

Epes Carriers, Inc. & Subsidiaries

CORPORATE POLICY DRUG and ALCOHOL ABUSE

Includes DOT Required Information Packet

All Employees including

SAFETY SENSITIVE PERSONNEL

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Responsibility for Interpretation: Epes Carriers, Inc./Human Resources Department

INTRODUCTION

The Federal Motor Carrier Safety Regulations require employers to have a company policy on drug and alcohol abuse.

Epes Carriers/Subsidiaries are required to provide all safety sensitive personnel with information on the drug and alcohol program and the safety regulations regarding the testing for alcohol and drugs. Shown in the Table of Contents below are the sections of the regulations that require the informational material be given to safety sensitive personnel. This information packet meets the regulatory requirements when furnished to safety sensitive personnel.

This text is designed for all safety sensitive personnel. Any reference to "Employee, Individual, Persons, etc.", applies to safety sensitive personnel. Safety sensitive is defined in the Company's Drug & Alcohol Policy found on page 1 of this packet.

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DRUG AND ALCOHOL POLICY - ALL EMPLOYEES

For the safety and well being of our workforce and our community, drugs and alcohol have no place in our Company. In addition to the separate Drug & Alcohol Policy applicable to Safety Sensitive Personnel, our Company is adopting this Drug and Alcohol Policy for all Employees (including Safety Sensitive Personnel) for the following reasons:

1. To help maintain a safe, healthy working environment for all Employees;
2. To protect the rights, safety, health and property of our Company's customers and their Employees;
3. To protect the rights, safety, health and property of our Company and our Employees;
4. To minimize the number of accidental injuries to persons and property;
5. To reduce absenteeism and improve productivity;
6. To comply with the safety requirements established by law and our insurers;
7. To comply with our obligations under state and federal law;
8. To support this community's efforts to eliminate drug and alcohol abuse; and
9. To help maintain the confidence of our customers and the public in our Company and our Employees.

I. Definitions

1. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, distilled spirits, intoxicating liquor, wine, malt beverage, and all dilution's or mixtures of such substances.
2. "Drug" means any substance other than alcohol capable of altering an individual's mood, perception, pain sensitivity, alertness or judgment.
3. "Illegal Drug" is any drug or controlled substance the sale, possession or consumption of which is illegal (including any Prescription Drug for which the Employee does not have a valid prescription).
4. "Prescription Drug" is any substance (other than birth control medication) prescribed by a licensed medical practitioner for individual consumption and used by that individual according to the prescription. Use or possession of medication prescribed for use by others is illegal and will be considered use or possession of an Illegal Drug.
5. "Over-the-counter Drug" (hereafter referred to as "OTC Drug") is any Drug (as defined above) the sale, possession and consumption of which is permitted by law.
6. "On-Duty" means any time for which the Employee is compensated by the Company, regardless of whether the Employee is On-Site, traveling to or from a site, or otherwise rendering services for the benefit of the Company or its customers.
7. "On-Site" means any location where the Company conducts its business or renders services to any of its customers.
8. "Safety-Sensitive Position" means any driver, mechanic or other person(s) that perform any functions listed in (A) through (G) below:
 - (A) For Drivers: All time at a carrier or shipper plant, terminal, facility, or other property, waiving to be dispatched, unless the driver has been relieved from duty by the employer.
 - (B) All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSR's), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 - (C) All time spent at the driving controls of a commercial motor vehicle.
 - (D) All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth).
 - (E) All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.

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- (F) All time spent performing the driver requirements associated with an accident.
 - (G) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
9. "Under the Influence" means that the Employee's perception, judgment, coordination or skill is in any way affected by any drug(s) or alcohol or the Employee has a positive result from a drug or alcohol testing for the use or presence of alcohol or any Illegal Drug.

