

**INVITATION TO BID**

Bid Invitation Number: #173-2012

Date of Issue: 12/05/2012

Sealed bids will be received in the office of the Division of Central Purchasing, 200 East Main Street, Lexington, Kentucky, until **2:00 PM**, prevailing local time on **12/19/2012**. Bids must be received by the above-mentioned date and time. Mailed bids should be sent to:

**Division of Central Purchasing  
200 East Main Street, Rm 338  
Lexington, KY 40507, (859) 258-3320**

**The Lexington-Fayette Urban County Government assumes no responsibility for bids that are not addressed and delivered as indicated above. Bids that are not delivered to the Division of Central Purchasing by the stated time and date will be rejected.**

All bids must have the company name and address, bid invitation number, and the commodity/service on the outside of the envelope.

Bids are to include all shipping costs to the point of delivery located at: Various, Lexington, KY 405XX

Bid Security Required:  Yes  No      Performance Bond Required:  Yes  No  
*Cashier Check, Certified Check, Bid Bond (Personal checks and company checks will not be acceptable).*

<b>Commodity/Service</b>
<b>Charter Bus Service</b>
See specifications

<p style="text-align: center;"><b><u>Check One:</u></b></p> <p><input type="checkbox"/> Bid Specifications Met</p> <p><input type="checkbox"/> Exceptions to Bid Specifications. <i>Exceptions shall be itemized and attached to bid proposal submitted.</i></p>	<p style="text-align: center;"><b><u>Proposed Delivery:</u></b></p> <p>_____ days after acceptance of bid.</p>
<p style="text-align: center;"><b><u>Procurement Card Usage</u></b></p> <p><input type="checkbox"/> Yes    The Lexington-Fayette Urban County Government will be using Procurement Cards to</p> <p><input type="checkbox"/> No     purchase goods and services and also to make payments. Will you accept Procurement Cards?</p>	

Submitted by: Miller Transportation Inc  
Firm 7917 Third Street Road  
Address  
Louisville, Ky. 40214  
City, State & Zip

**Bid must be signed:  
(original signature)**

Annette Lynch VP  
**Signature of Authorized Company Representative – Title**  
Annette Lynch VP  
Representative's Name (Typed or printed)

502-368-5644 ext 113      502-368-7253  
Area Code - Phone - Extension      Fax #

annette@millerttransportation.com  
E-Mail Address

**The Affidavit in this bid must be completed before your firm can be considered for award of this contract.**

## **I. GREEN PROCUREMENT**

### **A. ENERGY**

The Lexington-Fayette Urban County Government is committed to protecting our environment and being fiscally responsible to our citizens.

The Lexington-Fayette Urban County Government mandates the use of Energy Star compliant products if they are available in the marketplace (go to [www.Energystar.gov](http://www.Energystar.gov)). If these products are available, but not submitted in your pricing, your bid will be rejected as non-compliant.

ENERGY STAR is a government program that offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment for future generations.

#### Key Benefits

These products use 25 to 50% less energy  
Reduced energy costs without compromising quality or performance  
Reduced air pollution because fewer fossil fuels are burned  
Significant return on investment  
Extended product life and decreased maintenance

### **B. GREEN SEAL CERTIFIED PRODUCTS**

The Lexington-Fayette Urban County Government is also committed to using other environmentally friendly products that do not negatively impact our environment. Green Seal is a non-profit organization devoted to environmental standard setting, product certification, and public education.

Go to [www.Greenseal.org](http://www.Greenseal.org) to find available certified products. These products will have a reduced impact on the environment and on human health. The products to be used must be pre-approved by the LFUCG prior to commencement of any work in any LFUCG facility. If a Green Seal product is not available, the LFUCG must provide a signed waiver to use an alternate product. Please provide information on the Green Seal products being used with your bid response.

### **C. GREEN COMMUNITY**

**The Lexington-Fayette Urban County Government (LFUCG) serves as a principal, along with the University of Kentucky and Fayette County Public Schools, in the Bluegrass Partnership for a Green Community. The Purchasing Team component of the Partnership collaborates on economy of scale purchasing that promotes and enhances environmental initiatives. Specifically, when applicable, each principal is interested in obtaining best value products and/or services which promote environment initiatives via solicitations and awards from the other principals.**

**If your company is the successful bidder on this Invitation For Bid, do you agree to extend the same product/service pricing to the other principals of the Bluegrass Partnership for a Green Community (i.e. University of Kentucky and Fayette County Schools) if requested?**

Yes  No

**AFFIDAVIT**

Comes the Affiant, Annette Lynch, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is Annette Lynch and he/she is the individual submitting the bid or is the authorized representative of

Miller Transportation Inc.,

the entity submitting the bid (hereinafter referred to as "Bidder").

2. Bidder will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the bid is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.

3. Bidder will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.

4. Bidder has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.

5. Bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder will not violate any provision of the campaign finance laws of the Commonwealth.

6. Bidder has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Annette Lynch

STATE OF Kentucky

COUNTY OF Jefferson

The foregoing instrument was subscribed, sworn to and acknowledged before me

by Annette Lynch on this the 18<sup>th</sup> day of December, 2012.

My Commission expires: Nov. 16, 2013

Greg Miller  
NOTARY PUBLIC, STATE AT LARGE

***Please refer to Section II. Bid Conditions, Item "U" prior to completing this form.***

**Lexington Fayette Urban County Government**

**Invitation To Bid: 173-2012**

**Charter Bus Service**

**Submitted By:** Miller Transportation Inc, Annette Lynch

Enclosed is the requested information required for Parks and Recreation Charter Bus Service bid.

- 1. Number of buses owned by company:**
  - a. 40 school buses
  - b. 6 mini-coaches
  - c. 36 motorcoaches
- 2. Seating Capacity of buses –** All Miller School buses are considered 66 passenger capacity. This is 3 per bench seat.
- 3. Total Number of Buses available to LFUCG on a given day.** Outside of “special event days”, a minimum of 15 buses will be available to LFUCG, given a 2 day advanced notice.
- 4. Company procedures for obtaining background checks on employees:** See attached forms “Minimum Driver Hiring Requirements” and “New Hire Procedures”. All school bus drivers have the following background checks performed before they are hired:
  - a. Local check
  - b. State Check
  - c. Court Net Check
- 5. Copy of Company’s Drug-Free Workplace Policy and drug testing policies:** See “Miller Transportation Alcohol and Controlled Substance Program”, “Procedures for Safety Managements Control” and “Safety and Compliance Summary”.
- 6. Evidence of Insurability Form:** See Attached.
- 7. Pricing:** See attached form. All pricing is based on standard school bus transportation. Motorcoach and Air-Conditioned School Bus Pricing available upon request.

Please contact Annette Lynch at 859-255-2707 if any additional information is required.

Thank You for the opportunity.

Annette Lynch

Miller Transportation Inc.

## MINIMUM DRIVER HIRING REQUIREMENTS

1. Applicants must be at least 25 years of age.
2. Applicants must have at least 5 years U.S. Driving experience, including 2 years of commercial driving experience in a vehicle similar to those they would be operating for the company.
3. Motor vehicle records must not include more than 2 moving violation convictions and 1 D.O.T. recordable loss in the past 12 months. Within the past 36 months, no more than 4 moving violation convictions, or 2 preventable D.O.T. recordable losses, or in combination, no more than 2 moving violation convictions and 2 preventable D.O.T. recordable losses.

### PROHIBITED VIOLATIONS WITHIN PAST 36 MONTHS

Driving while intoxicated by alcohol or drugs  
Possession of alcohol or drugs in a motor vehicle  
Refusal to submit under implied consent, or similar  
Suspended license  
Operating while suspended  
Suspension of 30 days or more, if resulting from a moving violation  
Felony using a motor vehicle  
Leaving the scene of an accident  
Fleeing or eluding an officer  
Reckless driving

4. Applicants must be properly licensed and endorsed to operate our type of equipment.
5. Applicants must submit and have approved the following:
  - A. Application for employment
  - B. Background Checks
    1. Work History
    2. Drug and Alcohol results
    3. Background History
  - C. Pre Employment motor vehicle record
  - D. Road Test
  - E. Physical Examination completed by our doctor
  - F. Pre Employment Drug Screen
  - H. Complete Appropriate Class Training as required by the FMCSA
6. Tenured Drivers must submit and pass
  - A. Annual Motor Vehicle Records Check
  - B. Bi-annual Physical Certifications (unless medically certified for shorter period)
  - C. Required Drug and Alcohol Testing

## 7. Driver Orientation and Training Standards

New Hires: Complete Orientation Class  
Complete New Hire Training Classes  
Continued In-Service Training

Tenured Drivers: Continued In-Service Training  
Remedial Training When Necessary

## 8. Disciplinary Actions

The following areas will be monitored on every operator to maintain high quality performance and safe operation.

1. Motor Vehicle Records
2. Driver Performance
3. Accidents
4. Customer Complaints
5. Hours of Service (Log) Violations
6. Drug and Alcohol Testing
7. D.O.T. and Company Compliance

Disciplinary Actions will be set forth in a separate release outlining guidelines and consequences in each area.

Miller Trailways – Louisville, Ky.  
Miller Bus Service – Indianapolis, In.  
Safety and Compliance Release

**New Hire Procedures for Miller Bus Service Drivers**

Updated February 21, 2007

The following will outline the procedure for hiring new drivers for Miller Bus Service. This includes persons who may have worked before for us under the Miller Transportation name as this is now a new company from the former. Details will be included at the end for re-hiring drivers who have worked before for Miller Bus Service, for example summer only drivers.

1. Obtain a complete application from the applicant.
  - a. This MUST have each and every question asked on the application answered with a response from the applicant. This is a DOT requirement. No response is not an answer!
  - b. Residence history and Work History MUST go back a minimum of 10 years. Work history must include any periods of unemployment. All entries must have complete address, phone, and contact name or department as well as wage history and correct term of employment. All must be verifiable.
2. Interview the applicant and complete your findings on the interview area of the application. If interested in the applicant, continue with the processing procedures below.
3. Make a copy of the applicants credentials. We need copies of the Drivers License, Social Security Card, Medical Card, and Indiana School Bus Yellow Card if applicable.
4. Forward to the Safety and Compliance Director, a copy of the Complete application, Drivers License with accompanying hand written information from the license for FAX clarity purposes. Write out the First Name, Middle Initial, Last Name, along with the date of birth EXACTLY as it is shown on the license. Also include the Expiration Date on the License. You also must return with this a signed authorization form to run their MVR report.
5. Compliance office will examine the documentation and if all is in order, run the current MVR then approve or deny the applicant for further consideration of hiring. If you receive an approval of the MVR check, then take the applicant on a road test in a **47 passenger coach** or School Bus if applying for School Bus Position. Complete the road test evaluation sheet from the DOT file and if applicant has passed the road test, complete the drivers card and sign.
6. If the applicant has made it this far, have them report to our company doctor and obtain a physical from them. Drivers applying for regular employment, be it full or part time, must have a current physical from our doctor. This is also when they should be sent for their drug test so there is time for results to be back by class date. Drivers hired for seasonal summer or temporary work must only have a physical that is current for hire.
7. When applicant has obtained the current physical and has provided the company with a copy of the card and long form for our records, Schedule the applicant for further training at our Indianapolis, office, with the Safety and Compliance Director. Contact the Director for arranging a class date and register with him the drivers whom you will have attending. Class will be in most cases 1 day for well qualified and experienced drivers, and one and a half to two full days for drivers new to the business or with little experience in coaches.
8. Complete a set of new hire paperwork for the applicant including the Indiana State Specific papers for Human Resources. Hold these papers until drivers complete class and return a copy of the Certificate of Training . Once these forms are returned, submit the Human Resources papers to the National Turnpike Office in Louisville.
9. Send Drivers to classes with the DOT file you have begun on them with their road test completed and copies of the physical paperwork, you main retain the application for your human resource packet as the compliance office will have your FAXED copy.

