



## Town of Brookline

### **Controlled Substances and Alcohol Use and Testing Policy Applicable to Holders of Commercial Drivers Licenses**

The Town of Brookline is required under the provisions of the Omnibus Transportation Employee Testing Act of 1991 and the rules of the Federal Highway Administration to establish a controlled substances/ alcohol use and testing policy/program effective Jan. 1, 1995 applicable to all drivers who must hold a commercial driver's license to perform their work.

The purpose of the law, policy, and programs is to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers.

Therefore, in accordance with the above, the Town of Brookline establishes the following policy.

### **Controlled Substances and Alcohol Use and Testing Policy Applicable to Holders of Commercial Drivers Licenses**

#### **POLICY DEFINITIONS**

- a) Alcohol Use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
- b) Driver means any person who operates a commercial motor vehicle. This includes, but is not limited to, full time, regularly employed drivers; and casual, intermittent or occasional drivers. For purposes of pre-employment or pre-duty testing only, the term driver includes a person applying to drive a commercial motor vehicle.
- c) Commercial Motor Vehicle means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle -
  - 1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a GVW rating of more than 10,000 pounds; or
  - 2) Has a gross vehicle weight rating of 26,001 or more pounds; or
  - 3) Is designed to transport 16 or more passengers including the driver.
- d) Controlled Substances means marijuana (THC), cocaine, opiates, phencyclidine (PCP), and amphetamines (including methamphetamines).
- e) Performing a Safety Sensitive Function means a driver is considered to be performing a safety sensitive function during any period in which he or she is actually performing, ready to perform, or immediately available to perform any safety sensitive function.

- f) Safety Sensitive Function means any of the following on duty functions:
- 1) All time on Town property, public property, or other property waiting to be dispatched or drive.
  - 2) All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
  - 3) All driving time.
  - 4) All time, other than driving time, in or upon any commercial motor vehicle.
  - 5) All time loading or unloading a 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 receipts for shipments loaded or unloaded;
  - 6) All time spent performing driver requirements relating to accidents.
  - 7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
- g) Supervisor means any person, including any Working Foreman, Foreman, General Foreman, Director, or other official or authorized agent of the Town who assigns or allows persons to operate commercial motor vehicles, who supervises such assignment or driving, or who observes such assignment or driving.
- h) Refuse to Submit to an Alcohol or Controlled Substances Test means that a driver 1) fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirements for breath testing; 2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he/she has received notice of the requirement for urine testing; or 3) engages in conduct that clearly obstructs the testing process.

## **REQUIREMENTS FOR NOTICE**

Before requiring/performing an alcohol or controlled substances test under the provisions of this policy, drivers shall be notified that the alcohol or controlled substances test is required by this policy and the Federal law and rules on which it is based. No one shall falsely represent that a test is administered under this policy.

## **PROHIBITIONS**

- a) Alcohol Concentration No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No supervisor having actual knowledge that a driver has an alcohol concentration of 0.04 or greater shall permit the driver to perform or continue to perform safety-sensitive functions.
- b) Alcohol Possession No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol. No supervisor having actual knowledge that a driver possesses alcohol may permit the driver to drive or continue to drive a commercial vehicle.
- c) On-Duty Use No driver shall use alcohol while performing safety-sensitive functions. No supervisor having actual knowledge that a driver is using alcohol while performing safety-sensitive functions shall permit the driver to perform or continue to perform safety-sensitive functions.
- d) Pre-Duty Use No driver shall perform safety-sensitive functions within four hours after using alcohol. No supervisor having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.
- e) Use Following an Accident No driver required to take a post accident alcohol test under this policy shall use alcohol for eight hours following the accident, or until he/she undergoes a post accident alcohol test, whichever occurs first.