II. Policy Regarding Possession, Use, Sale, etc. of Drugs and Alcohol

1. Subject only to the exceptions noted in this section, the possession, consumption, use, sale, or distribution of alcohol or any Illegal or Prescription Drug is prohibited On-Site and is prohibited any time the Employee is On-Duty. In addition, it is a violation of this policy for an Employee to be On-Site or On-Duty while Under the Influence of alcohol or any Illegal Drug. Furthermore, any Off-Site, Off-Duty possession or use of any Drug or alcohol by any Employee in a safety-sensitive position which affects or could affect job safety, performance, attendance, security, or our Company's insurance, bonding or reputation is also a violation of this policy.
2. An Employee taking a Prescription Drug must, before reporting for duty, discuss with a physician the nature of the Employee's duties and the potential adverse effects of such Drug. The Employee must comply with all restrictions placed on him/her by the physician. It is always the Employee's responsibility not to be On-Duty while Under the Influence or unable to perform a safety-sensitive position, as defined above.
3. With respect to any OTC Drug, if such Drug contains any warning about its use (for example: "may cause dizziness", "may cause drowsiness", "should not be used while operating machinery," etc.), the Employee should discuss with a physician or pharmacist the nature of the Employee's duties and the potential adverse effects of such Drug. It is always the Employee's responsibility not to be On-Duty while Under the Influence or unable to perform a safety-sensitive position, as defined above.

III. Testing

Pre-Employment.

All new Employees will be tested prior to their employment. No one will be hired who tests positive for any Illegal Drug or Alcohol.

Post-Accident.

Any Employee who is involved in an on-the-job accident or injury may be required to comply with drug or alcohol testing procedures,

For Cause.

Any Employee whose conduct/behavior indicates possible drug or alcohol use may be required to comply with drug and/or alcohol testing procedures. The Employee's supervisor, or any supervisor or other member of management who witnesses conduct which he/she believes merits testing the employee will consult with the Director of Safety (in person or by telephone), who will have the authority to require testing of such employee. If the Director of Safety is not available, the VP-Human Resources or member of management must be consulted (in person or by telephone) and concur with the recommendation of the supervisor recommending testing. In making a determination whether or not to test, the following factors, among others, may be considered:

- (a) Physical signs and symptoms consistent with substance abuse and/or alcohol abuse.

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- (b) Evidence, including reports of illegal substance use and/or alcohol misuse, possession, sale or delivery while On-Duty or On-Site.
- (c) Erratic mood swings or other inappropriate emotional outbursts.
- (d) A flagrant and unexplained violation of safety, security, or other operating procedures.
- (e) Fighting, assaults, or other erratic, aggressive, or violent behavior.

Random Testing.

Periodically, a predetermined number of employees will be randomly selected for drug and alcohol testing. The selection will be done by an off-site, independent agency using a completely random selection technique.

Procedures.

Drug and alcohol testing will be conducted by qualified professionals and the Company will take precautions designed to insure that the results reported are both accurate and confidential. All tests must be taken within two hours of notification. If the Employee's drug test is positive, the Employee will be given the opportunity, at his or her own expense, to have the results of the test checked by another qualified laboratory using a portion of the original tested sample, which will be made available by the original testing laboratory.

Medical Review Officer.

The Company hopes to take every precaution in making certain that the testing is performed accurately by choosing a reputable collection site and laboratory as well as the establishment of a Medical Review Officer (MRO). The role of this MRO is to take the testing information and verify it's accuracy through several procedures as described below.

If an employee's drug test is negative, then the MRO will report to the approved contact the negative test results unless there is evidence of tampering, in which case the MRO may order a retest. If a drug test is positive, there are several procedures which are followed to help insure that the positive test is legitimate. The MRO, a licensed MD from the Medical Review facility selected by the Company will review the testing procedures with the employee, confidentially and without the knowledge of the Company. The basic function of the MRO is to consult with employees on a confidential level to determine if there is legitimate cause for a positive test. The MRO decides if proof is scientifically acceptable and if a positive test result has a legitimate cause. If so, the drug test is labeled as negative and reported to the Company as such. If the drug test is determined to be positive, the MRO decides to report as positive or to further investigate. The MRO will make a final determination and will report his/her definitive positive results first to the employee and then to the Company. The reporting of the positive drug test to the Company is ONLY done AFTER the MRO has reviewed the case with the employee and has determined the drug screen to be positive. Alcohol testing and reporting will be performed in a similar, but not identical manner, with results reported to the MRO