10. Drivers will receive training on the DOT mandatory 4 hour classes, Logging, company paperwork, defensive driving, customer service, and equipment orientation. When they return to your office they will need to be given a facility orientation. Background checks will be attempted to be satisfied during their class time or as soon as possible after class is completed. They also will receive their Drug and Alcohol book and their DOT Regulation book at class.
11. Safety Director will issue appropriate Certificates of Training on completion and place in drivers DOT file then place all files in the company files in Louisville office for Miller Bus Service.
12. Drivers will be returned to Indianapolis office with appropriate certificates in hand at which time they can get their facility orientation. THEY CANNOT be scheduled for work at this point as we must await the results of the drug test and have in hand in their file before they go on the schedule.
13. On the drivers first day of work with the company have a statement of hours form completed and faxed immediately to the safety office. This form reports all hours worked for any other employer for the previous 7 days prior to the first day of work with us when they will begin regular logs. This is a duplicate form that has two parts on it, both must be completed and signed and one half goes to the company and the other goes in the drivers log book as his previous 7 day record. This must be in both our possessions BEFORE they get behind the wheel.

#### PREVIOUS MILLER BUS SERVICE EMPLOYEES WHO ARE RE-HIRED

These drivers would already have a DOT file on file with the company. They must be re drug tested, new MVR's run on them, and a letter must be completed on them showing what they did and/or who they worked for during the period they were not employed by us. Verify and copy their current license and physical, and conduct an update road evaluation, submit all to the Compliance office for approval before placing back on the schedule.

All drivers MUST complete training classes outlined by the federal DOT laws and the Safety Department before they drive any equipment on their own. Drivers are not yet employees of the company and do NOT receive compensation for training, as they are still qualifying to become employees.



**MILLER**  
**TRANSPORTATION**

**Alcohol and**  
**Controlled Substance**  
**Program**

**Miller Transportation Drug and Alcohol Policy Requirements** In order to have a successful drug and alcohol testing program, it is important that employees know what is expected of them. The Federal Highway Administration requires Miller Transportation to provide educational materials that explain the requirements of the alcohol and drug testing regulations, and Miller Transportation policies and procedures with respect meeting those requirements.

**Alcohol and Controlled Substance Program.**

Alcohol and Controlled Substance testing is required for all Commercial Driver's License (CDL) holders. All Miller Transportation personnel who must possess a CDL shall be tested for alcohol and controlled substances in accordance with this program. This program is administered by the Personnel Office. Refer any questions regarding this program to the DER, Melissa Stegall at 502-363-0609.

.....  
Alcohol levels are determined by use of an evidential breath-testing device or by blood serum, when needed. Controlled substance testing, by urine specimen, consists of tests for marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). Specimen collection will be conducted in accordance with applicable state and federal law. The Collection procedures are designed to ensure the security and integrity of the specimen provided by each driver, and the procedures strictly follow federal chain of custody guidelines. Moreover, every reasonable effort will be made to maintain the dignity of each driver submitting a specimen for analysis in accordance with these procedures. The situations under which alcohol testing and/or controlled substance testing are conducted are pre-employment, reasonable suspicion, post-accident, and random selection. All drivers are subject to all provisions of this program for alcohol and controlled substance testing.

Alcohol and Drug testing requirements  
for  
Drivers, Part-Time Drivers  
and  
Other Safety-Sensitive Transportation Personnel

**A. 382.103 Applicability** - With a few exceptions, drivers required to have a Commercial Driver's License (CDL) are subject to the controlled substance and alcohol testing rules. A CDL is required for drivers operating a vehicle in excess of 26,000 pounds GVWR, designed to carry 16 or more passengers (including the driver), or of any size, which is used in the transportation of a placardable amount of hazardous material. This extends those currently covered by the rule to include interstate and intrastate truck and motor coach operations, including those operated by Federal, State, local and tribal governments.

**B. Compliance** - An employee must be in compliance while performing safety sensitive functions. An employee is performing a SAFETY-SENSITIVE FUNCTION during any period in which he or she is actually performing, ready to perform or immediately available to perform any of the on-duty functions listed below.

**Safety-Sensitive Function.** Any of those on duty functions set forth in 395.2 On- Duty Time, paragraphs (1) through (7) as listed below.

- (1) All time at a school, terminal, facility, or other property waiting to be dispatched, unless the driver has been relieved from duty by the dispatcher.
- (2) All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs) or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- (3) All time spent at the driving controls of a commercial motor vehicle.
- (4) All time, other than driving time, spent on or in a commercial motor vehicle.
- (5) All time loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, and remaining in readiness to operate the vehicle.
- (6) All time spent performing the driver requirements associated with an accident.
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

### C. Prohibited Alcohol and Controlled Substance Related Conduct Covered By 49 CFR, Parts 382.201 Through 382.215

The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles.

1. 382.201 Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.02 or greater.
2. 382.204 Being on duty or operating a Commercial Motor Vehicle (CMV) while the driver possesses alcohol. This includes the possession of medicines containing alcohol (prescriptions or over the counter), unless the packaging seal is unbroken.
3. 382.205 Using alcohol four (4) hours prior to / or while performing safety-sensitive functions. This includes those performing inspections and work on buses.
4. 382.209 When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post accident test, whichever comes first.
5. 382.211 Refusing to submit to an alcohol or controlled substance test required by post-accident, random or reasonable suspicion testing requirements.
6. 382.213 Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, while the driver uses any controlled substance (except when instructed by a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV)
7. 382.215 Reporting for duty, or remaining on duty, or performing a safety-sensitive function, if the driver tests positive for controlled substances.

### D. Testing Requirements

The guidelines for the laboratory and the Medical Review Officer (MRO)- for reporting alcohol and controlled substance testing results include, but are not limited to, the following:

- **Negative**
- **Positive**
- **Refusal to Test:** A driver; (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing; (2) fail to provide adequate urine for controlled substance testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process. For controlled substances testing, the MRO reports that the specimen was adulterated or substituted. *Adulterated* means a urine specimen is submitted that does not exhibit the physical characteristics of human urine. *Substituted* means a urine specimen is submitted that is not consistent with normal human urine.

- **Negative Dilute:** A specimen with creatinine and specific gravity values that are lower than expected for human urine. Upon notification of a negative dilute controlled substance test result from the MRO, the employee shall be sent for retesting immediately without direct observation. This procedure will be followed in all testing situations.
- **Cancelled:** If a specimen is reported by the MRO as cancelled, the employee may be sent for retesting immediately with direct observation. This procedure will be followed in all testing situations.

An employee who tests positive for a controlled substance (other than that prescribed by a doctor) or has .02 or greater blood alcohol count or refuses to test will be immediately terminated.

### **1. Pre-Employment Controlled Substance Testing**

This testing is given to prospective employees prior to employment in a position requiring a CDL. Prior to the first time a driver performs safety-sensitive functions (such as time spent driving a vehicle, inspecting a vehicle, loading a vehicle, or a pre-employment road test), the driver must submit to testing for controlled substances. No supervisor shall allow a driver to perform a safety-sensitive function unless a controlled substance test result is received from the Medical Review Officer (MRO) indicating a verified negative result.

#### **Testing Guidelines:**

- All documentation remains confidential.
- Upon arrival at the test site, the applicant must remain until testing is completed
- An applicant who tests positive, or refuses to test, is disqualified from further consideration.

### **2. Reasonable Suspicion Testing**

If a supervisor observes employee behavior indicative of alcohol and /or controlled substance abuse, the supervisor must require the employee to obtain testing. The employee is relieved from safety-sensitive functions pending test results.

#### **Testing Guidelines:**

- The supervisor completes the Observed Behavior-Reasonable Cause Form.
- Upon notification by the supervisor, the employee shall proceed immediately to the testing site.
- The supervisor transports the driver to the testing site.
- Should the need exist after MRO office hours, the employee is transported to an alternate testing site.
- Upon arrival at the testing site, the employee must remain until testing is completed or the employee is subject to immediate termination.
- All documentation remains confidential.

- The employee who tests positive, or refuses to test will be immediately terminated. The employee shall be advised by Miller Transportation of the resources available to them in evaluation and resolving problems associated with the misuse of alcohol or use of controlled substances.

**Alcohol** – Alcohol testing is authorized only if the observations are made during, just before, or just after the period of the work day the driver is required to be in compliance.

If a reasonable suspicion alcohol test is not administered within two (2) hours following the observations, Miller Transportation shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight (8) hours, Miller Transportation shall cease attempts to administer the test, and shall prepare and maintain the record listed above.

Only one (1) supervisor or Miller Transportation official is required to make the observations necessary to require the controlled substance or alcohol test. The Federal Highway Administration believes requiring only one (1) supervisor or official to make a reasonable suspicion determination responds to the operational realities of motor carrier operations. The supervisor who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test, in order to preserve protection for the drivers.

### 3. Post-Accident Testing for Alcohol and Controlled Substance

For this testing regulation, an accident is:

- a fatality at the scene
- or an injury receiving medical treatment away from the scene
- a vehicle towed from the scene

After an accident, testing only occurs if any of the following happens:

- The accident results in the loss of life.
- The driver receives a citation for a moving traffic violation arising from an accident that involved:
  - 1) Injury requiring medical treatment away from the scene
  - 2) One or more vehicles having to be towed from the scene.

