

## **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: