

# Jackson County Transit

---

*1148 Haywood Rd.*  
Sylva, NC 28779

*Phone: (828) 586-0233*

*Fax: (828) 631-1241*

## MEMO

**DATE:** December 30, 2019

**TO:** Jackson County Board of Commissioners

**FROM:** Norma Taylor, Director  
Jackson County Transit

**SUBJECT:** Drug and Alcohol Testing Policy

After participating in a Drug and Alcohol Compliance audit in November 2019, NCDOT/Public Transportation Division was informed that their policy templates needed revising.

In order to comply with Federal Transit Administration regulations as a sub recipient of NCDOT/PTD we have updated our Zero Tolerance Drug and Alcohol Policy, utilizing the revised template submitted to us by NCDOT/PTD.

We request that the Board adopt this updated version of the Jackson County Transit Drug & Alcohol Testing policy.