**Testing Guidelines:**

- Miller Transportation obtains a copy of the police report indicating a fatality or a copy of the citation for a moving traffic violation.
- A driver who is subject to post-accident testing must remain available, or Miller Transportation may consider the driver to have refused to test. The driver, subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

- Upon notification by the supervisor, the employee shall proceed immediately to the test site.
- The supervisor or authorized agent(s) transports the driver to the testing site.
- Upon arrival at the test site, the employee must remain until testing is completed, or the employee is subject to immediate termination.
- All documentation remains confidential.
- The employee who tests positive, or refuses to test, will be immediately terminated. The employee shall be advised by Miller Transportation of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances.

When a required controlled substance test has not been administered within a reasonable time frame following the accident, the following action shall be taken:

<u>Time Elapsed</u>	<u>Action Required</u>
2 hours	If the driver has not submitted to an alcohol test at this time Miller Transportation shall prepare and maintain on file a record stating the reason a test was not promptly administered.
8 hours	Cease attempts to administer alcohol test and prepare and maintain record described above
32 hours	If the driver has not submitted to a controlled substance test at this time, Miller Transportation shall cease attempts to administer the test and prepare and maintain the record described above.

**Important Note:** Nothing in this document (or the rule itself) should be construed as to require the delay of necessary medical attention for injured people following an accident, or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

**Miller Transportation** - Shall provide drivers with necessary post-Accident information, and procedures and instructions, prior to the driver operating a commercial motor vehicle, so that drivers will be able to comply with the requirements of this rule.

The Federal Highway Administration recognizes post-accident tests conducted by Federal, State, and local officials as meeting the requirements of this rule under the following conditions:

1. The official must have independent authority to conduct the test.
2. The test must conform to Federal, State or Local requirements.
3. Alcohol tests require blood or breath samples.
4. Controlled substance test require urine samples.

#### 4. Random Testing

The random-selection process is a computer-generated program using a scientific random function. The program requires that 50 percent of the CDL driver positions are tested annually for controlled substances and that 10 percent are tested annually for alcohol. The average number of driver positions throughout the year determines the total number established in each year's selection pool for CDL drivers.

##### **Testing Guidelines:**

- A scientifically random selection by computer of CDL driver for testing is conducted.
- All documentation remains confidential.
- The supervisor is notified of the selected driver to be tested for alcohol and/or controlled substances.
- The supervisor notified of the selected driver to be tested for alcohol and/or controlled substances.
- The supervisor notifies the randomly selected employee.
- In the supervisor's absence, the next-in line supervisor notifies the randomly selected employee.
- Upon notification by the supervisor, the employee shall proceed immediately to the testing site.
- Failure to comply within Miller Transportation's policy of proceeding immediately to the testing site will result in immediate termination.
- The employee must take picture identification and the Miller Transportation Testing Notification Form to the MRO and, after testing, must return the completed Testing Notification Form to the supervisor.
- Upon arrival at the testing site, the employee must remain until testing is completed, or the employee is subject to immediate discharge.
- If the employee is absent from work on the day of the random selection for testing, the supervisor documents this information and delays notification until the employee returns to work.
- An employee who test positive, or refuses to test, will be immediately terminated. The employee shall be advised by Miller Transportation of the resources with the misuse of alcohol or use of controlled substances.

**Random Alcohol Testing-** Random alcohol testing shall be conducted in accordance with the requirements listed below.

1. Miller Transportation must use a scientific method, such as a random number table which is matched with the driver's social security number.
2. Random alcohol testing shall be administered at a minimum annual rate of 25 percent of the average number of drivers and safety-sensitive transportation position.
3. Miller Transportation shall ensure that random alcohol test are unannounced and reasonably spread throughout the calendar year.
4. Miller Transportation shall ensure that persons selected for random alcohol tests proceed immediately to the testing site upon notification of being selected.



5. The employee shall only be tested for alcohol while the employee is performing safety-sensitive functions, immediately prior to performing or immediately after performing safety-sensitive functions.
6. In the event a person who is selected for a random alcohol test is on vacation or an extended medical absence, Miller can either select another person for testing or keep the original selection confidential until the person returns.

**Random Controlled Substance Testing-** Random controlled substance testing shall be conducted in accordance with the requirements as listed below.

1. Miller Transportation must use a scientific valid method, such as a random number table, which is matched with the driver's social security number.
2. Random controlled substance testing shall be administered at a minimum annual rate of 50 percent of the average number of driver positions.
3. Miller Transportation shall ensure that random controlled substance test are unannounced and spread reasonable throughout the calendar year
4. Miller Transportation shall ensure that drivers selected for random controlled Substance test proceed immediately to the testing site upon notification of being selected.
5. In the event a person who is selected for a random controlled substance test is on vacation or an extended medical absence, Miller Transportation can either select another driver for testing or keep the original selection confidential until the driver returns.

#### **5. Return-to-duty/Follow up:**

It is Miller Transportation's policy that a positive test result for a controlled substance or alcohol will result in immediate termination. Therefore, no return to duty/follow up tests will be offered as an option.

### **E. PROCEDURES FOR THE TESTING OF ALCOHOL**

Testing devices: Test must be conducted with evidential breath test devices (EBTs) approved by the National Highway Traffic Safety Administration (NHTSA).

#### **Screening Test Procedures**

1. Donor is asked to provide identification and sign consent line on testing form.
2. The test number is identified to the donor.
3. The instrument performs a "blank check" (air blank) to confirm that no alcohol is present in the EBT.
4. An individually sealed mouthpiece is opened and attached to the EBT. The employee blows into the mouthpiece until an adequate amount of breath has been obtained.
5. The test result will show on the monitor of the EBT, donor is asked to verify result and signs testing form for verification, test result is printed out of EBT and attached to all copies of the testing form.
6. If the result is under .02, the BAT records the result and no further testing is performed.
7. If the result is .02 or higher, a confirmation test is conducted.

### Confirmation Test Procedures

1. The confirmation test is conducted at least 15 minutes but not more than 30 minutes after the screening test.
2. The confirmation test must be conducted using an evidential breath testing (EBT) instrument that prints out the results, date and time, a sequential test number, and the name and the serial number of the EBT to ensure the reliability of the results.
3. The confirmation test result determines any action taken.
4. Employees who test positive for alcohol (.02 or greater) will be immediately terminated.

### Inability to provide enough breath to complete the breath test

An employee who does not provide enough breath for the test is sent to a physician for a medical evaluation. If the doctor is unable to find a medical explanation for the employee's failure to provide enough breath, the employee will be considered to have refused to take a test, which is prohibited in the FMCSA rules.

## **F. PROCEDURES FOR THE TESTING OF DRUGS**

Drugs that will be tested for include: Amphetamine (Methamphetamine), Marijuana (THC), Cocaine, Opiates (Morphine and Codeine), Phencyclidine (PCP)

### Summary of collection procedures

1. The donor will be asked to show the collector a photo ID (driver's license).
2. The donor will be directed to empty his or her pockets and display the items in them to ensure that no items are present which could be used to adulterate the specimen. If nothing is there that can be used to adulterate a specimen, the employee can place the items back into his or her pockets. If an item could be used to tamper a specimen, the collector must maintain it until the collection process is completed.
3. The donor will be asked to provide a urine specimen in the privacy of a restroom.
4. A "split sample" of urine is collected. In the split sample method the urine specimen is divided into two containers. The purpose of the split sample is to allow the donor the opportunity to the the split portion (bottle b) of the specimen tested at a different certified laboratory, providing the donor with an opportunity for a "second opinion".

NOTE: A donor must provide at least 45 ml (milliliters) of urine. Failure to provide this amount of urine within a specified time period may be considered a refusal to submit to a controlled substance test and the employee is considered to have engaged in actions prohibited by these rules. The donor will have up to 3 hours to provide the minimum amount of urine and may consume up to 40 ounces of fluids. If the donor is still unable to provide a complete sample after 3 hours, the test is stopped and the employer will send the donor for a medical evaluation to determine if there is a legitimate reason for failure to provide a specimen or

there is a refusal to submit a specimen. A report by the examining physician must be provided to the MRO for evaluation. The MRO makes the final decision as to whether this will be deemed a refusal.

5. The collector will seal the corresponding bottles of urine with a seal that is provided on the testing form in the presence of the donor. Each seal has the control number/specimen number that corresponds to the number on the rest of the form. The chain of custody must be completed and shipped with the specimen.

6. The donor will be asked to sign the completed chain of custody. This verifies the specimen bottles were sealed in the donor's presence. The donor is given a copy of the chain of custody. The specimen is then shipped to the laboratory for testing.

#### Direct Observed Collections

Collection of urine specimens must allow individual privacy unless one of the situations listed has occurred. If specimen collection is directly observed, the person must be of the same gender as the employee.

1. The temperature of the specimen is out of range.
2. The collection site person observes behavior that clearly indicates an attempt to alter or substitute a specimen.
3. The specimen provided was considered invalid by the laboratory and there is not an adequate medical explanation.
4. The positive, adulterated or substituted test result was cancelled because the test of the split specimen could not be performed.

### **G. LABORATORY TESTING PROCEDURES**

Every specimen is required to undergo an initial screen followed by a confirmation of all positive screen results. The screen-confirmation process utilizes highly sophisticated techniques to detect minute levels of prohibited substances in urine.

#### Initial Screen Test

49 CFR part 40 requires the use of immunoassay in the initial screen process.

#### Confirmation Test

A confirmation test is performed on all initial positive tests using gas chromatography/mass spectrometry (GCMS). All confirmations must be quantitative in their analysis, which means that the specific, scientific level of drug contained in the collected specimen must be known.

#### Validity Testing

This is a laboratory requirement in which there is an evaluation of the specimen to determine if it is consistent with normal human urine.

1. It is to determine if certain adulterants or foreign substances were added to the urine.

2. If the urine was diluted
3. If the specimen was substituted

#### **H. REQUIREMENT THAT A DRIVER SUBMIT TO TESTING**

All drivers who possess a CDL and are required to be tested by 49 CFR Part 382 must submit to alcohol and controlled substance testing in accordance with Part 382.

#### **I. WHAT CONSTITUTES A REFUSAL AND WHAT ARE THE CONSEQUENCES OF REFUSING?**

##### **Refusing to Submit**

1. Fail to appear for any test (except a pre-employment test) immediately after being directed to do so.
2. Fail to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences.
3. Fail to provide a urine specimen for any drug test. Provided, that an employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences.
4. In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen.
5. Fail to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
6. Fail or declines to take a second test the employer or collector has directed the driver to take.
7. Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 640.193d of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on the basis only if the pre-employment test is conducted following a contingent offer of employment.
8. Fail to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process).
9. Is reported by the MRO as having a verified adulterated or substituted test result.

##### **Consequences for refusing to submit to testing**

Refusing to submit to a required alcohol or drug test will result in immediate termination.