- f) Refusal to Submit to a Required Alcohol or Controlled Substance Test No driver shall refuse to submit to a post accident alcohol or controlled substances test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test, or a follow-up alcohol or controlled substances test. No supervisor shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.
- g) Controlled Substances Use a) No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. b) No supervisor having actual knowledge that a driver has used a controlled substance shall permit the driver to perform or continue to perform a safety-sensitive function.
- h) Controlled Substances Testing No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances. No supervisor having actual knowledge that a driver has tested positive for controlled substances shall permit the driver to perform or continue to perform safety-sensitive functions.

### **TESTS REQUIRED**

- a) Pre-Employment Testing Prior to the first time a driver performs safety-sensitive functions for an employer; the driver shall undergo testing for controlled substances. No supervisor shall allow a driver to perform safety-sensitive functions unless the driver has received a controlled substances test result indicating a verified negative test result.
- b) Post-Accident Testing As soon as practicable following an accident involving a commercial motor vehicle, the Town shall have tested for alcohol and controlled substances each surviving driver:
  - a) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
  - b) Who received a citation under State or local law for a moving violation arising from the accident.

Alcohol Tests. If a test required by this section is not administered within two hours following the accident, the supervisor shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within eight hours following the accident, the supervisor shall cease attempts to administer an alcohol test and shall prepare and maintain the same record.

Controlled Substance Tests. If a test required by this section is not administered within 32 hours following the accident, the supervisor shall cease attempts to administer a controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

A driver who is subject to post accident testing shall remain readily available for such testing or will be deemed by the Town to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

The results of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by Federal, State or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided such tests conform to applicable Federal, State or local requirements, and that the results of the tests are obtained by the employer.

c) Random Testing

1) The minimum annual percentage rate for random alcohol testing shall be 25 percent of the average number of driver positions unless a higher or lower percentage rate is established by the Federal Highway Administrator.

2) The minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions.

3) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

4) Random alcohol and controlled substances tests conducted under this policy will be unannounced, and the dates for administering the tests will be spread reasonably throughout the calendar year.

5) Each driver who is notified of selection for random alcohol and/or controlled substance testing will proceed to the designated test site immediately; provided, however, that if a driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

6) A driver shall only be tested for alcohol while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

d) Reasonable Suspicion Testing

1) Drivers shall be required to submit to an alcohol test when a supervisor has reasonable suspicion to believe that the driver has violated the Prohibition section of this policy concerning alcohol, except for part "b" - Alcohol Possession. The supervisor's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver.

2) Drivers shall be required to submit to a controlled substances test when the supervisor has reasonable suspicion to believe that the driver has violated the prohibitions of this policy concerning controlled substances. The supervisor's determination that reasonable suspicion exists to require the driver to undergo a controlled substances test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

3) The required observations for alcohol and/or controlled substances reasonable suspicion testing shall be made by a supervisor who is trained in accordance with this policy.

4) Alcohol testing is authorized by this section only if the observations required by paragraph one of this section are made during, just preceding, or just after the period of the work day that the driver is required to be in compliance with this part. A driver may be directed by a supervisor to undergo reasonable suspicion testing under this policy only while the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing such functions.

5) If an alcohol test required by this section is not administered within two hours following the determination under paragraph one of this section, the supervisor shall prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If an alcohol test required by this section is not administered within eight hours following the determination under paragraph one of this section, the employer shall cease attempts to administer an alcohol test and shall state in the record the reasons for not administering the test.

6) Notwithstanding the absence of a reasonable suspicion alcohol test under this section, no driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol misuse, nor shall an employer permit the driver to perform or continue to perform safety-sensitive functions, until:

(I) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or

(II) Twenty-four hours have elapsed following the determination under paragraph one of this section that there is reasonable suspicion to believe that the driver has violated the prohibitions in this part concerning the use of alcohol.

7) A written record shall be made of the observations leading to a controlled substance reasonable suspicion test, and signed by the supervisor who made the observations, within 24 hours of the observed behavior or before the results of the controlled substances test are released whichever is earlier.