Substance Abuse Professional

A licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

DRUG AND ALCOHOL POLICY -- ALL EMPLOYEES

IV. Penalties

1. Any employee in a safety sensitive position who EITHER tests positive for an Illegal Drug or alcohol OR violates this policy regarding alcohol or an Illegal Drug will be terminated. Moreafter, if an employee advises the Company that he or she has a drug or alcohol problem and has performed safety sensitive duties while Under the Influence will be terminated.
2. Any other violation of this policy involving being On-Duty or On-Site while Under the Influence will result in discipline, including possible termination, at the sole discretion of the Company's management.
3. Any refusal to be tested under any of the circumstances described in this policy will be treated as a positive test and the non-cooperative employee will be disciplined accordingly. Any other failure to cooperate with testing will result in discipline, including possible termination.
4. In considering what discipline is appropriate under numbers 2 and 3 above, the Company will consider the Employee's employment record (including all prior discipline), the actual and potential safety problems involved, whether the Employee knew (or should have known) that his/her conduct was in violation of the rule and/or potentially dangerous, whether any other rule or law was violated, and the effect or potential effect on the Company's reputation and business.
5. Employees who are terminated as a result of any violation of this policy will not be entitled to termination benefits.

V. Reporting Criminal Arrest or Citation

Employees are required to report any arrest or citation for alleged violation of any drug or alcohol-related offense within five (5) days, and thereafter, the disposition of such charge. Failure to make a report required by this section will result in discipline, including possible termination.

DRUG & ALCOHOL POLICY -SAFETY SENSITIVE PERSONNEL

In addition to the Drug and Alcohol Policy applicable to all employees (including Safety Sensitive Personnel), in order to comply with the federal requirements, the following policy applies to all Safety Sensitive Personnel for the Company. The requirements of this policy will change automatically and without further notice to Safety Sensitive Personnel in order to comply with changes in the federal requirements.

I. Definitions

The definitions from the "Drug and Alcohol Policy-All Employees" apply, except that any specific definitions in the applicable Federal Motor Carrier Safety Regulations will apply and control for purposes of this Safety Sensitive Personnel Policy.

II. Consequences of Prohibited Conduct

Safety Sensitive Personnel who are known to have engaged in prohibited behavior, with regard to alcohol misuse or use of controlled substances, are subject to the following consequences:

- (A) Safety Sensitive Personnel shall not be permitted to perform safety-sensitive functions.
- (B) Safety Sensitive Personnel shall be advised by the employer of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances.
- (C) Safety Sensitive Personnel shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.

III. Types of Tests

To assure compliance with the Federal Motor Carrier Safety Regulations and this policy, all Safety Sensitive Personnel are subject to the following tests:

- (A) Pre-employment Testing
- (B) Random Testing
- (C) Reasonable Suspicion Testing
- (D) Post-Accident Testing
- (E) Return-to-Duty Testing
- (F) Follow-up Testing

DRUG & ALCOHOL POLICY - SAFETY SENSITIVE PERSONNEL

IV. Penalties

1. Any Safety Sensitive Personnel who test positive will be discharged from employment.
2. Any Safety Sensitive Personnel who violates this policy will be terminated if the violation involves any Illegal Drug use or alcohol misuse.
3. Any Safety Sensitive Personnel's refusal to be tested will be treated as a positive test, with resulting discharge as noted above.
4. Safety Sensitive Personnel who are discharged as a result of violation of this policy will not be entitled to termination benefits.

V. Reporting Criminal Arrest or Citation

Employees in safety sensitive positions are required to report any arrest or citation for alleged violation of any alcohol or drug-related offense. Failure to make a report within 48 hours, will result in discipline, including possible termination.