#### **J. Consequences to Persons Engaging in Conduct Prohibited by the Federal Highway Administration Drug and Alcohol Misuse Rules.**

Persons who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to the following consequences:

1. Employees shall not be permitted to perform safety-sensitive functions.
2. Employees shall be advised by Miller Transportation of the resources available to them in evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances.
3. The employee may be evaluated by a Substance Abuse Professional (SAP) who may determine what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substance use.

#### **K. Medical Review Officer (MRO)**

The Miller Transportation Medical Review Officer (MRO) is Occupational Physicians of Louisville, 100 High Rise Drive, Louisville, Kentucky 40213. 502/964-3688 The Medical Review Officer (MRO), a licensed physician (Medical Doctor or Doctor of Osteopathy), is responsible for receiving laboratory results generated by a Miller Transportation's drug testing program. The MRO shall have knowledge of substance abuse disorders, and have appropriate medical training to interpret and evaluate an individual's confirmed positive test result, together with his/her medical history and any other relevant biomedical information.

The responsibilities of the MRO include the following:

- Record arrival and departure times of driver
- Maintains all records accurately, confidentially and securely
- Interprets test results and communicates to Miller Transportation
- Adheres to federal, state and District requirements

**Employee Notification.**- Prior to verifying a "positive" result, the MRO shall make every reasonable effort to contact the employee (confidentially) and afford him/her the opportunity to discuss the test result. If after making all reasonable efforts and documenting them the MRO is unable to reach the employee directly, the MRO shall contact the Designated Employee Representative (DER) who shall direct the employee to contact the MRO as soon as possible (within 24 hours). Under split-sample collection procedures, the employee has 72 hours following notification of a positive result to request that the secondary sample be analyzed. In the event a split sample was not taken, or was of inadequate quality, the original test would be voided and the employee would not be subject to retest. While the primary sample is tested at specific thresholds for each controlled substance, the secondary (split) sample is analyzed only for the presence of controlled substances. If a negative result is reached on the secondary test, the original test results are disregarded.

#### **L. Employee Training**

All employees subject to this program receive materials containing an explanation of the Miller Transportation policy, the Employee Assistance Program (EAP) resources, and pertinent federal and state regulations. Each employee is required to sign for receipt of these written materials.

### M. Supervisor Training

The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or Miller Transportation official who is trained in accordance with the requirements listed below.

1. Miller must ensure persons designated to determine whether reasonable suspicion exists to require a driver to undergo alcohol or controlled substance testing receive at least 60 minutes of training on alcohol misuse and at least 60 minutes of training on controlled substance use.
2. The training shall cover the physical, behavioral, speech and performance indicators of probable cause misuse and use of controlled substances.
3. The training shall be a total of 120 minutes.

## Definitions

**Alcohol:** The intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl and isopropyl alcohol.

**Alcohol Use:** The consumption of any beverage, mixture, or preparation, including any medication containing alcohol.

**Breath Alcohol Technician (BAT):** An individual who instructs and assists in the alcohol-testing process and operates an Evidential Breath-Testing Device (EBT)

**Commercial Motor Vehicle (CMV):** A motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle

- (1) has a gross combination weight of 26,001 or more pounds, inclusive of a tow unit with a gross vehicle weight rating of more than 10,000 pounds.
- (2) has a gross vehicle weight rating of 26,001 or more pounds.
- (3) is designed to transport 16 or more passengers, including the driver or
- (4) is of any size and is used in the transportation of hazardous materials requiring placards

**Confirmation Test:** For alcohol, confirmation testing means a second test, following a screening test with a result of 0.02 or greater that provides quantitative data of alcohol concentration. For controlled substances, confirmation testing means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

**Driver:** Any person who operates a commercial motor vehicle. For the purpose of pre-employment testing, the term *driver* includes a person applying to drive a commercial motor vehicle.

**Employer:** Any person (including the United States, a State, the a District of Columbia or a political subdivision of a State) who owns or leases a commercial motor vehicle or assigns persons to operate such a vehicle, including agents, officers, and representatives of the employer.

**Evidential Breath Testing Device (EBT)** A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath and placed on NHTSA's "Conforming Product's List of Evidential Breath Measurement Devices" (CPL)

**Medical Review Officer (MRO)** A licensed physician (Medical Doctor or Doctor of Osteopathy) responsible for receiving laboratory results generated by an employers drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive

test result together with his or her medical history and any other relevant biomedical information.

**Performing (A Safety – Sensitive Function)** Any period in which the driver is actually performing, ready to perform or immediately able to perform any safety-sensitive function.

**Refusal to Submit (To and Alcohol or Controlled Substance Test)** A driver; (1) fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing; (2) fails to provide adequate urine for controlled substance testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process

**Screening Test (AKA Initial Test)** In alcohol testing it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his or her system. In controlled substance testing it means an immunoassay screen to eliminate “negative” urine specimens from further consideration.

**Substance Abuse Professional** A licensed physician (Medical Doctor or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, employer assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

**“Reasonable Suspicion”** is the belief that the driver has violated the alcohol or controlled substance prohibitions, based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the person.

**Return to Duty/Follow up** – It is Miller Transportation’s policy that a positive test result for a controlled substance or alcohol will result in immediate termination. Therefore, no follow up tests will be offered as an option.



Miller Transportation Inc

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**Facts about  
Alcohol and Drugs  
With Substance-Abuse  
Service Providers Information**

Miller Transportation Inc  
7917 Old Third Street Road  
Louisville, Ky 40214  
(502) 368-5644 - Phone  
(502) 363-0872 - Fax

Miller Transportation Inc  
3801 West Morris Street  
Indianapolis, In. 46241  
(317) 244-8599 - Phone  
(317) 244-8611 - Fax

# FACTS ABOUT DRUGS

## OVER-THE-COUNTER DRUGS

### WHAT IT IS

**Names:** Antihistamines, decongestants, cough syrups, pain relievers, mouthwashes, reducing aids, sleeping aids, stimulants, alcohol, caffeine, look-alikes, act-alikes.

**Type:** Psychoactive.

**Forms:** Tablets, capsules, powders, solutions, sprays, chewing gum.

**Combinations:** Cold and cough preparations with codeine and/or alcohol, with antihistamines and decongestants or with PPA.

Mouthwash with alcohol.

Aspirin with caffeine and/or acetaminophen.

Amphetamine (speed) look-a-like with caffeine.

PPA, ephedrine.

Quaalude (Jude) look-a-like with acetaminophen or aspirin.

Cocaine (coke) look-a-like with caffeine, PPA, ephedrine and benzocaine, lidocaine, procaine or tetracaine.

**Usage:** Swallowed.

Injected.

Sniffed (snorted).

**Legal Status:** Legal.

### WHAT IT FEELS LIKE

Varies from mild single drug effects to extreme combination drug effects. **Warning:** alertness, anxiety, restlessness, confusion, dizziness, numbness, lightheadedness, mild euphoria, drowsiness, relaxation, nausea, headache, hostility, delirium, excitement, body tension. Look-a-like amphetamine: agitation, hallucination. Look-a-like cocaine: rush of euphoria, anxiety.

### WHAT IT DOES

**To Your Mind:** Stimulates or depresses central nervous system, especially respiratory center.

**To Your Body:** Alters heart rate, blood pressure, and breathing, interferes with control of body movements and reflex actions.

**Special Characteristics:** Depressant effect is intensified if antihistamines, alcohol, tranquilizers, and like drugs are combined. Nose sprays effect "nasal rebound effect" and addiction. Cold pills combined with cough syrups can double dose and side effects of all drugs. Small children are strongly affected by alcohol-based drugs. Aspirin should be avoided before surgery. It interacts with various prescription drugs and can cause internal bleeding when combined with alcohol. Aspirin use for children under age 16 with chicken pox or flu can bring on Reye syndrome. Aspirin is the most common cause of accidental poisoning in children. Ibuprofen may have side effects for those allergic to aspirin. PPA can cause heart palpitations. Indocin and PPA can raise blood pressure to life-threatening levels.

### HOW IT CAN HURT YOU

Hypertension, inability to sleep, changes in blood pressure and heart functions, respiratory depression, individual allergic or psychomotor reactions, kidney and liver damage, coma, vomiting, tremors, ulcers, colitis, needle related infections and AIDS.

### WHEN TO GET HELP

- Do you take more medications than is prescribed?
- Is your work or school performance affected by your drug use?
- Are you having problems with family and friends?
- Are you spending more on drugs than you can afford?
- Do you use a variety of drugs?

One yes—and your common sense tells you it's time to get smart about drugs and the rest of your life.

**Fact:** Aspirin is one of the top five drugs involved in emergency room visits for poisoning.

ON THE STREET, OFF THE SHELF, OR FROM YOUR PHARMACY—WHEREVER YOU GET YOUR DRUGS—BEWARE AND TAKE CARE.

# NICOTINE ADDICTION

## Why Tobacco Is A Habit-Forming Drug

If you or anyone close to you smokes cigarettes, you are probably well aware that smoking is a habit, one that takes some effort to break. Through inhalation the chemical components of cigarettes are injected into your lungs, your bloodstream and then your brain. Learning some of the facts about tobacco may encourage you to break the habit in order to lead a healthier life.

### Nicotine Is Habit Forming

Nicotine, one of the main chemical components of tobacco, is a habit-forming drug that draws the smoker into both a physical and a psychological partnership with cigarettes. Once he or she has learned the mechanics of smoking—and it definitely is an acquired technique taking conscious effort on the part of the novice smoker—the smoker may begin to rely on cigarettes for what he believes to be stimulant, relaxation or stress relief. The body becomes chemically addicted to nicotine and the more one smokes, the more difficult it is to quit.

### More Chemicals

The average cigarette generally contains about 8.4 milligrams of nicotine and 15 milligrams of tar. Tobacco smoke also contains as many as 4,000 other naturally occurring gases, particles, and compounds including carbon monoxide, carbon dioxide, hydrogen cyanide, traces of arsenic, and carcinogens.

### Other Sources Of Nicotine

Cigarettes are considered the most harmful form of tobacco use because cigarette smokers usually inhale deeply. But pipes and cigars hold risks of nicotine

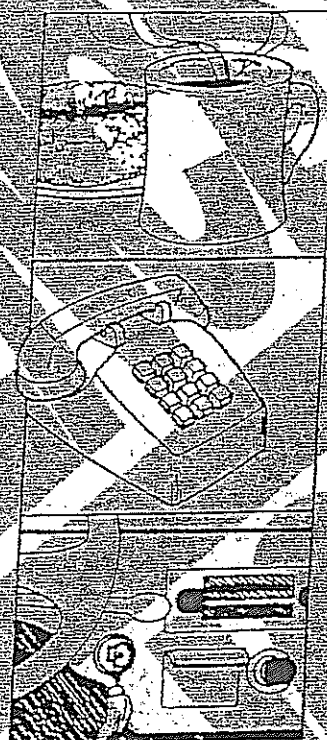
addiction as well. Chewing tobacco and snuff can also cause cancer, gum disease and erosion of the teeth.