### Return to Duty Testing

- a) Each supervisor shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy concerning alcohol, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.
- b) Each supervisor shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy concerning controlled substances, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

### Follow-Up Testing

- a) Following a determination under this policy, that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the Town shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional.
- b) Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

All tests for alcohol and controlled substances will be accomplished in accordance with procedures required under Federal law and rules.

### Alcohol Tests

Two breath tests are required to determine if a person has a prohibited alcohol concentration. A screening test will be conducted first using an approved evidential breath testing (EBT) device. Any result less than 0.02 alcohol concentration is considered a "negative" test. A second confirmation test must be conducted if the first test result is in excess of 0.02. This second test will be done on an EBT that prints out the results, date and time, a sequential test number, and the name and serial number of the EBT to ensure reliability of the results. Any actions taken will be determined by the confirmation test.

### Drug Tests

Drug testing will be done by analyzing a driver's urine specimen. Specimens will be collected locally, but analysis must be performed at laboratories certified and monitored by the Department of Health and Human Services (DHHS). Strict chain of custody procedures must be followed. Each specimen will be subdivided into a "primary" and a "split" specimen. Both bottles will be sent to the laboratory. Only the "primary" sample will be tested initially. If the test result confirms the presence of illegal, controlled substances, the driver has 72 hours after notification to request the "split" specimen be sent to another DHHS certified laboratory for analysis.

Each positive drug test will be reviewed and interpreted by a medical review officer, who will contact the individual tested. The purpose of the contact will be to review the individual's medical history; to afford the individual an opportunity to discuss the test result; and to decide whether there is a legitimate medical explanation for the result. When called, a driver must contact the medical review officer as soon as possible and in accordance with any instructions provided.

If the medical review officer is unable to contact an employee, he/she shall contact the Town Personnel Director who shall make reasonable efforts to contact the employee and request him/her to contact the medical review officer.

Failure to contact the medical review officer after request to do so will result in the test being reported as positive.

### **EMPLOYER NOTIFICATIONS**

- a) The Town shall notify a driver of the results of a pre-employment controlled substance test conducted under this part, if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application. The Town shall notify a driver of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this part if the test results are verified positive. The Town shall also inform the driver which controlled substance or substances were verified as positive.

### **RETENTION OF RECORDS**

Records of the alcohol misuse and controlled substances use prevention program shall be maintained on a confidential basis in a secure location with controlled access.

All records shall be prepared, retained and released in accordance with applicable Federal Highway Administration Rules.

A driver is entitled, upon written request, to obtain copies of any records pertaining to his/her use of alcohol or controlled substance, including any records pertaining to his/her alcohol or controlled substance tests. A driver may also release information to another identified person by a specific written request. Any other release of information must be in strict compliance with Federal law and/or rules.

### **CONSEQUENCES FOR DRIVERS ENGAGING IN SUBSTANCE USE-RELATED CONDUCT**

- a) Removal From Safety Sensitive Function

No driver shall perform safety-sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by this policy.

No supervisor shall permit any driver to perform safety-sensitive functions, including driving a commercial motor vehicle, if the supervisor has determined that the driver has violated this policy.

b) Required Evaluation and Testing

No driver who has engaged in conduct prohibited by this policy shall perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of the Referral, Evaluation and Treatment section of this policy.

No supervisor shall permit a driver who has engaged in conduct prohibited by this policy to perform safety-sensitive functions, including driving a commercial motor vehicle, unless the driver has met the requirements of the Referral, Evaluation and Treatment section of this policy.

c) Other Alcohol-Related Conduct

No driver tested under the provisions of this policy who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions, nor shall a supervisor permit the same, until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

d) Massachusetts Safety Rules

Massachusetts has adopted certain Commercial Motor Vehicle Safety Act Rules which affect drivers. These rules are spelled out on pages 1-4 and 1-5 of the Massachusetts Commercial Drivers License Manual. The ones most relevant to this policy are:

1) You must notify the Town within 30 days of a conviction for any traffic violation (except parking). This is true no matter what type of vehicle you were driving.

2) You must notify the Town if your license is suspended, revoked, or cancelled, or if you are disqualified from driving.

**3) You will lose your Commercial Drivers License (CDL) for at least one year for a first offense if you drive a commercial motor vehicle under the influence of alcohol ( i.e. with a blood alcohol concentration of .04 percent or more) or a controlled substance. You will lose your CDL for life for a second offense.**

**4) You will lose your CDL for at least one year if you leave the scene of an accident involving a commercial motor vehicle you were driving.**

e) Discipline For Violation of Policy Prohibitions

**Violation of the prohibitions contained in this policy are very serious offenses and will be subject to discipline up to and including discharge. All discipline will be in accordance with the Massachusetts Civil Service Law and/or the labor contract.**

## **EMPLOYEE TRAINING**

The Town will provide each employee with educational material that explains the requirements of the applicable Federal Law and Rules, the Town policy and requirements, and the procedures with respect to meeting the requirements.



The Town will ensure that a copy of these materials is distributed to each driver prior to the start of alcohol and controlled substances testing under this policy, and to each driver subsequently hired or transferred into a position requiring driving a commercial motor vehicle.

Each driver will be required to sign a statement certifying that he/she has received a copy of the available educational material.

### **SUPERVISOR TRAINING**

Persons designated to determine whether reasonable suspicion exists to require a driver to undergo testing under this policy will receive at least 60 minutes of training on alcohol misuse and receive at least an additional 60 minutes of training on controlled substances use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

### **REFERRAL, EVALUATION AND TREATMENT**

- a) Each driver who has engaged in conduct prohibited by this policy shall be advised by the Town of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs.
- b) Each driver who engages in conduct prohibited by this policy shall be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances use.
- c) Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by this policy, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.
- d) In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use,
  - (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed under paragraph "b" of this section, and
  - (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the Town following the driver's return to duty. The number and frequency of such follow-up testing shall be as directed by the substance abuse professional, and consist of at least six tests in the first 12 months following the driver's return to duty. The Town may direct the driver to undergo return-to-duty and follow-up testing for both alcohol and controlled substances, if the substance abuse professional determines that return-to-duty and follow-up testing for both alcohol and controlled substances is necessary for that particular driver. Any such testing shall be performed in accordance with the requirements established by the Federal Highway Administrator. Follow-up testing shall not exceed 60 months from the date of the driver's return to duty. The substance abuse professional may terminate the requirement for follow-up testing at any time after the first six tests have been administered, if the substance abuse professional determines that such testing is no longer necessary.
- e) Evaluation and rehabilitation may be provided by the Town, by a substance abuse professional under contract with the Town, or by a substance abuse professional not affiliated with the Town. The choice of substance abuse professional and assignment of costs shall be made in accordance with Town/driver agreements and Town policies.

- f) The requirements of this section with respect to referral, evaluation, and rehabilitation do not apply to applicants who refuse to submit to a pre-employment alcohol or controlled substances test or who have a pre-employment alcohol test with a result indicating an alcohol concentration of 0.04 or greater or a controlled substances test with a verified positive test result.

### **EMPLOYEE ASSISTANCE**

Any employee wishing assistance with drug and/or alcohol problems or concerns is urged to contact the Town's Drug and Alcohol Treatment Coordinator (Gerry Trombley) at the Brookline Health Center. Telephone (617) 730-2326.

### **REQUESTS FOR FURTHER INFORMATION/QUESTIONS**

Any requests for information or questions about this policy and/or related materials, practices, etc, should be referred to the Personnel Director, Town of Brookline, Town Hall, Brookline, MA 02445. Telephone (617) 730-2120.

July 23, 1996

# **Controlled Substances and Alcohol Use and Testing Policy**

## **Implementation Procedures**

### **Introduction**

The prohibition against drug use and alcohol use in the work place is not new.

- \* The Town's policy has always been that drug use and alcohol use on the job are inconsistent with Town employment. The Department of Public Works has had a written policy on this matter for many years, and several department wide meetings were held to promulgate and explain the policy.
- \* The Drug Free Work Place Act prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the work place.
- \* Massachusetts has adopted safety rules from the Commercial Motor Vehicle Safety Act of 1986 prohibiting the operation of commercial motor vehicles under the influence of alcohol or a controlled substance and establishing penalties for so doing.

The testing requirements imposed on the Town as of January 1995 under the provisions of the Omnibus Transportation Employee Testing Act are consistent with all of the above, and are necessary to ensure that the prohibitions against drug use and alcohol use on the job are enforced in order to help prevent accidents and injuries.

### **Identification of Persons to Be Tested**

The Town has determined that employees in the classifications listed on Appendix I hereto meet the definition of "driver" in the policy and all such individuals will be subject to testing. Appendix I will be reviewed and revised, if necessary, from time to time.

Testing under this policy must be in compliance with law. It is the Town's intent in identifying individuals for the testing program to comply with but not exceed the requirements of the law. Any disputes concerning incorporation of an individual in the testing pool will be referred to the Department of Transportation or other competent authority for resolution.

### **Testing Sites**

Alcohol testing and drug testing urine samples will be accomplished in a local private laboratory selected by the Town and will be under strict professional protocols and in strict accordance with law. Actual testing of urine samples will be accomplished by a Department of Health and Human Services certified laboratory under contract with the local laboratory.

The laboratory will communicate test results to the Town of Brookline Personnel Office only, and the Personnel Office will make all other necessary communications.

### **Selection For Random Testing**

Random tests will be held on a monthly basis in such numbers as will meet the requirements of law.

The Personnel Director will ensure that individuals selected for random testing are selected by a scientifically valid method.

### **Notification For Testing**

All drivers to be tested for any reason authorized by the law and policy, other than for pre-employment tests, will be notified by a supervisor, during work hours, that they are to be tested. Transportation to and from the test site will usually be provided. Once notified, drivers must proceed to the test site promptly. Failure to do so will be cause for appropriate disciplinary action.

### **Transportation of Employees Suspected To Be Using Alcohol or Drugs**

No employee who is sent for a reasonable suspicion test and/or who is determined at the test site to be positive for drugs or alcohol shall be allowed to operate a Town owned vehicle until a subsequent test indicates a negative result.

Additionally, all legal means will be utilized to ensure that such employees, on the day of the test, do not operate their personal vehicles. Transportation to their homes should be arranged or provided for such employees.

### **Payments For Tests**

The Town will pay for the initial test in pre-employment, post-accident, random testing, and reasonable suspicion testing. Split sample testing, return-to-duty testing, and follow up testing will be at the personal expense of the driver concerned. As an exception hereto, the Town will pay for a split sample test that is reported as "negative."

### **Substance Abuse Referral, Evaluation and Treatment**

Mandatory evaluations required by this policy shall be normally conducted by the Town's Drug and Alcohol Coordinator. The Town may use other professional substance abuse professionals. The Coordinator or other professional will assist employees in securing treatment.

### **Employee Training and Supervisor Training**

The Town will train current employees and supervisors in accordance with law prior to the start of alcohol and controlled substances testing under this policy.

New employees and persons already employed but subsequently selected for driving positions shall be trained by the Personnel Office at the time a pre-employment controlled substances test is arranged.

Newly promoted or hired supervisors will be trained by the Personnel Office.

### **Employee Clearance to Work**

No newly hired/promoted driver, any driver after a positive alcohol or controlled substances test or any other employee, may be allowed to perform safety sensitive functions until the Personnel Director has provided the Commissioner of Public Works with written clearance for such individual to do so. Any violation of this prohibition will be a violation of federal law and the employee and the supervisors involved will be subject to discipline.

