



Highway Maintenance Manual
Chapter 02 Administration
Section 20 Eligible Costs
Subject 60 CDL, Drug and Alcohol Testing

Bureau of Highway Maintenance
January 2021

1.0 Authority

A Commercial Driver's License is required by statute for operators of various types of Highway Maintenance Equipment. The Omnibus Transportation Employee Testing Act of 1991 requires employers of these operators to implement a complete Drug and Alcohol Testing Program.

2.0 Requirements

All employers with an employee who possesses a Commercial Driver's License to perform any function of his or her job must have a Drug and Alcohol Testing Program.

3.0 Definition of Cost

The definition of costs shall include all costs incurred by the county for 1) Pre-employment, 2) Post-Accident, 3) Random, 4) Reasonable Suspicion, 5) Return to duty, and 6) Follow-up Testing. By definition, these costs will include the labor and associated fringe costs of the employee being tested, along with the related costs of notification, transportation, supervision, training, evaluation, and records keeping.

4.0 Policy Implementation

The total drug and alcohol costs incurred by county highway departments shall be charged to the appropriate cost pool/account used to recover the County's share of the costs. The State share of the costs shall be invoiced under the 00xx-01-40 project, activity code 017 (training) and reimbursed by the state on a percentage basis. The percentage shall be based as follows: The County shall identify the total number of permanent and part-time employees required to have a Commercial Driver's License. Then divide this CDL total into two times the number of winter patrol sections on the state highways, or, the total permanent and part-time Winter Maintenance "State" Employees, which-ever is greater. The result will be the percentage of program costs to be reimbursed by the state.