




## MEMORANDUM

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Date: November 13, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager 

From: Rodrigo Delostrinos  
Director of Transportation

Subject: Approval of the 2023 Revision of the City of Key West- Key West Transit's Drug and Alcohol-Free Workplace Policy Statement and Substance Abuse Management and Testing Program

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### **Introduction**

Approve the 2023 revision of the City of Key West- Key West Transit's Drug and Alcohol-Free Workplace Policy Statement and Substance Abuse Management and Testing Program.

### **Background**

In accordance with USDOT, Federal Transit Administration, and FDOT, all transit agencies that are recipients of federal financial assistance awards shall establish a drug-free workplace policy statement in accordance with 49 C.F.R. Part 32 and a substance abuse management and testing program in accordance with 49 C.F.R. Parts 40 and 655, October 1, 2009. Since the inception of the Transit Department-Key West Transit, the City of Key West has received annual financial assistance awards from state and federal agencies and as such must comply with these requirements.

This policy enhances public transit safety for the City of Key West by providing the tools and resources to assure a drug and alcohol-free workplace for employees in safety sensitive positions. Some types of tests mandated under Substance Abuse Management and Testing Program policy include pre-employment screening, random drug and alcohol testing, post-accident and reasonable suspicion tests.

#### *Summary of 2023 Revision:*

- Listing Transit Supervisor Robert Johnson as the secondary Substance Abuse Management and Testing Program administrator.
- Updating the "Drug and Alcohol-Free Workplace Policy Statement" to include the following goals:
  - To assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner;
  - To create a workplace environment free from adverse effects of drug and alcohol abuse or misuse;
  - To prohibit the unlawful manufacture, distribution, dispensation, possession or use of controlled substances in the workplace;
  - To encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

- Emphasizing the “Employee Assistance Program” through the City of Key West Human Resources Office as an assistance resource.
- Inclusion of “oral fluid testing” as an acceptable means of collection for certain drug or alcohol tests.

### **Procurement**

Compliance with these policies ensures continued eligibility for federal and state financial assistance awards. All Transit Operations are subsidized by federal and state financial assistance awards (grant programs) typically at the 50% cost share.

### **Recommendation**

Approve the 2023 Revision of the City of Key West- Key West Transit’s Drug and Alcohol-Free Workplace Policy Statement and Substance Abuse Management and Testing Program

#### Exhibits:

Exhibit A Revised Drug and Alcohol-Free Workplace Policy Statement and Substance Abuse Management and Testing Program

Exhibit B Delegation of Authority