VI. Controlled Substance

The test results are reviewed to determine any indication of controlled substance use. The Company's Medical Review Officer will be the sole custodian of the individual test results. The Medical review Officer will report the results of the tests by advising the Company only if the Safety Sensitive Personnel's test results were negative or positive; this information is required to be kept on file for federal authorities to inspect, but will not be released to any other person or motor carrier without the Safety Sensitive Personnel's written authorization.

VII. Alcohol Test Results

The test results are reviewed to determine any indication of alcohol abuse. The Company's Safety Department or designated individual will be the sole custodian of the individual test results. The MRO will report the results of the tests by advising the Company. This information is required to be kept on file for federal authorities to inspect, but will not be released to any other person or motor carrier without the Safety Sensitive Personnel's written authorization.

VIII. Employee Assistance Program

An Employee Assistance Program will be available to help Safety Sensitive Personnel avoid or solve drug/alcohol problems' by providing information concerning the effects and consequences of drug use on personal health, safety and work environment. Safety Sensitive Personnel will be provided educational materials that explain the requirements of the alcohol and drug testing regulations, and the employer's policies and procedures with respect to meeting those requirements. Employees who proactively come forward (prior to being notified for testing) seeking help for drug or alcohol abuse, will be referred to the MRO for further evaluation and rehabilitation. The employee will be placed on a leave of absence for a maximum of 45 days and must provide documentation of a successfully completed rehabilitation program by a certified substance abuse organization. Prior to returning to work, with the MRO doctor must certify the results and a drug and/or alcohol test will be required. Furthermore, the employee will be required to submit to a random testing at the employer's discretion no less than one time per month for a minimum of 12 months. Failure to adhere to these standards/criteria will result in termination.

PERSON IDENTIFIED TO ANSWER QUESTIONS

As part of our continuing policy to ensure fair and equal treatment of our employees, we understand that there may be questions and concerns involving our drug and alcohol testing programs. To assist our employees in understanding the requirements placed on both the employee, and the employer, we have designated the Director of Safety and HR Coordinator to answer your questions regarding alcohol and drug testing programs.

Please call (336) 668-3358.

WHO IS SUBJECT TO ALCOHOL AND DRUG TESTING?

The Federal Highway Administration of the United States Department of Transportation requires certain individuals to undergo drug and alcohol testing. The individuals who must be tested are those required to have a Commercial Driver's License (CDL) and/or perform safety sensitive functions.

Who must have a CDL and be tested? Any employee who drives a motor vehicle -

- With a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds;
- With a gross vehicle weight rating of 26,001 or more pounds;
- Designed to transport 16 or more passengers;
- Of any size that is used to transport hazardous material that requires the vehicle to be placarded under hazardous materials regulations.

There are four exemptions to the testing requirements. These exemptions are listed in §382.103 of the Federal Motor Carrier Safety Regulations (49 CFR 382.103).

PROHIBITED CONDUCT

An employee shall not -

- Report for or remain on duty performing a safety-sensitive function while having a blood alcohol concentration (BAC) of 0.02 or greater;
- Use alcohol while performing safety-sensitive functions;
- Abuse controlled substances;
- Perform safety-sensitive functions within 4 hours after using alcohol;
- Be on duty or operate a commercial motor vehicle while possessing alcohol unless the alcohol is manifested and transported as part of the shipment;
- Use alcohol for 8 hours following an accident unless the driver has been given a post-accident test; or
- Refuse to submit to a required alcohol and/or drug test involving post accident, random, reasonable suspicion, or follow-up testing.

SCHEDULE FOR TESTING

The Federal Motor Carrier Safety Regulations are very specific as to when safety sensitive personnel must submit for drug or alcohol testing. The drug test will use urine and the alcohol test will use breath.

<u>Type of Test</u>	<u>Alcohol</u>	<u>Drugs</u>
Pre-employment	No	Yes
Random	Yes	Yes
Reasonable suspicion	Yes	Yes
Post accident	Yes	Yes
Return to duty	Yes *	Yes
Follow-up**	Yes *	Yes

**If required by a MRO and/or substance abuse professional.

* Required if the test results of the original tests were 0.04 BAC.

