on their health and safety. An employee with an acknowledged alcohol and/or drugs problem who takes action to seek help will receive assistance from the Company. Any information disclosed to the Company will be treated in the strictest confidence.

DISCIPLINARY ACTION

The following offences will be treated as Gross Misconduct and the Company's disciplinary procedures will be used to determine if employment can be continued.

- Possessing drugs (or related equipment) or using drugs on company premises other than those prescribed by a Doctor.
- Trafficking drugs.
- A criminal conviction for any offence connected with drugs and/or alcohol.
- Reporting for duty with drugs or alcohol in your system.
- Failure of an alcohol test. The Company alcohol limit is 0.3% (0.8% is the current UK drink driving limit).
- Consume alcohol whilst on duty.

Employees could be subject to the disciplinary procedure if they refuse to take an alcohol or drugs test without good cause.

LEGAL OBLIGATIONS

The Company reserves the right to report to the police any employee that is found to be:

- In possession of drugs
- Trafficking drugs
- Under the influence of drugs





Appendix B

PROCEDURE FOR DRUG SCREENING FOR EXISTING EMPLOYEES

1. No notice will be given that a drug test is required.
2. The drug test will require a mouth swab to be provided.
3. The site manager/supervisor will advise the employee of the collection procedure.
4. The employee will be required to sign a consent form for the test to be taken.
5. The mouth swab will be provided under the conditions instructed by Altrix.
6. The sample will be sealed in the presence of the employee and a secure chain of custody will commence under the strict supervision of Altrix.
7. If the initial screening by Altrix shows a reaction the employee will be informed. If they normally drive as part of their duties, they will be suspended from driving whilst the full gas chromatology tests are conducted. These normally take 5 working days.
8. The final test results will be confirmed to the employee within 2 weeks of the test.
9. If the employee wishes to appeal against a positive result they may obtain a second opinion using a second sample which will have been kept securely under a chain of custody by Altrix





DRUGS TESTING CONSENT FORM

Donors Name: _____

Payroll No: _____ Date of mouth sample: _____

Assessors Name: _____

Position: _____

Witness Name: _____

Position: _____

DONORS STATEMENT:

I hereby consent to provide an oral sample for the detection of drugs. I am fully aware of the Company's policy on drugs and should a positive result be detected I understand that my results will be communicated with my employer.

Signed: _____ Dated: _____

Test Time: _____ Test Date: _____

Reason for Test: Random/For-Cause (please delete where applicable)

Product Used: Altrix oral swab

Signature of Assessor Signature of Witness (if applicable)



ALCOHOL TEST - PROCEDURES

If you suspect that a member of staff is under the influence of alcohol the following procedure should be followed:

1. The employee should be approached. You should explain tactfully your reasons for suspicion and that you intend to test for alcohol.
2. A second witness should be present during the test process. This can be another supervisor, a work colleague or union representative if available.
3. The alcohol test consent form should be completed in the presence of the employee and the witness.
4. The Alcotest equipment should be turned on and you should wait for the green light to show it is ready for use.
5. The employee should be given a new mouthpiece, still in its plastic bag. The employee places the mouthpiece on the equipment.
6. Once the equipment is ready the employee should be asked to blow evenly into the mouthpiece. The breath should be even and continuous until the buzzing sound stops.
7. The reading will be displayed shortly after the test and the results recorded on the consent form.
8. If a second test is required, another consent form should be completed.
If the result is below 0.25%

The employee should be thanked for his/her co-operation and can continue their duty.
If the result is between 0.26% and 0.29%

The test should be taken again after 30 minutes to ensure that the second test does not exceed 0.3%. If the second test is 0.30% or over this is the result that should be used in the decision process.

If the test is between 0.30% and 0.79%

The employee should be sent home and told to report for duty the next day. The test should be done again on the following day. The Manager should be informed of the incident and a disciplinary meeting should be arranged. Recommendations for discipline would be verbal advise to caution for the first offence. Caution to final warning if this situation occurs regularly.

If the test is 0.80% or over

The employee is suspended on pay until a disciplinary meeting can be arranged. Recommend dismissal for this offence - gross misconduct.

Please ensure that the employee is offered a lift home to deter him/her driving whilst over the legal limit.



ALCOHOL TESTING CONSENT FORM

Donors Name: _____

Payroll No: _____ Date of Breath Sample: _____

Assessors Name: _____

Position: _____

Witness Name: _____

Position: _____

DONORS STATEMENT:

I hereby consent to provide a breath sample for the detection of alcohol. I am fully aware of the Company's policy on alcohol and should a positive result be detected I understand that my results will be communicated with my employer.

Signed: _____ Dated: _____

Test Time: _____ Test Date: _____

Reason for Test: Random/For-Cause (please delete where applicable)

Product Used: Lion SD400P (Electronic Device)

Device Reading: _____

Lion SD400P Serial No. _____

Signature of Assessor Signature of Witness (if applicable)

IMPORTANT NOTE: In the case of any positive result, a second test should be administered and recorded 30 minutes after the first test and both results fixed together. For the purpose of evidence the second result is the true breath Alcohol Level. (This eliminates any possibility of mouth alcohol interference).