### Physical Effects

When inhaled, nicotine stimulates the central nervous system. All of the chemicals in a cigarette move to the brain through the bloodstream in eight seconds, causing a sharp rise in blood pressure and heart rate, constricting of the blood vessels, and reducing sensitivity to pain and stress. Chronic smokers often have impaired senses of taste and smell, less physical stamina, and a poorer execution of motor tasks. Smoking is among the major causes of heart disease and lung cancer, and is the primary cause of chronic bronchitis and emphysema. A smoker's skin ages and wrinkles prematurely, and female smokers have a higher incidence of unsuccessful pregnancies, stillbirths and lower-weight babies.

### Companion Habits

As you become more physically addicted to tobacco, you will develop other habits that reinforce the role of cigarettes in your daily routine. You may not even realize this is happening. A cup of coffee may trigger a move towards a cigarette. You may light up before you begin a phone conversation or before starting your car. These become similar to conditioned reflexes and show that the physical and the psychological go hand in hand in promoting and furthering addiction.



Lighting up is often associated with common everyday activities such as a cup of coffee, answering the phone, or driving.

CITRUS PARLAY INTERNATIONAL

# TRANQUILIZERS

## WHAT IT IS

**Names:** Tranks, downers, antianxiety agents (anxiolytics), happy pills, BZDs, mood modifiers, mood elevators.

### Minor Tranquilizers

**Benzodiazepines I:** Alprazolam (Xanax), chlorazepate (Tranxene), chlordiazepoxide (Librium, Novopoxide), diazepam (E.Pam, Valium, Vivrol), lorazepam (Ativan), oxazepam (Serax), Vs (Valium).

**Benzodiazepines II:** Flurazepam (Dalmane, Novoflupam, Somnol), nitrazepam (Mogadon), temazepam (Restoril), triazolam (Halcion).

**Meprobamate:** Equanil, Meprospan-400, Miltown

**Forms:** Benzodiazepines I - white, creamy or yellow powder, crystalline or fine. Benzodiazepines II - white or yellow crystalline powder. Meprobamate - white powder. Soluble in varying degrees with water and/or alcohol.

**Combinations:** Librax (chlordiazepoxide, chloium bromide) for peptic ulcer, 217 Mep (meprobamate, ASA, caffeine citrate), 282 Mep (217 Mep plus codeine phosphate). When abused, combined with other central nervous system depressants, especially alcohol and barbiturates.

**Usage:** Swallowed as capsule, tablet or liquid. Injected into bloodstream as solution.

**Legal Status:** Legal as manufactured and prescribed.

**Other Forms:** Major tranquilizers are used in managing psychiatric illness. Unlike minor tranquilizers, their effects do not mirror sedative/hypnotic drugs. Combined with alcohol and other depressants, however, side effects are intensified.

## WHAT IT FEELS LIKE

Relaxation and calmness, (mild euphoria with diazepam, more intense with meprobamate), drowsiness, fatigue, hostility, dizziness, depression, blurred and

double vision, confusion, memory loss, hallucinations.

## WHAT IT DOES

**To Your Mind:** Activates specific brain receptors.

**To Your Body:** Interferes with control of movements.

**Special Characteristics:** Diazepam is often substituted for methaqualone (Ludes, 714s, Quaalude) when sold on the street. Small amounts of alcohol can be lethal when interacting with benzodiazepines. Heroin addicts and recovering alcoholics use Diazepam to achieve mild intoxication. Benzodiazepines can alleviate side effects of withdrawal from other drug abuse.

## HOW IT CAN HURT YOU

Loss of coordination, altered speech, confusion, coma. Withdrawal effects: Tremors, altered speech, rapid heart rate, blood pressure drop, headache, mood swings, tension, nightmares, nausea, rash, loss of sexual function, apathy, increased toxic effects in combination with other CNS depressant drugs.

Death from effects of combinations of tranquilizers and other drugs such as alcohol, or from driving under the influence.

## WHEN TO GET HELP

- Do you find it hard to cope without a pill?
- Is your work or school performance affected by your drug use?
- Are you having problems with family and friends?
- Do you use a variety of drugs?

One, yes, and your common sense tells you it's time to get smart about drugs and the rest of your life.

**Fact:** Tranquilizers are the most widely prescribed psychotherapeutic agents in the world, and are most involved in suicide attempts and accidental overdoses.

ON THE STREET, OFF THE SHELF, OR FROM YOUR PHARMACY, BUT WHEREVER YOU GET YOUR DRUGS, BEWARE AND TAKE CARE.

# MARIJUANA

## WHAT IT IS

Names: Cannabis sativa, hashish, hashish oil, marijuana, Mary Jane, Acapulco Gold, ace, bhong, Colombian, ganja, grass, hemp, Indian, Jamaican, jive, joint, Mexican, Maui wowie, Panama red, Panama Gold, pot, reefer, ragweed, sativa, sinse, tea, Thai sticks, weed, roach, hash, hash oil, honey oil, weed oil.

Type: Hallucinogen.

Forms: Grey-green to green-brown dry leaf, resin oil, leaf oil.

Combinations: With PCP, "supergrass," killer weed"; with opium, "O.J.;" with heroin, "atom bomb," "A-bomb."

Usage: Inhaling by smoking a joint, bong or pipe. May be cooked or baked in foods and eaten.

Legal Status: Illegal.

Other Forms: The prime psychoactive element of cannabis, Tetrahydrocannabinol (THC), is administered in gelatin capsules for medical research, testing of nausea treatment related to cancer chemotherapy, glaucoma, epilepsy and muscle spasm due to multiple sclerosis or spinal cord injury.

## WHAT IT FEELS LIKE

Feelings of contentment and relaxation may be accompanied by loss of inhibition, bouts of laughter, continuous talking, increased sensitivity to audio and visual effects, increased sensitivity of touch, smell, taste and movement. Confusion, disorientation, recent memory loss, reduced attention span, lack of balance and stability, loss of muscle strength, shaking, anxiety, and paranoia may occur with higher dosages.

## WHAT IT DOES

To Your Mind: Distorts perception of reality.

To Your Body: Increases heart rate, lowers blood pressure, limits control of movement.

## HOW IT CAN HURT YOU

Heart-related effects. Asthma, bronchitis, damage to respiratory system and tissue. Reddening of eyes, change in sex drive, infertility. Changes in body temperature, hallucinations, slowed reaction time.

Delusions, panic, toxic psychosis, activation of latent schizophrenia which may continue indefinitely.

Amotivational syndrome, memory loss with possible permanent brain damage.

Death of self and others due to driving under the influence, especially when combined with alcohol.

Dependence can develop as a psychological craving.

Unborn children of mothers who use cannabis may develop congenital defects or experience delayed development after birth.

## WHEN TO GET HELP

- Do you think about how and when you're going to smoke again?
- Do you worry if no marijuana is available?
- Is your job or school performance affected?
- Do you spend more and more money on pot?
- Have you been stopped for driving under the influence?

One Yes, and your common sense tells you it's time to get smart about drugs and the rest of your life.

Fact: Cannabis is the most abused psychoactive drug by students, after alcohol.

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# HALLUCINOGENS

## WHAT IT IS

**Names:** Cannabis (THC, marijuana), LSD (lysergic acid diethylamide, blotter, tile, windowpane, acid), peyote (mescaline), MDA (methylenedioxyamphetamine), MDMA (XTC, ecstasy, Adam), PCP (phencyclidine), PMA (paramethoxyamphetamine, death drug), STP (DOM), TMA (trimethoxyamphetamine), psilocybin (magic mushroom, shroom), fly agaric mushroom (amanita muscaria), atropine alkaloids, DMT (dimethyltryptamine) harmaline, ketamine.

**Type:** Hallucinogens, psychotomimetic, psychedelic

**Forms:** Natural plant derivations, partial and total synthetics as powders, solutions, pills, vapors.

**Usage:** Sniffed (snorted), injected into bloodstream (mainlining), muscle or under skin (skin popping), smoked, swallowed, applied to membrane surfaces, cooked into foods, chewed.

**Legal Status:** Illegal except for licensed research, medical applications and ritual use of peyote by the Native American Church.

**Other Forms:** Ketamine is injected as anesthetic. Atropinic alkaloids control spasms, gastrointestinal problems, salivary and lung secretions, parkinsonism, dilate pupils for eye exam, prevent motion sickness.

## WHAT IT FEELS LIKE

Unpredictable alterations of mood, thought and perceptions of time, space, and self. Produces vivid distortions of all senses ranging from extreme excitement and joy to absolute terror in the same session and varying from session to session. Sensory experiences combine so that what is heard is also seen. Initial episodes are often negative, a "bad trip". Depending upon drug, episodes last from minutes to days, effects from hours to weeks.

## WHAT IT DOES

**To Your Mind:** Disrupts and/or dissociates mental processes.

**To Your Body:** Disrupts systems variously from altered heart rate to convulsions.

**Special Characteristics:** All drugs in this category produce unpredictable effects. Risk is increased by deliberate mislabeling.

## HOW IT CAN HURT YOU

Many illegally manufactured hallucinogens are sold on the street as substitute drugs, creating unpredictable risks for buyers. Effects are individual to each user. Psychic and physical reactions are not predictable. Depression can be mild or severe. Psychosis can last for months. Flashbacks can return anytime.

Death can result from convulsions, poisonous dose levels, bizarre accidents and murder, suicide, driving under the influence, fatal effects of substitution or altered manufacture of drugs, lethal effects of combinations of drugs.

Unborn children of mothers who take hallucinogens may be aborted, born with abnormalities, or experience delayed development.

## WHEN TO GET HELP

- Do you think about how and when you're going to use hallucinogens again?
- Is your work or school performance affected?
- Are you having problems with family and friends?
- Are you spending more on drugs than you can afford?
- Do you also use other drugs?

One yes, and your common sense tells you it's time to get smart about drugs and the rest of your life.

Face. All hallucinogens produce unpredictable, negative effects.

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ON THE STREET, OFF THE SHELF, OR FROM YOUR PHARMACY—WHEREVER YOU GET YOUR DRUGS—BEWARE AND TAKE CARE!

# SPEED/AMPHETAMINES

## WHAT IT IS

**Names:** Amphetamine, speed, methamphetamine, bennies, black beauties, copilots, crystal, dexies, eye openers, lid poppers, meth, pep pills, uppers, wake-ups, Dexedrine, Desoxyn.

**Type:** Central nervous system stimulant.

**Forms:** White crystalline powder, soluble in water, slightly soluble in alcohol. (Methamphetamine is freely soluble in water and alcohol.) Off-white to yellow coarse powder, crystals, and chunks. Capsules or tablets of various colors.