TESTING PROCEDURES AND TESTING PROGRAMS

Drug Testing Procedures

The testing program required by the regulations is limited to five drug types:
(1) Marijuana, (2) Cocaine, (3) Opiates, (4) Amphetamines, (5) Phencyclidine (PCP).

All drug testing must be done from urine specimens collected under highly controlled conditions. Specimen collection procedures require a designated collection site; security for the collection site; chain of custody documentation; use of authorized personnel; privacy during collection; integrity and identity of the specimen; and transportation to the laboratory.

Individual protection is built into the testing procedures. In order to meet the Federal requirements only those laboratories that can be used are those that have been certified by the Federal Government. The Substance Abuse and Mental Health Services Administration certifies laboratories that have met all of the guidelines established by the Department of Health and Human Services.

After the urine specimen has been collected and forwarded to the laboratory, two tests may be performed. The initial test is the immunoassay test. This is a screening test to determine drug usage for the five classes of drugs. The second test is a confirmation test.

The positive levels for the five classes of drug tests are presented in the table below.

Drugs	Initial Test Level (ng/ml)*	Confirmation Test Level (ng/ml)*
Marijuana	50	15
Cocaine	300	150
Opiates	2000	
Morphine		2000
Codeine		2000
Phencyclidine (PCP)	25	25
Amphetamines	1000	500
Methamphetamine	500	

* ng/ml is nanograms per milliliter. A nanogram is one billionth of a gram. A milliliter is one thousandth of a liter.

If the results of the initial test are negative, the testing laboratory will advise the motor carrier's Medical Review Officer (MRO) that the drug test for the driver was negative. No additional tests on the specimen will be done.

If the results of the initial test are positive, that is, if the results exceed the test levels for any of the five drug classes, a second (confirmation) test is performed. This test is done in an entirely different manner from the initial one. All specimens identified as positive on the initial test must be confirmed using gas chromatography/mass spectrometry techniques.

Only specimens that are confirmed as positive on the second test are reported positive to the MRO for review and analysis.

A split specimen collection will be done. That is, the urine is divided into two specimen bottles. If the test result of the primary specimen is positive, you may request the MRO to send the second (or split) specimen to a different certified lab for testing. The testing of the split specimen will be for the presence of drugs with no cut-off levels. If the result of the test of the split specimen is "negative", the MRO shall cancel the test. If you want the split specimen tested, you must advise the MRO within 72 hours of being notified of the positive test result of the primary specimen.

The Company needs to keep a record in the employee's file showing the type of test (pre-employment, periodic, etc.), date of collection, location of collection, location of the MRO, and the test results.

Alcohol Testing Procedures

Alcohol testing is done by testing breath, because breath is the most easily obtained bodily substance and the results are known within minutes of testing. Test results are displayed and printed in terms of grams of alcohol per 210 liters of breath. The testing device is called an Evidential Breath Testing Device (EBT). The EBT testing is a scientific instrument that determines the concentration of alcohol in a person's blood expressed as "percent by weight." It does this by analyzing a specific volume of expired breath. The weight of alcohol in the breath sample is determined and the quantity of the alcohol is converted to its equivalent value in blood. A BAC of 0.10 means one tenth of a gram of alcohol per 210 liters of breath. The EBT will print three copies of each test result and the test results are numbered. A test may have two separate parts. The first test is the initial test. If the initial test shows a reading less than 0.02, the test is recorded as "negative". If the initial test result is 0.02 or greater a confirmation test will be done. The alcohol testing will be done in a site that affords privacy to the employees being tested. This site could be a room, van or partitioned area. Only one breath test will be done at one time. The person giving the test will not leave the testing sight during the test.

The first part of the testing process is to open a sealed mouthpiece in view of the employee and BAT, and place into the EBT. In order to get a sufficient quantity of deep lung air, the individual is requested to blow into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained. The EBT will immediately read the results of the test and a copy of the printed results will be given to the employee.

