



THE CITY OF KEY WEST

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MEMORANDUM

TO: Greg Veliz, City Manager
FROM: Rod Delostrinos, Director of Transportation
VIA: Patti McLaughlin, Assistant City Manager
DATE: April 5, 2021

SUBJECT: Approval and Adoption – Substance Abuse Management Statement (SAMS) Policy Plan Revision of 2021 / City of Key West Transit Department (KWT)

ACTION STATEMENT:

Approving the adoption of the Substance Abuse Management Statement Policy Plan Revision as it relates to drug and alcohol test requirements and procedures mandated for Safety Sensitive employees of public transportation providers via Federal Transit Administration (FTA), the US Department of Transportation (USDOT), and Florida Department of Transportation (FDOT).

BACKGROUND:

Per Florida Administrative Code (FAC), Section 14-90, 49 CFR, Part 40, USDOT requires that all public transit providers participate in and meet compliance with mandated drug and alcohol testing as well as specific related policies and procedures. The SAMS policy is to provide the agency with tools and resources to assure a drug and alcohol-free workplace for employees in Safety Sensitive positions of public transit. Some types of tests mandated under SAMS policy include pre-employment screening, random drug and alcohol testing, post-accident, and reasonable suspicion tests.

PURPOSE AND JUSTIFICATION:

The revisions of the Substance Abuse Management Statement Plan Policy now include:

- The addition of Non-Commercial Drivers License holders to the tenets of the policy (Cutaway Drivers)
- The requirement that any current non-safety sensitive employees that transfer into a safety sensitive position require a pre-employment urine drug test.

FINANCIAL IMPACT:

The financial impact would result with no interruption of grant funding assistance or reimbursements.

RECOMMENDATION:

Key West Transit Staff recommends approval of the revised Substance Abuse Management Policy for transit safety sensitive personnel.