**Combinations:** With barbiturates, "goofballs" with methamphetamine or cocaine and heroin, "speed-balls" with LSD and PCP.

**Usage:** Swallowed (capsules, tablets).

Injected into bloodstream (solution).

Sniffed (powder), "snorted."

**Legal Status:** Illegal except for licensed medical treatment of narcolepsy, childhood behavior disorders, parkinsonism, epilepsy, in some states.

fainting, sweating, fever, convulsions, coma, hemorrhage.

**Special Characteristics:** Methamphetamine "run" of three to five days produces euphoria replaced by agitation on second day, along with frightening visual images and exhaustion. Amphetamine "run" psychosis may bring on uncontrollable violent behavior similar to paranoid schizophrenia.

## HOW IT CAN HURT YOU

Chronic sleep problems, nervousness, Nutritional deficiency, skin rash, high blood pressures, Paranoia, chronic amphetamine psychosis, decreased emotional control, severe depression, Needle-related hepatitis, infection, Acquired Immune Deficiency Syndrome (AIDS), collapsed and blocked blood vessels, overwork of body systems.

Death from suicide induced by psychic depression, collapse of blood vessels in brain, heart failure, extreme fever, violent accidents and murders.

Dependence arises from tolerance and cross-tolerance, and taking additional drug to stop withdrawal effects, risking return of psychosis.

## WHAT IT FEELS LIKE

Rush of pleasure similar to orgasm or electric shock (after injection). Reduced appetite. Increased alertness, euphoria, excitement, sensitivity, power, altered sex drive. Restlessness, dizziness, confusion, depression, irritability. Paranoia, distorted perceptions, visions.

## WHAT IT DOES

**To Your Mind:** Overstimulates central nervous system.

**To Your Body:** Increases heart rate, breathing rate. Effects irregular heartbeat and breathing. Dry mouth, foul taste, diarrhea. Appetite suppression. Retraction of gum tissue. Impotence. Increased urine output.

## WHEN TO GET HELP

- Do you use speed regularly?
- Do you think about how and when you're going to use speed again?
- Is your work or school performance affected by your drug use?
- Are you having problems with family and friends?
- Do you spend more on speed than you can afford?
- Do you use drugs in addition to amphetamines?

Once yes, and your common sense tells you it's time to get smart about drugs and the rest of your life.

**Fact:** Speed users reach a plateau where no pleasure is possible.

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ON THE STREET, OFF THE SHELF, OR FROM YOUR PHARMACY—WHEREVER YOU GET YOUR DRUGS—BEWARE AND TAKE CARE.

# FACTS ABOUT DRUGS

## HEROIN

### WHAT IT IS

Names: Heroin, dust, "H," horse, junk, smack, shit, scag, Mexican mud, China white, black tar.

Type: Semisynthetic narcotic pain killer, opiate.

Forms: Fine, white crystalline powder, water soluble and bitter tasting.

Combinations: With amphetamines, "bombitas" with cocaine, "dynamite," "speedball," "whizbang" with marijuana, "atom bomb," "A-bomb."

Usage: Injected (water solution) into bloodstream, "mainlining."

Under skin, "skin popping," or into muscle.

Sniffing (powder), "snorting."

Smoking (vapor), "chasing the dragon."

Swallowing (powder wrapped in tissue or bread).

Legal Status: Illegal in U.S. for all use, legal in some countries for extreme cancer or other pain and for regulated maintenance of addicted users.

### WHAT IT FEELS LIKE

An immediate, powerful orgasmic rush, followed by peacefulness, lack of pain, euphoria, leading to drowsiness (a "nod"), inactivity, inability to concentrate, small pupils, droopy eyelids, limited vision, slowed breathing, nausea and vomiting, lack of appetite, constipation, reduced sex drive, increased impatience, itching or burning on skin, low body temperature, sweating.

### WHAT IT DOES

**To Your Mind:** Metabolizes into morphine and depresses central nervous system, suppressing pain sensation and relieving anxiety.

**To Your Body:** Affects both gastrointestinal and respiratory systems, causing constipation and slow breathing.

**Special Characteristics:** Repeated use develops

tolerance to nausea and vomiting. Then, tolerance to desired effects also develops, requiring increased dosage.

### HOW IT CAN HURT YOU

Drowsiness may progress to coma, irregular breathing and heartbeat, respiratory and cardiac arrest. Slowed breathing may lead to oxygen starvation and brain damage. Needle infection may cause collapsed veins, tetanus, hepatitis, endocarditis or Acquired Immune Deficiency Syndrome (AIDS).

Death results from overdose which brings on lung and heart complications. Overdose can result from purchase of impure and/or unpredictable street drugs.

Dependence develops even when "chipping" using heroin infrequently and in low doses. The tolerance which develops causes progression to higher doses. Fear of withdrawal creates dependence itself. Withdrawal and abstinence reduce tolerance for only a brief period.

Psychological dependence can be prolonged after withdrawal with depression, anxiety, inability to sleep, lack of appetite, restlessness and craving for the drug.

### WHEN TO GET HELP

- Do you think about how and when you're going to use heroin again?
- Is your work or school performance affected by your drug use?
- Are you having problems with family or friends?
- Do you spend more on heroin than you can afford?
- Do you use drugs in addition to heroin?

One "yes" and your common sense is all it takes to know it's time to get smart about heroin and the rest of your life.

Of all similar drugs, you are most likely to become addicted to heroin.

ON THE STREET, OFF THE SHELF, OR FROM YOUR PHARMACY—WHEREVER YOU GET YOUR DRUGS—BEWARE AND TAKE CARE.



# Substance-Abuse Service Providers

Jefferson County, Kentucky  
Elizabethtown, Kentucky  
Louisville, Kentucky



## SUNDAYS

Left Hand Traditions  
E-Z Duz It Club  
1939 Lower Hunters Trace  
8:30 a.m.

Metro Traditions Group  
Token III Club  
4014 Dutchmans Lane  
9 a.m.

Sunday Morning Discussion  
York Towers  
Second and York Streets  
9 a.m.

Horse Shoe  
Floyd County Token Club  
506 Pearl Street  
New Albany, IN  
10:30 a.m.

Shaky Table  
E-Z Duz It Club  
1939 Lower Hunters Trace  
10:30 a.m.

Corydon, IN  
Next Step Bldg.  
1200 Maple Street  
10:30 a.m.

Sunday Breakfast Group NS  
Holiday Inn  
1041 Zorn Avenue  
9 a.m. (Breakfast)  
Meeting: 10:30 a.m.

Tee Pee Group  
Jeffersonville Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
11 a.m.

Applegate Lane Group  
5700 Applegate Lane  
11 a.m.

Greater Falls City Group  
Token III Club  
4014 Dutchmans Lane  
11 a.m.

Ice House  
1400 South Shelby Street  
11 a.m.

Mustard Seed  
(Breakfast Meeting)  
3705 Bells Lane  
11 a.m.

Happy Hour (Men's)  
The Healing Place  
1000 West Market Street  
12 noon

Happy Hour (Women's) (NS)  
The Healing Place  
1607 West Broadway  
12 noon

Shawnee Group (NS)  
Old St. Columba  
3514 West Market Street  
4 p.m.

We Are Never Alone (NS)  
Token III Club  
4014 Dutchmans Lane  
4 p.m.

Hopetully Open (NS)  
Musicians Hall  
1436 Bardstown Road  
4:30 p.m.

Monogram Group  
Pigeons Roost  
5700 Applegate Lane  
6 p.m.

Group 19  
Grace Central United Methodist Church  
201 South Peterson Avenue  
6 p.m.

Frankly Open  
Musicians Hall  
1436 Bardstown Road  
6 p.m.

Hand of Hope Group  
Our Lady of Consolation Church  
10801 Decary Road  
6 p.m.

12 Step  
1939 Lower Hunters Trace  
6 p.m.

Happy Joyous Female (Women)  
Third Lutheran Church  
7864 Frankfort Avenue  
6 p.m.

Mail Group  
Token III Club  
4014 Dutchmans Lane  
6:30 p.m.

Sunday Nite AA (NS)  
St. Francis in the Fields Episcopal Church  
6710 Wolf Pen Branch Road  
7 p.m.

UBU Bethany Church (NS)  
3938 Southern Parkway  
7 p.m.

Mid-City  
Liberty House (Basement)  
531 East Liberty Street  
7 p.m.

AA Literature Study Group  
1126 South Sixth Street  
7 p.m.

Metro Eminence Public Library  
Eminence, KY  
7 p.m. (Winter months)  
8 p.m. (Summer months)

Simply AA Group  
511 Indiana Avenue  
Jeffersonville, IN  
7:30 p.m.

St. Albert the Great Group (Cafe)  
1405 Techmy Lane  
7 p.m.

Port Hill Fellowship  
Ice House  
1400 South Shelby Street  
7:30 p.m.

Mr. Washington Group (NS)  
United Methodist Church  
Mr. Washington, KY  
7:30 p.m.

Sunday Nite BB  
Baptist Hospital Past Care Unit  
4000 Kresge Way  
7:30 p.m.

Fellowship Group  
St. Bernard's Catholic Church  
7500 Tangelo Drive  
7:30 p.m.

12 & 12 Group  
St. Augustine Church  
Corner of Chestnut and Locust Streets  
Jeffersonville, IN  
8 p.m.

Henryville Group  
St. Francis Catholic Church  
Corner of Highway 160 and 31 W.  
Henryville, IN  
8 p.m.

Northside  
Floyd County Token Club  
506 Pearl Street  
New Albany, IN  
8 p.m.

Shively Group  
St. Helen's Catholic Church  
4005 Dixie Highway  
8 p.m.

Don't Do It Alone Group  
Pigeon Roost  
5700 Applegate Lane  
8 p.m.

Corydon Group  
Formerly American Legion Hall  
1200 Maple Street  
Corydon, IN  
8 p.m.

Big Book Study Group  
Token III Club  
4014 Dutchmans Lane  
8 p.m.

Footprints  
Care Center  
3705 Bells Lane  
8 p.m.

We Need It  
Baptist Tabernacle  
2854 West Market Street  
8 p.m.

No Name Group (NS)  
Holy Spirit Catholic Church  
3345 Lexington Road  
8:15 p.m.  
Newcomer (same location)  
8:15 p.m.

K.I.S.S.  
Jeffersonville Token Club  
511 Indiana Street  
Jeffersonville, IN  
10 p.m.

## MONDAYS

Gratitude Group  
Token III Club  
4041 Dutchmans Lane  
7:30 a.m.

Monday Morning  
Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
10:30 a.m.

Serenity  
Floyd County Token Club  
506 Pearl Street  
New Albany, IN  
10:30 a.m.