When the initial test results show a reading of 0.02 BAC or greater, a confirmation test is necessary. Before the confirmation test, a 15 minute waiting period is observed. The purpose of the 15 minute waiting period is to ensure that the presence of mouth alcohol from recent use of food, tobacco, or hygiene products does not artificially raise the test result. Because the confirmation test is done on the same EBT as the initial test, the testing procedures is the same.

When the confirmation result is different from the initial test, the confirmation test results will always be used to determine the consequences for the employee. A breath alcohol testing form will be prepared with a copy for the tested employee.

TESTING PROGRAMS

Pre-employment testing

Those persons who a motor carrier intends to hire in safety sensitive positions must be tested for drug and alcohol use prior to employment.

Reasonable Suspicion Testing

Reasonable suspicion means that the motor carrier believes that the employee's appearance or conduct indicate the use of alcohol and/or drugs. The actions or observations of the employee must occur while the employee is on duty or just preceding the work period. The conduct, appearance, or actions of the employee should, if at all possible, be observed by two supervisors or company officials. If only one supervisor or official is available, one is enough. The supervisor(s) or official must have received training in detection of probable alcohol and/or drug use.

In the case of suspected drug use, the employee must be taken immediately to a collection site and a urine sample must be obtained. The employee's action that causes the motor carrier's supervisor or official to require the test must be documented and signed by a witness within 24 hours after the behavior is noticed.

In the case of suspected alcohol use, the test must be done as soon as possible. The supervisor who determines that reasonable suspicion exists shall not conduct the breath alcohol test on the employee.

Random Testing

Random testing ensures that every employee has an equal chance of being tested. Random tests are unannounced.

A minimum testing rate of 50% is to be used in drug & alcohol testing. This rate is designed to provide a sufficient deterrent to illegal drug use and alcohol misuse.

The rate for random testing is based on a 1-year period. The tests should be spread reasonably throughout the year. There are no requirements as to how often the random test must be conducted. It could be on a monthly or quarterly basis.

Post Accident Testing

An employee must supply a urine specimen for drug testing or undergo a breath test for alcohol following certain types of accidents. Testing must be done if the accident results in a death or bodily injury to a person who immediately receives medical treatment away from the accident site, or one of the involved vehicles is towed from the scene and the employee receives a citation under State or local law for a moving traffic violation.

Return-to-Duty and Follow-up Testing

These tests are required when an employee who has violated the prohibited alcohol conduct standards or tested positive for drugs returns to performing safety sensitive duties. Follow-up tests are unannounced and at least six tests must be conducted in the first 12 months after the employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty.

REFUSAL TO SUBMIT TO A TEST

The Federal Motor Carrier Safety Regulations provide that a safety sensitive employee shall not refuse to submit to a post accident test, reasonable suspicion test, random selection test, or follow-up test. An employee is required to submit to a reasonable suspicion, random selection, or a follow-up test within two hours after notification. On a post accident test, drivers will be directed as provided in the Federal Motor Carriers Safety Regulations.

No motor carrier shall permit the employee who refuses to submit to a required test to perform or continue to perform safety-sensitive functions.

In alcohol testing, the refusal to sign the certification in Step 2 on the form is regarded as a refusal to take the test. Not providing an adequate amount of breath may, under certain conditions, be regarded as a refusal to take a test.

In drug testing, failure to provide sufficient urine may constitute a refusal.

CONSEQUENCES OF POSITIVE TESTS

An employee who holds a safety sensitive position and tests positive for illegal drug use or alcohol misuse will be:

- Subject to termination,
- Made aware of resources for solving alcohol and drug problems.

