

## Training & Technical Assistance

# **OREGON DEPARTMENT OF TRANSPORTATION SAFETY-SENSITIVE EMPLOYEE DRUG AND ALCOHOL ON-LINE TRAINING**

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RLS & Associates, Inc. developed the Safety-Sensitive Employee Drug and Alcohol On-Line Training program for the Oregon Department of Transportation (ODOT). This training, the first of its kind, meets the FTA requirement for a minimum of 60 minutes of training for safety-sensitive transit employees on the effects and consequences of prohibited drug use on personal health, safety, and the work environment.

The overall purpose of the training is to familiarize transit employees with the FTA substance abuse program and provide general awareness education about the dangers of alcohol misuse and drug abuse. Objectives of this training are to provide information about:

1. The requirements of the FTA drug and alcohol testing program.
2. The impact of drug and alcohol use in the workplace.
3. The effects and consequences of drug and alcohol abuse on personal health and safety.
4. The types of substance abuse assistance available.

In addition, a section on Prescription and Over-the-Counter medication use is included in the training. The training is divided into three main sections. The first section is an overview of the drug and alcohol testing regulations, definition of a safety-sensitive employee, a description of the 6 testing categories, and requirements of the drug and alcohol policy, actions that constitute a drug and alcohol policy violation, and information on seeking substance abuse assistance. The second section is divided into seven modules. Each of the modules discusses a different substance. Participants are asked to read a brief description of each of the substances and then answer questions based on the reading. The descriptions also include pictures, graphics, and videos that depict the substance. All questions must be answered correctly before moving on to the next module. Modules include Marijuana, Cocaine, Amphetamines (Including methamphetamine and ecstasy), Opiates, Phencyclidine, Prescription and Over-the-Counter Medications, and Alcohol.

To ensure that the minimum requirement is met, each participant's time is recorded, beginning at Section II, Drugs in the Work Place. The training must take a minimum of one hour to receive credit for the course. Knowledge is tested after each of the prohibited drug discussions with a series of questions. Participants are reminded not to rush and to take their time to ensure understanding. The average time taken to complete the program is 90 minutes. If participants need to stop the training session for any reason, they can press the "stop" key in the upper right hand corner of the screen. Pressing this key stops the timer. Upon returning to the training session, participants must log back in to restart the timer. Their progress is saved at the beginning of the module they were working on. They are permitted to stop and restart the training session two times. If they stop more than twice, they must restart from the beginning, and their progress will not be saved.



Participants receive a certificate after the successful completion of this training. Although the 60 minutes of awareness training is required only once in an individual's tenure with a transit system, periodic refresher training benefits both the transit system and the transit employee. In addition, the regulations are updated frequently, and the information in this training will be updated periodically. Consequently, transit systems may use this training again as a refresher training.

The training was unveiled at the Oregon Public Transportation Conference in October 2010. Plans include hosting the training on the FTA website to make it available nationally to transit systems and safety-sensitive employees.