

Duncan Private Hire Illegal Drug & Alcohol Policy

Policy Statement

Duncan Private Hire is committed to maintaining a safe and healthy work environment for all employees, clients, and the public. This includes promoting an alcohol-free/illegal drug free workplace, particularly for employees who operate Home to School vehicles. This policy outlines the expectations, procedures, and consequences related to illegal drug/alcohol use among drivers.

Scope

This policy applies to all employees who operate company vehicles, including but not limited to drivers of minibuses, vans, cars, and other motorised vehicles.

Use of Drugs/Alcohol

It is an absolute rule that any driver does not consume any illegal drugs/alcohol during or in the period before any journey. Since blood alcohol/illegal drug level should be zero during all driving activities, care should be exercised if consuming alcohol even on the previous day. Alcohol must not be consumed in the 8-hour period immediately prior to driving. Breaches in this respect will be dealt with through Duncan's Disciplinary Procedure.

Illegal Drug/Alcohol Testing

Duncan Private Hire reserves the right to conduct illegal drug/alcohol testing for employees involved in safety-sensitive positions, including Home to School transport. Testing may be conducted but not limited to the following situations:

Random Testing

Employees may be subject to unannounced illegal drug/alcohol testing on a random basis.

Post Accident Testing

Employees involved in a workplace accident that results in injury or significant property damage may be required to undergo illegal drug/alcohol testing.

Reasonable Suspicion Testing

If a manager has reasonable suspicion that an employee may be under the influence of alcohol, the employee may be required to undergo testing.

Consequences of Violation

Violation of this policy will result in disciplinary action, by immediate termination of employment. Employees found to be under the influence of illegal drugs/alcohol whilst on duty will have their employment terminated immediately.

Confidentiality

All information related to illegal drug and alcohol testing will be treated as confidential and will only be disclosed to those with a legitimate need to know.

Review and Revision

This policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws. It may be revised as and when needed without consultation/agreement.

Clark Ferguson
(original Signed)

C Ferguson
Manager
Duncan Hire Ltd

Read and signed By (Print Name):

Signature:

Date Signed:

Manager Initials: