Kirkwood
COMMUNITY COLLEGE

College Procedure: 403.1 – Drug-Free and Alcohol-Free

Policy Reference:	403 – Workplace Safety
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	02/25/2013
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

The purpose of this procedure is to outline Kirkwood's position on the use or possession of drugs and alcohol on Kirkwood property and collaborating sites.

The Procedure

Drugs:

The use or possession of any narcotic, designer drug or controlled substance by any person who does not have a legal license or valid prescription is strictly prohibited on campus or at any College-sponsored activity. The unlicensed manufacture, distribution or sale of any narcotic, designer drug or controlled substance by any person is strictly prohibited on all campus sites or at any college-sponsored activity.

Alcohol:

The on-campus use of alcoholic beverages is allowed at Kirkwood Community College ONLY where prior written approval for the serving of alcohol has been obtained from the President or designee, with the exception of events held at The Hotel. All Iowa state laws and local statutes regarding sale, purchase and distribution of alcohol must be observed. Food and non-alcoholic beverages must also be made available at events when alcoholic beverages are served. Events or activities where alcoholic beverages are the focal point of the event and could contribute to alcohol overindulgence or abuse is prohibited.

Employment:

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This procedure does not prohibit employees from the lawful use and possession of prescribed medications. Employees must consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not disclose underlying medical conditions.

If the employee reports to work and is believed to be impaired, under no circumstances will the employee be allowed to drive home. The supervisor will contact Public Safety, and the employee must find alternate transportation or a cab will be called for the employee at the employee's expense.

Employees taking a Commercial Driver's License/Truck Driver Training Program:

Kirkwood Community College is committed to providing its students with a safe training program that encourages high standards of health. A drug and alcohol-free environment is especially important in the transportation industry because of the basic responsibility to serve the public safely and without interruption. The purpose of this procedure is to ensure high safety standards of highway travel by our drivers, to comply with Federal Highway Administration rules regarding drug and alcohol testing, and to comply with the Anti-Drug Abuse Act of 1988, Federal Motor Carrier Safety Regulation's Part 382 and FHWA 49 C.F.R Part 40.

It is the policy of Kirkwood Community College that its Commercial Licensed drivers and Truck Driver Training Program drivers be free of substance abuse and/or alcohol abuse. Consequently, the use of illegal drugs by any drivers Commercially Licensed or in the Truck Driver Training Program, including students and college employees, is prohibited. All drivers will comply with the Kirkwood Community College truck driver-training drug and alcohol regulations, including drug-testing requirements, which became effective January 1, 1996.

Violations may result in disciplinary action up to and including termination.

References

ANTI-DRUG ABUSE ACT OF 1988
FEDERAL MOTOR CARRIER SAFETY REGULATION'S PART 382 AND FHWA 49 C.F.R PART 40

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	02/25/2013	Jim Choate, Vice President, Finance	New procedure
2	05/08/2017	Mick Starcevich, President	New template
3	07/10/2019	Cabinet	Procedure template