

Our ref:  
Your ref:

Frances Burgess

Mr R Larkin

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Lateral  
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Leeds LS11 9AT

Direct Line: 0113 283 6844

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25 March 2010

Dear Mr Larkin

I am writing to confirm that we have now completed our search for the information, which you requested on 1<sup>st</sup> March 2010.

The Highways Agency does not operate a policy of random drug and alcohol testing. As such, no member of the Traffic Officer Service has been randomly tested for drugs or alcohol whilst at work.

The Agency does operate a 'for cause' testing regime. Regional Operations Managers can authorise a test for drugs and alcohol for defined circumstances, the policy relating to this is enclosed.

In keeping with the spirit and effect of the Freedom of Information Act, all information is assumed to be releasable to the public unless exempt. We will, therefore, be simultaneously releasing to the public the information you requested, together with any related information that will provide a key to its wider context via our website:  
<http://www.highways.gov.uk/>

The information supplied to you continues to be protected by the Copyright, Designs and Patents Act 1988. You are free to use it for your own purposes, including any non-commercial research you are doing and for the purposes of news reporting. Any other re-use, for example commercial publication, would require the permission of the copyright holder.

If you are unhappy with the way we have handled your request, you may ask for an internal review. A leaflet detailing our internal review process is available. If you require a copy, please phone the Highways Agency Information Line on 08457 50 40 30; or e-mail [ha\\_info@highways.gsi.gov.uk](mailto:ha_info@highways.gsi.gov.uk). You should contact me if you wish to complain.

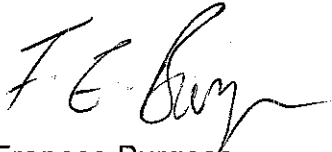
If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow

Cheshire  
SK9 5AF

If you have any queries about this letter, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely



Frances Burgess  
Business Management Team  
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## **Alcohol and Drug Testing regime**

**6.9** Due to the nature of the responsibilities of those staff in Safety Critical posts, the Agency has determined that in the following circumstances it will be reasonable to require employees to participate and co-operate with a programme of drugs and alcohol testing:

**6.9.1** following an accident or other incident where the Agency has reasonable grounds for suspicion that alcohol or drugs may have been a causative or contributory factor;

**6.9.2** where the Agency has reasonable grounds to suspect that the employee has attended work whilst under the influence of alcohol or drugs, or has consumed alcohol or drugs in working time and/or has contravened the provisions of this policy;

**6.9.3** as part of an aftercare alcohol or drugs rehabilitation plan, and;

**6.9.4** part of any pre-employment screening.

**6.10** Should future risk assessments indicate that it is necessary, the Agency reserves the right to implement a random testing policy. This will follow consultation with the TUS.

**6.11** The Agency recognises that certain procedures are invasive. The Agency, therefore, undertakes that the least evasive tests will be used wherever possible unless specialist advice is given to the contrary.

**6.12** The decision of the specialist advisor, as to which is the most appropriate method of testing having assessed the nature and reason for the request, will be final.

**6.13** Employees are asked to comply with all reasonable requests and procedures. If an employee's refusal is unreasonable then the employee may be subject to disciplinary procedures as outlined in the Staff Handbook.

**6.14** Employees are to ensure that any samples given are not tampered with or interfered with in any way. A suitably qualified person will take all samples under controlled conditions.

**6.15** Employees will be required to sign a written consent form agreeing to the test and for the results to be disclosed to the Agency following the procedures outlined in Annex B. Employees may be suspended on full pay pending the test result being made available and any subsequent decision being made.