## **Appendix I**

### Controlled Substances and Alcohol Use Testing Pool

All employees with permanent, temporary or intermittent appointments in any of the following classifications are subject to the Controlled Substances and Alcohol Use and Testing Policy:

Motor Equipment Operator, Grade 2, and Laborer  
Tree Climber and Laborer  
Motor Equipment Operator, Grade 3, and Laborer  
Working Foreman (except Working Foreman-Painter and Working Foreman-Carpenter)  
Motor Equipment Repairman  
Motor Equipment Repair Foreman  
Bus Driver

In addition, the following are subject to the Controlled Substances and Alcohol Use and Testing Policy:

Any employee who operates any snowfighting equipment requiring a commercial drivers license.

All employees with current, valid appointments of any type in the above classifications as of September 1, 1996, except for persons serving full time for six months or more in temporary promotion appointments in higher classifications where driving commercial motor vehicles may not be required, must observe the Town of Brookline Controlled Substances and Alcohol Use and Testing Policy. Failure to do so will be subject to discipline up to and including discharge.

No current or future employee may work at any time in the above classifications until he or she has been properly appointed to the classification in accordance with the Massachusetts Civil Service Law and has undergone a pre-employment drug test with negative results and has completed required training. Any employee returning to a classification subject to the Testing Policy from a position in which he/she was not subject to the Testing Policy must first undergo a pre-employment drug test with negative results.

## Substance Abuse Counseling & Treatment Resources

### Hot Lines/Information

Center for Substance Abuse Treatment Hot Line  
1 (800) 662-HELP  
5515 Security Lane  
Rockville, MD 20857

Mass. Alcohol and Drug Hotline  
1 (800) 327-5050  
34 Intervale Street  
Roxbury, MA 02121

### Referrals

Gerry Trombley  
(617) 730-2326  
Coordinator, Alcohol/Drug Program  
Town of Brookline Health Department  
11 Pierce Street  
Brookline, MA 02445

HMO Blue/Blue Choice  
Group Health Insurance  
Magellan (800) 444-2426

Harvard Pilgrim Health Care  
Group Health Insurance  
Value Options (888) 777-4742

### Self Help Groups/12 Step Fellowships

Alcoholics Anonymous  
(617) 426-9444  
368 Congress Street – Lower Level  
Boston, MA 02210

Al-Anon and Alateen  
(508) 366-0556  
57 East Main Street – Suite 109  
Westboro, MA 01581

Narcotics Anonymous  
(866) 624-3578  
80 Everett Avenue  
Chelsea, MA 02150

Cocaine Anonymous  
(781) 551-6677  
P.O. Box 391456  
Cambridge, MA 02139

### Private Hospitals

Charles River Hospital  
(Combined psychiatric & substance abuse outpatient  
inpatient and partial day program counseling)  
(617) 235-8400  
203 Grove Street  
Wellesley, MA 02181

Bournewood Hospital  
(Outpatient, inpatient substance abuse  
counseling)  
(617) 469-0300  
300 South Street  
Brookline, MA 02467

McLean Hospital  
(Inpatient & outpatient substance abuse  
counseling)  
(617) 855-2000  
115 Mill Street  
Belmont, MA 02178

St. Elizabeth's Hospital  
(SECAP–inpatient & outpatient  
substance abuse counseling)  
(617) 789-3000/2574  
736 Cambridge Street  
Brighton, MA 02135

Arbour Hospital  
49 Robinwood Avenue  
Jamaica Plain, MA 02130  
(617) 522-4400

### Publicly-Funded Detoxification Programs

Boston Alcohol Detoxification Center  
(inpatient substance abuse treatment)  
(617) 983-3710  
171 Morton Street, 12<sup>th</sup> Floor  
Jamaica Plain, MA 02130

Center For Addictive Behaviors  
(inpatient substance abuse treatment)  
1 (800) 323-2224  
450 Maple Avenue  
Danvers, MA 01923

### Halfway House

Granada House  
(617) 254-2923  
77D Warren Street  
Brighton, MA 02135