



# Town of Discovery Bay

*“A Community Services District”*

## STAFF REPORT

Meeting Date

August 1, 2018

**Prepared By:** Michael R. Davies, General Manager  
**Submitted By:** Michael R. Davies, General Manager

MRD

### Agenda Title

Discussion and Possible Action regarding revised Board Administrative Policy No. 019 renamed: “DOT Drug and Alcohol Testing Policy.”

### Recommended Action

Approve the proposed update and title rename of Board Administrative Policy No. 019 to “DOT Drug & Alcohol Testing Policy” and adopt Resolution No. 2018-10.

### Executive Summary

The Town of Discovery Bay owns two vehicles that require the driver possess a Commercial Driver’s License for operation on public roads and highways. Those vehicles include the Vactor truck and the boom truck (only required when pulling a trailer). We have two employees who possess a Class A driver license and are authorized to drive these vehicles.

As a requirement of an employee operating the aforementioned vehicles, the Town is required to adopt and comply with the U.S. Department of Transportation Federal Motor Carrier Administration requirements, which must be prepared in accordance with 49 CFR Part 382 and 49 CFR Part 40. In satisfaction of these requirements, on January 22, 2014, the Board passed Resolution 2014-03 adopting Administrative Policy No. 019 (“Drug and Alcohol Policy”).

Policy No. 019 provides for the random drug and alcohol testing of our employees who possess a commercial driver license. The Town currently utilizes Express Labs Inc. for drug and alcohol testing through an arrangement they have with Quest Diagnostics.

Attached is a current 2018 update to Policy No. 019 with a name change to: “DOT Drug & Alcohol Testing Policy.” The purpose of the name change is to more accurately reflect the nature, purpose and content of the policy.

Staff recommends Board approval of the update and rename of Policy 019 and adoption of Resolution No. 2018-10.

### Previous Relevant Board Actions for This Item

January 22, 2014 – Resolution No. 2014-03

### Attachments

Revised Policy No. 019: DOT Drug & Alcohol Testing Policy  
Summary of Update Changes  
Resolution No. 2018-10

AGENDA ITEM: G-1