



CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

Risk Management

300 Sixth Street

605-394-6620

MEMORANDUM

DATE: October 13, 2009

TO: Legal and Finance Committee

FROM: Keith L'Esperance, Risk Manager
City DOT Drug and Alcohol Program Administrator (DAPM)

SUBJECT: DOT Policy Revision

Recently the City of Rapid City completed a DOT drug and alcohol program audit with the Federal Transit Administration (FTA). As a result, there were some revisions that needed to be made to the current policy and procedure. The policy requires the adoption by the governing body. Attached is the policy with those revisions plus minor revisions recommended (but not required) from the last FTA triennial audit with Rapid Transit System. The additions/corrections are noted in bold BLUE and the deletions are noted in bold RED strike through. The attachment does not include Appendices E-H as those are only flow charts showing the testing process as described in the DOT manuals and not material to any changes in the policy.

Once the adoption process is completed, the revised policy will be redistributed to the covered employees and management and posted with the other city policies on the city's web page. If you have any questions on this policy or the required changes, please contact me by email or phone.

Thank you.

Attachment



EQUAL OPPORTUNITY EMPLOYER