

MAY 06 2010

Education Service Center

REGION XI

Richard Ownby
Executive Director

Letter of Intent

Dear District Contact for ESC Region XI Drug and Alcohol Testing Cooperative,

The ESC Region XI Department of Administrator Development needs to verify some basic information prior to preparing for the Drug and Alcohol Testing Cooperative administration for 2010-2011.

1. Will your district continue participation in the ESC Region XI Drug and Alcohol Testing Cooperative in 2010-2011?

☐

Yes

☐

No - If no, provide written
resignation from Superintendent

2. Will **you** continue to be the District Contact for the ESC Region XI Drug and Alcohol Testing Cooperative in 2010-2011?

☐

Yes

☐

No

If no, please provide the name and email address of your replacement.

Name: _____

E-mail: _____

3. Please provide the number of **Bus Drivers** _____ your district will employ in the 2010-2011 school years.



This table reflects totals provided to ESC Region XI and Forward Edge, Inc. as the number of drivers for your district, identified for the 2008-2009 and 2009-2010 school years. Although the total number of drivers will fluctuate throughout the year, we are providing these numbers to help you estimate your costs for budget planning.

Description	2008-2009 School year		2009-2010 School year		
	Total Number Sept. 1, 2008	Total Number Jan. 1, 2008	Total Number Sept. 1, 2009	Total Number Jan. 1, 2009	Current Total Number
Bus Drivers	28	28	28	32	32

- The "Sept. 1" totals represent the number of drivers to start the year and InterLocal Agreement calendar year.
- The "Jan. 1" totals represent the number of drivers to start the **D.O.T.** calendar year.
- The "Current" number reflects the total number of identified drivers from latest testing report.

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As in the past, Forward Edge Inc. will meet the requirement of 49CFR §382.305 - Random testing.

- (a) Every employer shall comply with the requirements of this section. Every driver shall submit to random alcohol and controlled substance testing as required in this section.
- (b)(1) ... the minimum annual percentage rate for random alcohol testing shall be 10 percent of the average number of driver positions.
- (2) ... the minimum annual percentage rate for random controlled substances testing shall be 50 percent of the average number of driver positions.

If you are currently a member of the cooperative, your Interlocal Agreement renews automatically. However, by completing and returning this Letter of Intent to continue in the Cooperative, we can update our database with current contact information.

As always, ESC Region XI thanks you for your continued support and ask that you let us know if there is anything we can assist you with in the future. For additional information about the cooperative, please contact Dale Latham at (817) 740-3692 or dlatham@esc11.net.

Transportation Director (if applicable)

S&S Consolidated ISD
School District

Superintendent

Date

Please return this signed Letter of Intent by mail or fax before May 19, 2010 to:

Education Service Center Region XI
Attention: Dale Latham
3001 North Freeway
Fort Worth, TX 76106
Or FAX to (817)740-3608



Region XI Drug and Alcohol Testing Cooperative

Join the ESC Region XI Drug and Alcohol Testing Cooperative and benefit from a host of services, which include Department of Transportation (DOT) random drug and alcohol testing for school bus drivers, discounted costs on services, certification training for supervisors, monthly billing by ESC Region XI, non-DOT testing, and many other services to help districts consolidate expenses and comply with DOT regulations. All testing services are provided by Forward Edge, Inc.

DOT Services Provided

- 50% of all drivers tested annually for drugs
- 10% of all drivers tested annually for alcohol
- DOT physicals

Non-DOT Services Available

- Student drug testing
- Student athletic physicals
- Many more free and discounted services available

Cooperative Membership

To join the cooperative for the upcoming year, contact Dale Latham at (817) 740-3692 or dlatham@esc11.net to obtain an Interlocal Agreement. All Interlocal Agreements should be signed and returned to:

ESC Region XI
Attention: Dale Latham
Administrator Development and Support Department
3001 North Freeway
Fort Worth, Texas 76106

*For more information, contact:
Dale Latham at (817) 740-3692 or Rachel Wilson at (817) 740-3605.*



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Executive Director

ESC Region XI
Required Elements

Forward Edge shall provide to ISD the following services based on the Department of Transportation regulations:

- A. All Testing cost associated with random alcohol and drug testing.
- B. Certification training in reasonable suspicion for existing supervisors.
- C. Assistance in developing an alcohol and drug policy manual.
- D. Provide employee information handbooks.
- E. Employee record set-up.
- F. Administration of employee compliance records.
- G. Secured employee record retention.
- H. Positive alcohol and drug test documentation.
- I. Confidential notification of positive alcohol and drug results.
- J. Computer automated random selection method.
- K. Random selection and record retention.
- L. Set-up local alcohol and drug test collection sites.
- M. D.O.T. 5 panel drug test-SMASHA.
- N. Confirmations by GC/MS
- O. Annual statistical program reporting to employer.
- P. Blind specimen maintenance.
- Q. Referral Services for a Substance Abuse Professional (SAP)
- R. AAMRO Certified Medical Review Officer (MRO).
- S. Report of Positive Drug Test to TXDOT required SB 1904 enacted 9/1/03.
- T. Toll free live voice services support.
- U. Negative results provided within 24hrs after Specimen is received at Laboratory.
- V. Drug Free ID cards for Employees.

Fees and Terms

- A. Scheduled tests, pre-employment, reasonable suspicion, post-accident, follow up, or return to duty.
Districts may choose the method that is most convenient for their individual operation.

Controlled Substances Drug Testing

Collections off-site	\$38.00
Collected at District by Vendor	\$33.00

Breath Alcohol Testing

Collections off-site	\$17.00
Collected at District by Vendor	\$12.00

- B. Service Center administrative service fee: 5% of monthly member transactions
C. Service Center administrative service fee: \$3.00 per bus driver per month.

[Information copied directly from ESC Region XI Drug and Alcohol Testing Cooperative Interlocal Agreement]



Administration & Testing
For a Drug-Free Environment

713-920-1335
713-920-1788 FAX

1209 Genoa Red Bluff
Pasadena, Texas 77504

Region XI

Non-Required Elements

Description of Item	Per Test Cost
Legal representation	Included
Audit preparation	Included
Drug Free ID cards for employees	Included
DOT Physicals at clinic	\$45.00
DOT Physicals on-site	\$37.00
Student Athlete Physicals	\$15.00
Initial Student Drug Test	\$13.75
Random Student Drug Test	\$14.28
Anabolic Steroid Test (10-panel)	\$90.00
ETG Alcohol Test	\$20.00
Non-DOT Drug Test	\$30.00
24 Hr. Emergency Call Out \$33.00 per test + \$50.00 per hour (2 hr. minimum) + 0.75 per mile	