Courage to Change  
Immaculate Heart of Mary Church  
34th and Chauncey Streets  
10:30 a.m.

Fresh Start Newcomer  
Pigeon Roost  
5700 Applegate Lane  
10:30 a.m.

Baxter Avenue Group (NS)  
Advent Episcopal Church  
901 Baxter Avenue  
10:30 a.m.

Ice House  
1400 South Shelby Street  
10:30 a.m.

Suzette's Monday Morning Ladies Group  
Token III  
4014 Dutchmans Lane  
11 a.m.

Lunch Bunch  
Jeffersonville Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
12 noon

Shelby Street BB  
Ice House  
1400 South Shelby Street  
12 noon

Brown Bag (NS)  
Epiphany All-Purpose Bldg.  
914 Old Harbors Creek Road  
12 Noon

Let's Get Serious  
E-Z Diner Club  
1939 Lower Hunters Trace  
12 noon

Happy Hour Women  
1607 West Broadway  
12 noon

Happy Hour Men's  
1000 West Broadway  
12 noon

Monday at One 12 & 12 Study Group  
Token III Club  
4014 Dutchmans Lane  
1 p.m.

Accessible Group, BB  
Cosmopolitan Bldg., Room 10  
981 South Third Street  
1 p.m.

Grapevine Group  
Token III Club  
4014 Dutchmans Lane  
5 p.m.

Grapevine Group (NS)  
Holy Spirit Gym Bldg.  
3345 Lexington Road  
6 p.m.

Free House  
Twice Told (Back Room)  
1604 Bardstown Road  
6 p.m.

Solutions (NS)  
James Lee Church  
1741 Frankfort Avenue  
6 p.m.

Matt Talbot  
Talbot House  
520 West St. Catherine Street  
6 p.m.

I've Been There Women's Group  
1939 Lower Hunters Trace  
6:30 p.m.

Hopes for Healing (NS)  
1607 West Broadway  
6:30 p.m.

The Healing Place  
1020 West Market Street  
6:30 p.m.

Ladies' Nite Out  
Pigeon Roost  
5700 Applegate Lane  
7 p.m.

Blue Chip Group (NS)  
Christ Church (rear)  
Breckinridge Street and Barret Avenue  
7:30 p.m.

Stop in Buechel Group  
Buechel Presbyterian Church  
4032 Bardstown Road  
7:30 p.m.

Library Discussion Group  
Floyd County Token Club  
506 Pearl Street  
New Albany, IN  
8 p.m.

New Beginnings Group (NS)  
TADAC  
600 Preston Street  
7:30 p.m.

Monday Nite 12 Step Group  
St. James Episcopal Church  
Third and Main Streets  
Shelbyville, KY  
8 p.m.

Minors Lane Group (NS)  
Minors Lane Baptist Church  
8500 Minors Lane  
8 p.m.

Monday Nite (Men's)  
Pigeon Roost (downstairs)  
6106 Price Lane  
8 p.m.

# Meetings

How We Do It Step  
Token III Club  
4014 Dutchmans Lane  
5:30 p.m.

Coming Alive  
Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
5:30 p.m.

12 & 12  
Ice House  
1400 South Shelby Street  
6 p.m.

Self-Will Run Riot Group  
Christ United Methodist Church  
4514 Brownsboro Road  
6 p.m.

Second Street BB  
York Towers  
Second and York Streets  
6:30 p.m.

Surrender Group (Women's)  
St. Paul Episcopal Church  
219 East 11th Street  
New Albany, IN  
6 p.m.

Newcomer  
Token III Club  
4014 Dutchmans Lane  
6:30 p.m.

Double Talk (NS)  
Clifton Heights Baptist Church  
2917 Cleveland Boulevard  
7 p.m.

Stain Glass  
Calvary Lutheran Church  
1838 Bardstown Road  
7 p.m.

YMCA  
4th Floor  
10th and Chestnut Streets  
7 p.m.

Look to this Day Group  
Our Lady of Lourdes Church  
510 Breckenridge Lane  
7:30 p.m.

Tangelo Group (NS)  
St. Bernard's School (rear)  
7501 Tangelo Drive  
7:30 p.m.

Churchill Group  
Holy Name Church (Café)  
Fourth and Heywood Streets  
7:30 p.m.

Henryville Group  
St. Francis Church  
Hwy. 160 and 31W  
Henryville, IN  
7:30 p.m.

Top of the Hill  
CARITAS Peace Center  
2020 Newburg Road  
7:30 p.m.

Taylorsville Group  
All Saints Church  
Main Cross Street  
Taylorsville, KY  
7:30 p.m.

Lime Kiln Group (NS)  
The Temple  
5101 Brownsboro Road  
7:30 p.m.

Grace Group  
Grace Lutheran Church  
452 26th and Bank Streets  
8 p.m.

U-Turn Group (NS)  
St. Aloysius Church  
307 Plum Street  
Shepherdsville, KY  
8 p.m.

Central Group  
St. Matthews Church  
687 East St. Catherine Street  
8 p.m.

Next Step Bldg.  
1280 Maple Street  
Corydon, IN  
8 p.m.

Tuesday Nite Token Group  
511 Indiana Avenue  
Jeffersonville, IN  
8 p.m.

Beargrass Discussion Group  
Token III Club  
4014 Dutchmans Lane  
8 p.m.

Henry County Group  
Eminence Methodist Church  
424 North Main Street  
Eminence, KY  
8 p.m.

Palmyra Fellowship Group  
Crusade Bldg. Workshop  
Palmyra, IN  
8 p.m.

Progress Group  
Salem United Church of Christ  
3408 Newburg Road  
8 p.m.

Northside  
Floyd County Token Club  
117 East Main Street  
New Albany, IN  
8 p.m.

We Have Hope  
Fort Hill Ice House  
1400 South Shelby Street  
8 p.m.

Brownsboro Group (NS)  
Second Presbyterian Church  
3701 Brownsboro Road  
8 p.m.

St. Thomas Study Group  
St. Thomas Episcopal Church  
9616 Westport Road  
8 p.m.

Cherokee Road (NS)  
Highland Presbyterian Church  
Highland Avenue and Cherokee Road  
8 p.m.

Iroquois Group  
Iroquois Presbyterian Church  
978 Palatka Road  
8 p.m.

St. Matthews Group  
St. Matthews Episcopal Church  
330 North Hubbards Lane  
8 p.m.

Suburban (Men's)  
Trinity High School Community Arts Bldg.  
4011 Shelbyville Road  
(on North Sherrin Avenue)  
8 p.m.

Valley Station Group  
St. Paul's Church (Café)  
6901 Dixie Highway  
8 p.m.

Maryville Group  
Pigeon Roost  
5760 Applegate Lane  
8 p.m.

Better Days (convent basement)  
1934 Alfresco Place  
8 p.m.

Sober Today Group  
Big Book Study  
St. James Church  
Highway 146  
LaGrange and Maple Avenues (corner)  
Pewee Valley, KY  
8 p.m.

Crawford County  
Life's Pathway Bldg  
Carefree, IN  
8 p.m.

# Meetings

Camp Taylor Group  
Saffin Center  
3938 Poplar Level Road  
8 p.m.

Dupont 12 & 12 Group  
Token III Club  
4014 Dutchmans Lane  
8 p.m.

Wednesday Nite Group  
Pigeon Roost  
5700 Applegate Lane  
8 p.m.

Goldsmith Lane Discussion Group  
(Men only)  
St. Pius Catholic Church School  
(Limited Smoking)  
3521 Goldsmith Lane  
8 p.m.

Center Group (NS)  
1319 Missouri Avenue  
Jeffersonville, IN  
8 p.m.

LaGrange Group (NS)  
LaGrange Christian Church  
214 North First Street  
LaGrange, KY  
8 p.m.

Middletown Singles  
St. Luke's Episcopal Church  
1206 Maple Lane  
Anchorage, KY  
8 p.m.

Crums Lane Group  
Shively United Methodist Church  
3107 Crums Lane  
8 p.m.

Sister Ignatia Group (NS)  
Calvary Episcopal Church  
821 South Fourth Street  
8 p.m.

Portland Group  
St. Cecilia Church (Bingo Hall)  
25th and Slevin Streets  
8 p.m.

Ice House  
1400 South Shelby Street  
8 p.m.

Downtown Group  
Our Lady of Perpetual Help Church (Basement)  
1722 Scheller Lane  
New Albany, IN  
8 p.m.

Campbellsburg City Hall  
Hwy. 421  
Campbellsburg, KY  
8 p.m.

Bellingers  
Care Center  
3705 Bells Lane  
8 p.m.

Mt. Saint Francis Group  
Basement of Youth Bldg.  
Mt. St. Francis Bldg.  
8 p.m.

Charlestown Group  
St. Michael School  
Monroe and Park Streets (Corner)  
Charlestown, IN  
8 p.m.

Over The Hump BB 12 & 12  
Hill Street Baptist Church  
24th and Cedar Streets  
8 p.m.

Caution Light  
Hillview City Hall (Downstairs)  
298 Prairie Drive  
8 p.m.

Give Away Group  
Townes Club  
173 North Main Street  
Scottsburg, IN  
8 p.m.

Miracle on Market  
Wayside Christian Mission (Cafe)  
822 East Market Street  
8:30 p.m.

## THURSDAYS

Mary Hall Newcomer (Women's)  
4014 Dutchmans Lane  
9:30 a.m.

Chairman's Choice  
Next Step Bldg.  
1200 Maple Street  
Corydon, IN  
10 a.m.

BB Study  
E-Z Duz It Club  
1939 Lower Hunters Trace  
10 a.m.

Been There Done That Group  
Floyd County Token Club  
506 Pearl Street  
New Albany, IN  
10:30 a.m.

Lampton Group  
Lampton Baptist Church  
Fourth and Breckanridge Streets  
10:30 a.m.

Survivor Group  
Pigeon Roost  
5700 Applegate Lane  
10:30 a.m.

Ice House  
1400 South Shelby Street  
10:30 a.m.

Mary Hall Group (Women)  
Token III Club  
4014 Dutchmans Lane  
10:45 a.m.

Campus Group (U of L) (NS)  
Interfaith Center  
12 noon

Lunch Bunch  
Jeffersonville Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
12 noon

Let's Get Serious  
E-Z Duz It Club  
6605 Lower Hunters Trace  
12 noon

Happy Hour (Women's) (NS)  
1607 West Broadway  
12 noon

Happy Hour (Men's) (NS)  
1000 West Market Street  
12 noon

Thursday Afternoon BB Study Group (NS)  
Token III Club  
4014 Dutchmans Lane  
3 p.m.

Think Before You Drink  
Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
5:30 p.m.

Dr. Opinion BB Study Group  
Southeast Christian Church  
920 Blankenbaker Road  
6 p.m.