EFFECTS OF ALCOHOL AND DRUGS ON HEALTH, WORK, AND PERSONAL LIFE

The hazard of misuse of alcohol and illegal drugs extends far beyond the individual user. Impaired employees endanger themselves, fellow workers, and other users of our highways. Employees with drugs or alcohol in their systems are less productive and more likely to injure themselves or other persons in an accident. Alcohol and drug abusing employees increase the costs related to lost productivity, absenteeism, accidents, loss of trained personnel, theft, and treatment and deterrence programs. Also, medical cost are higher and are passed on to the employer in the form of higher health insurance rates-, alcohol and drug abuse costs both the employer and the employee. Alcohol remains the number one abused drug in this country. Alcohol consumption causes a number of changes in behavior. Even low doses can impair the judgment and coordination required for driving. Low to moderate doses increase the incidence of a variety of aggressive acts. Moderate to high doses cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressant drugs, much lower doses of alcohol will produce the effects just described. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver.

Signs and Symptoms of an Alcohol or Drug Problem

Drugs can show their effects in many different ways. Some of the most noticeable signs of drug abuse are drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, loss of appetite, poor perception of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, depression, and the use of drug paraphernalia. Some of the signs and symptoms of alcohol misuse are the odor of alcohol, slurred speech, staggering, tremors, vomiting, cramps, delirium, loss of appetite, using arms for balance, leaning against walls and doorways, swaying while maintaining balance, and confusion.

Multiple substance abuse is the abuse of more than one drug, either at the same time or over a period of time and it involves any combination of

- Alcohol
- Prescription drugs
- Over-the-counter drugs
- Illegal drugs

Multiple substance abuse is especially dangerous because different substances interact with each other to produce unexpected effects and dangers.

Multiple substance abuse often begins with abuse of a single substance. People who abuse one substance are at a high risk for developing dependence and tolerance for other substances.

Methods of Intervention for Suspected Alcohol or Drug Problems

Alcohol and substance abuse is a complex problem calling for specialized supervision and care. Don't help or aid a person who you think has an alcohol or drug abuse problem. Don't make excuses for them, don't do their work for them, don't look the other way. The problem is not going to go away. Don't enable the person to continue their alcohol or drug abuse.

Leave the treatment and counseling of persons with an abuse problem to the professionals. The DOT requires that the person with a problem be evaluated by a professional such as a physician, psychologist, other person with knowledge of abuse and clinical experience in the diagnosis and treatment of alcohol and drug related disorders.

WHERE CAN I GO FOR HELP?

Listed below are sources of help and information:

National Clearinghouse for Alcohol and Drug Information
Monday through Friday
1-800-729-6686

The National Federation of Parents for Drug-Free Youth
Monday through Friday
1-800-554-KIDS

National Council on Alcoholism
7 days a week, 24 hours a day.
1-800-622-2255

Cocaine Helpline
Monday through Friday
Saturday and Sunday, 12:00 p.m. - 3:00 a.m.
1-800-662-HELP

For information on where to find treatment for alcohol and other drug problems, the best place to look is in the Yellow Pages under "Alcoholism Information" or "Drug Abuse and Addiction Information." Usually, there is a listing of the nearest Council on Alcoholism (or Council on Alcohol and Drug Abuse). These Councils provide information over the phone on the availability of the nearest alcohol treatment programs. Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) may also be listed. Both offer immeasurable help in enabling people to cope with problems with alcohol and other drugs. Information can also be found on the web at: www.drughelp.org.

