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## **Over-The-Counter & Prescription Drug Policy**

### **Purpose**

The purpose of the OVER-THE-COUNTER & PRESCRIPTION DRUG POLICY is to provide guidelines for safety-sensitive employees and their physicians in balancing the treatments of illness and the requirements of performing a safety-sensitive function. In the interest of protecting employees and the public, a safety-sensitive employee must make sure that any prescribed drug or combination of drugs being taken will not adversely affect their job performance.

**Prescription Medication** can be prescribed only by a licensed physician. If you are ill and plan to see your physician, you should:

- 1.) Advise your physician of the safety-sensitive nature of your job.
- 2.) Provide your physician with the required Medication Approval Form, which can be obtained from your supervisor.
- 3.) Advise your physician of any side effects you may have experienced with any prescription medication in the past.
- 4.) After prescribing medication, your physician must complete the Physician's Section of the Medication Approval Form.

On this form, your physician will indicate if you are permitted or not permitted to continue performing safety-sensitive functions while taking prescribed medication. This form is to be returned to your supervisor and discussed if needed. Medication Approval Forms will be kept in a confidential medical file under the control of the Drug & Alcohol Program Manager (DAPM).

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### **Over the Counter Medications:**

It is the responsibility of the safety-sensitive employees, when selecting over the counter medication, to read all the warning labels before selecting it for use while in working status. Medications whose labels indicate they affect mental functioning, motor skills or judgment should not be selected. The advice of a pharmacist, if available at the purchase site may be helpful in making a selection appropriate to the employee's job duties. If no alternate medication is available for the condition, employees should seek professional assistance from their pharmacist or physician. Ultimately, the employee may be the best judge of how a substance is affecting him/her. As such, the employee has the responsibility to refrain from using any over the counter medication that causes performance-altering side effects, whether or not the label warns of them. Although safety-sensitive employees are not required to provide written notice to Rainbow Rider Transit when using over the counter medications it is highly recommended that the employee confer with his/her physician regarding the possibility of adverse side effects that may impair job performance.

## Over-The-Counter & Prescription Drug Policy

Failure to adhere to this policy could result in disciplinary action, up to and including termination of employment.

### Consequences of Policy Violation

An employee who fails to report an Rx Medication Approval Form or who performs safety-sensitive functions when his or her performance is being adversely impacted by an Rx medication will be subject to the following discipline:

1. Failure to report (1st offense) – written reprimand for your file.
2. Failure to report (2nd offense) – termination
3. Performance of safety-sensitive function  
when adversely impacted by Rx medications -- termination
4. Falsification of a physicians statement -- termination