

**City of Madison
Supervisor Instructions
Post-Accident
Alcohol and Drug/Controlled Substances Testing
(CDL Holders - ONLY)**

City of Madison supervisors are responsible for ensuring adherence to the City of Madison's Alcohol and Drug/Controlled Substances testing policy. Supervisors must adhere to the following instructions to ensure the reliability and integrity of testing results. Failure to maintain these standards may subject the City to penalties and fines by the Federal Department of Transportation.

1. Post accident testing is mandatory for CDL holders. As such, positions that require employees to hold a CDL are subjected to Post-Accident Alcohol and Drug/Controlled Substance testing. It is the responsibility of the Supervisor to ensure these tests are properly completed.
2. Following an accident, the surviving CDL holder shall be subjected to testing as soon as possible. However, nothing herein shall be construed to require the delay of necessary medical attention or to prohibit the CDL holder from leaving the scene of the accident for the period of time necessary to obtain assistance in responding to the accident, obtain necessary medical treatment for injured persons, or to obtain materials necessary to secure the accident site.
3. Post-accident testing is only to take place if a City vehicle (or any vehicle being used in the performance of City business) is used and any of the following circumstances occur:
 - ✓ The employee was performing safety-sensitive functions with respect to the CDL vehicle and the accident involved a loss of human life, serious injury, or major property damage; or
 - ✓ The employee receives a citation under State or Local law for a moving traffic violation arising from an accident.
4. Refer to the Accident Incident Form as soon as possible following the accident. To find the form go to: [EmployeeNet Home](#) → [A-Z Forms](#) → [Risk Management & Workers' Compensation Section](#) → [Accident Report: Supervisor](#).
5. The involved employee must be supervised and/or accompanied by either the test provider or the Supervisor at all times until he or she produces a sample.
6. If you need to transport the employee to the test site, he or she must be supervised at all times. When arriving at the test location, if it is not scheduled at the employee's primary work location, locate the test collection technician. If unable to locate the technician, contact the test provider at (608) 819-8383 (24 hour/day). If it is an after-hours test (outside of 7 a.m. - 6 p.m.), the test provider will return your call within fifteen (15) minutes.

7. A covered employee subject to post-accident testing shall be subjected to a breath alcohol test no later than eight (8) hours following the accident and to a drugs/controlled substances test no later than thirty-two (32) hours following the accident.
8. If an alcohol test is not administered within two (2) hours following the accident, the Supervisor or responsible City official shall prepare and maintain a record stating the reasons the test was not administered. If an alcohol test is not administered within eight (8) hours following the accident, the Supervisor or responsible City official shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. If a drugs/controlled substances test is not administered within thirty-two (32) hours following the accident, the trained supervisor or City official shall cease attempts to administer a drugs/controlled substances test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.
9. A driver who is subject to post-accident testing shall remain readily available for such testing or shall be deemed to have refused to submit to testing.

COLLECTION SITES

- Madison Metro – 1101 E. Washington Ave. (Off Ingersoll)
- Water Utility – 110 S. Patterson Street (Near loading docks)
- Water Utility – 119 E. Olin Ave. (Ground floor bathroom – near reception)
- Engineering – 1600 Emil Street (Bathroom near reception)
- Streets East – 4602 Sycamore Ave. (Office bathroom)
- Streets West – 1501 Badger Road (Office bathroom)

AFTER HOURS TESTING

- Madison Metro – 1101 E. Washington Ave. (Off Ingersoll -24hours/day)
- Water Utility – 119 E. Olin Ave. (24/hr # to gain access to ground floor bathroom is 266-4665)

Report the need to order an employee to be tested to your Supervisor, and Human Resources (Denise Nettum, Harper Donahue or Greg Leifer) as soon as possible.

If you are unable to adhere to these instructions you must contact Human Resources as soon as possible at 266-4615.