Private Organizations, Civic Groups, Religious Organizations

<p>Adult Children of Alcoholics (ACoA) P.O. Box 3216 Torrance, CA 90505 213/534-1815</p>	<p>Nar-Anon Family Groups P.O. Box 2562 Palos Verdes Peninsula, CA 90274 213/547-5800</p>
<p>Al-Anon Family Groups P.O. Box 862, Midtown Station New York, NY 10018 212/302-7440 800/344-2666</p>	<p>Narcotics Anonymous (NA) P.O. Box 9999 Van Nuys, CA 91409 818/780-3951</p>
<p>Alcoholics Anonymous (AA) 15 E. 26th Street, Rm 1810 New York, NY 10010 212/683-3900</p>	<p>National Asian Pacific American Families Against Drug Abuse 6303 Friendship Court Bethesda, MD 20817 301/530-0945</p>
<p>American Council for Drug Education 204 Monroe Street, St. 110 Rockville, MD 20850 301/294-0600 800/488-DRUG</p>	<p>National Association for Children of Alcoholics (NACoA) 31582 Coast Highway, Suite B South Laguna, CA 92677 714/499-3889</p>
<p>The Chemical People/WQED 1 Allegheny Square, Suite 720 Pittsburgh, PA 15212 412/391-0900</p>	<p>National Association of State Alcohol & Drug Abuse Directors (NASADAD) 444 N. Capitol Street, NW Suite 642 Washington, DC 20001 202/783-6868</p>
<p>Cocaine Anonymous (CA) 3740 Overland Avenue, Suite G Los Angeles, CA 90034 213/559-5833 800/347-8998</p>	<p>National Black Alcoholism & Addictions Council (NBAC) 1629 K Street, NW, Suite 802 Washington, DC 20006 202/296-2696</p>
<p>CoAnon Family Groups P.O. Box 64742-66 Los Angeles, CA 90064 213/859-2206</p>	<p>National Coalition of Hispanic Health & Human Service Organizations (COSSMHO) 1030 15th Street, NW Washington, DC 20005 202/371-2100</p>
<p>Families Anonymous, Inc. P.O. Box 528 Van Nuys, CA 91408 818/989-7841</p>	<p>National Families in Action 2296 Henderson Mill Road, Suite 204 Atlanta, GA 30345 404/934-6364</p>
<p>Institute on Black Chemical Abuse 2616 Nicollet Avenue Minneapolis, MN 55408 612/871-7878</p>	<p>National Federation of Parents for Drug-Free Youth 9551 Big Bend St. Louis, MO 63122</p>
<p>Just Say No Foundation 1777 North California Blvd., Room 210 Walnut Creek, CA 94596 415/939-6666 800/258-2766</p>	<p>National Parents Resource Institute for Drug Education (PRIDE) The Hurt Building 50 Hurt Plaza, Suite 210 Atlanta, GA 30303 404/577-4500</p>

Private Organizations, Civic Groups, Religious Organizations

Mothers Against Drunk Driving 511 E. John Carpenter Freeway Suite 700 Irving, TX 75062 214/744-6233	Quest International 537 Jones Road P.O. Box 566 Granville, OH 43023 614/587-2800
National Prevention Network 444 North Capitol Street, NW Suite 642 Washington, DC 20001 202/783-6868	Women for Sobriety P.O. Box 618 Quakertown, PA 18951 215/536-8026

After reading the **DRUG & ALCOHOL POLICY – ALL EMPLOYEES**, please read the following, sign and date it where indicated, and return it to your supervisor.

CERTIFICATION

I have been provided a written copy of the Drug & Alcohol Policy – All Employees. My signature below certifies that I have reviewed the policy, that I have been given the opportunity to ask questions concerning the policy, that I understand the policy, and that I agree to abide by the policy. I further understand that the Company has the right to discipline and terminate any Employee who does not comply with the policy. I agree to comply with the procedures outlined in the policy and I agree that the results of tests may be reported to the Company.

Employee's Name (please print)

Signature Date

Witness' Name (please print)

Signature Date

TO BE KEPT ON FILE BY EMPLOYER

After reading the **DRUG & ALCOHOL POLICY – SAFETY SENSITIVE PERSONNEL**, please read the following, sign and date it where indicated, and return it to your supervisor.

CERTIFICATION

I have been provided a written copy of the Drug & Alcohol Policy – Safety Sensitive Personnel. My signature certifies receipt of the DOT required information packet, and that I have reviewed the policy, that I have been given the opportunity to ask questions concerning the policy, that I understand the policy, and that I agree to abide by the policy. I further understand that the Company has the right to discipline and terminate any Employee who does not comply with the policy. I agree to comply with the procedures outlined in the policy and I agree that the results of tests may be reported to the Company.

Employee's Name (please print)

Signature

Date

Witness' Name (please print)

Signature

Date

TO BE KEPT ON FILE BY EMPLOYER