Early Thursday Group  
Second Presbyterian Church  
1701 Brownsboro Road  
6 p.m.

12 & 12  
Twice Told Coffeehouse (Back room)  
1604 Bardstown Road  
6 p.m.

12 & 12 Book Study Group  
Pigeon Roost  
6106 Price Lane  
6 p.m.

12 & 12  
Floyd County Token Club  
506 Pearl Street  
New Albany, IN  
10:30 a.m.

Women's Luncheon Group (Bring sandwich)  
St. Matthew Episcopal Church  
330 North Hubbards Lane  
11:30 a.m.

Ladies' Step Group (NS)  
St. Thomas Church  
9616 Westport Road  
12 noon

T.G.L.F.  
Token III Club  
4014 Dutchmans Lane  
12 noon

VA Irregular Discussion  
Token Club  
506 Pearl Street  
New Albany, IN  
12 noon

Basement Group  
New Hope Church  
1228 South Jackson Street  
12 noon

Lunch Bunch Group  
Jeffersonville Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
12 noon

Let's Get Serious  
E-Z Duz It Club  
6605 Lower Hunter's Trace  
12 noon

Happy Hour (Women's) (NS)  
1607 West Broadway  
12 noon

Happy Hour (Men's) (NS)  
1000 West Market Street  
12 noon

Corydon Next Step Bldg.  
Maple Street  
Corydon, IN  
2 p.m.

Live & Let Live Step Group  
Token III Club  
4014 Dutchmans Lane  
4 p.m.

T.G.L.F.  
Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
5 p.m.

St. Mark's Group  
Ice House  
1400 South Shelby Street  
5:30 p.m.

12 Steps for Better Living Group (NS)  
Holy Spirit School  
322 Cannon Lane  
6 p.m.

Newcomer  
Highland Presbyterian Church  
1011 Cherokee Road  
6:30 p.m.

Newcomer (NS)  
Token III Club  
4014 Dutchmans Lane  
6:30 p.m.

Hope for Healing (NS)  
1607 West Broadway  
6:30 p.m.

Principles in All Our Affairs (NS)  
St. Matthew United Methodist Church  
319 Browas Lane  
7 p.m.

Pride, Fairness Campaign Bldg.  
2263 Frankfort Avenue  
7 p.m.

G.O.D. (NS)  
First Baptist Church of Jeffersontown  
10500 Watterson Trail  
Jeffersontown, KY  
7 p.m.

Newcomers Group (NS)  
St. Matthew's Episcopal Church  
330 North Hubbards Lane  
7:30 p.m.

Alcoholics Only  
James Lee Church  
1741 Frankfort Avenue  
7:30 p.m.

Speak Easy Group (NS)  
Ascension Lutheran Church  
13725 Saebyville Road  
7:30 p.m.

Sunset Group  
Serenity House  
204 Sunset Avenue  
Clarksville, IN  
7:30 p.m.

Friday Nite Live Group  
Springdale Church  
7812 U.S. 22 Old Brownsboro Road  
8 p.m.

Mary's Discussion Group  
Floyd County Token Club  
506 Pearl Street  
New Albany, IN  
8 p.m.

You and Us Group  
St. Helen's Church  
4005 Dixie Highway  
8 p.m.

Cane Run Group  
Parkview Methodist Church  
2020 Gars Lane  
8 p.m.

Lytle Street Presbyterian Church (Basement)  
3200 Portland Avenue  
8 p.m.

Friday Family Discussion  
4014 Dutchmans Lane  
8 p.m.

Highland Peace Group  
Highland Presbyterian Church  
1011 Cherokee Road  
8 p.m.

Okolona Group (NS)  
St. Rita's Church  
3709 Preston Highway  
8 p.m.

Stepping Stones Group  
Care Center  
3703 Bells Lane  
8 p.m.

Gateway Group  
Calvary Lutheran Church  
1838 Bardstown Road  
8 p.m.

36th Street Group  
Acaica Church  
3514 West Market Street  
8 p.m.

Celler Dweller's Group  
Baptist Church (next to post office)  
Eminence, KY  
8 p.m.

Center Group  
207 13th Street  
Jeffersonville, IN  
8 p.m.

Corydon Group  
Formerly American Legion Hall  
Maple Street  
Corydon, IN  
8 p.m.

11th Step Group  
St. Paul United Methodist Church, Room 12  
2000 Douglass Boulevard  
8 p.m.

Sellersburg Group (NS)  
Library  
430 North Indiana, Highway 31  
Sellersburg, IN  
8 p.m.

Colony Way Group  
Token III Club  
4014 Dutchmans Lane  
8 p.m.

Northside  
Floyd County Token Club (Upstairs)  
506 Pearl Street  
New Albany, IN  
8 p.m.

Ice House  
1400 South Shelby Street  
8 p.m.

Why Not Group  
Jeffersonville Token Club  
511 Indiana Avenue  
Jeffersonville, IN  
8 p.m.

Miller Lane Group  
Main Street (Above Post Office)  
Bedford, KY  
8 p.m.

Sobriety First  
St. Albans Episcopal Church (Basement)  
9004 Beulah Church Road  
8 p.m.

Corydon  
Next Step Bldg.  
1200 Maple Street  
Corydon, IN  
8 p.m.

We Care  
Care Center  
3705 Bells Lane  
8 p.m.

30th & Market Group (NS)  
Baptist Tabernacle  
2854 West Market Street  
8 p.m.

Pewee Valley Group  
Pewee Valley Presbyterian Church  
119 Central Avenue  
Pewee Valley, KY  
8 p.m.

Afterglow Group  
Musicians Hall  
1436 Bardstown Road  
10:30 p.m.

We Came Together Group (NS)

Pigeon Post  
5200 Applegate Lane  
10:30 p.m.

Agape Group  
Token III Club  
4014 Dutchmans Lane  
10:30 p.m.

Other Chance Group

Henderson House  
715 Main Street  
Shelbyville, KY  
7:30 p.m.

New Beginnings  
Jane Todd Hospital  
Hospital Hill  
Greensburg, KY  
7:30 p.m.

## MONDAYS

Restored to Sanity  
Pleasant View Baptist Church  
2600 Virginia Avenue  
11:30 a.m.

Caring Thru Sharing (NS)  
Bardstown Road Presbyterian Church  
1722 Bardstown Road  
12 noon

Faith Group (NS)  
TADAC Cafeteria  
600 South Preston Street  
7:30 p.m.

Serenity Group  
CARITAS Peace Center  
2020 Newburg Road  
7:30 p.m.

Against All Odds (NS)  
Ibrahim Muhammad Ali Boulevard  
7:30 p.m.

Point of Freedom  
Salvation Army, Social Services Bldg. Annex  
323 South Brook Street  
10:30 p.m.

Leitchfield, Kentucky  
Senior Citizens Bldg.  
Old Hospital  
Market Street  
Leitchfield, KY  
8 p.m.

Dope or Us  
Token Club  
501 Pearl Street  
New Albany, IN  
8 p.m.

## TUESDAYS

Gratefully Dedicated (NS)  
Zion Baptist Church  
2260 West Muhammad Ali Boulevard  
12 noon

## SUNDAYS

Spiritual Not Religious Group (Seasonal)  
Cherokee Park at Hogan's Fountain  
(next to Pavilion)  
1 p.m.

Serenity on Sunday (NS)  
Grace Hope Presbyterian Church  
Clay and Breckenridge Streets  
1:30 p.m.

Outan Left Field  
Resurrection Academy  
4305 Poplar Level Road  
6 p.m.

Miracle on 22nd Street  
Hicklet Temple A.M.E. Zion Church  
2105 West Jefferson Street  
7 p.m.

The NA Meeting (NS)  
Grace Immanuel Church  
1612 Story Avenue  
7:30 p.m.

Walkin' & Talkin' Recovery (NS)  
4909 Indian Trail Community  
Baptist Church Annex  
8 p.m.

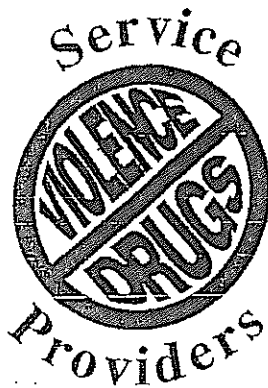
Home Sweet Home  
Next Step Bldg.  
1200 Maple Road  
Corydon, IN  
5:30 p.m.

Saturday Night Live (NS)  
Greater Good Hope Baptist Church  
1100 South 26th Street  
7:30 p.m.

Step Up Group (NS)  
The Healing Place  
1000 West Market Street  
8 p.m.

Take It E-Z  
E-Z Duz It Club  
1939 Lower Hunters Trace  
8 p.m.

Basic Meeting (NS)  
Salvation Army  
311 East Main Street  
(E.S.T.) 7:30 p.m.



## Al-Anon Family Groups for Families and Friends of Alcoholics

4400 Bishop Lane, Suite 104  
Louisville, KY 40218  
Telephone: (502) 458-1234

Office Hours: Closed holidays and weekends  
Monday–Thursday, 10 a.m. to 4 p.m.  
Friday, 10 a.m. to 1 p.m.  
Summer–Beeper keeps office always in touch

Purpose: Helping families and friends of alcoholics

Service Area: Southern Indiana, Louisville, and Jefferson, Oldham, Shelby, Bullitt, and Henry counties in Kentucky

Services: We provide information such as lists of Al-Anon mailings and speaker lists. Al-Anon publications are for sale and distribution. Volunteers are available to share their experience, strength, and hope to solve common problems.

Eligibility: Relatives and friends of alcoholics whose lives have been affected by someone else's drinking

Accessibility: Office is located off the Wanserson Expressway. Al-Anon meetings are held throughout the service area.

Transportation: Al-Anon does not provide transportation. Members often share transportation.

Fees: Al-Anon is self-supporting through its own contributions.

How to Apply: Just attend a meeting and you are a part of the group.

## Alpha Counseling Services, LLC

4520 Bardstown Road  
Louisville, KY  
Telephone: (502) 452-1551  
Fax: (502) 452-1531

## Aponte and Associates, Inc.

Joseph F. Aponte, Ph.D.  
Catherine E. Aponte, M.A.  
Medical Arts Building  
1169 Eastern Parkway, Suite 2216  
Louisville, KY 40217  
Telephone: (502) 456-5797

Office Hours: By appointment, evenings, and Saturday appointments are available.

Purpose: General practice of psychology with special experience with substance abuse and families of substance abusers; marital therapy.

Service Area: Southern Indiana, Louisville area

Services: Psychological testing, individual therapy, family therapy, group therapy, consultation.

Eligibility: Open

Fees: Please call

## Baptist Hospital East/ Chemical Dependency Program

1000 Kresge Way  
Louisville, KY 40207  
Telephone: (502) 896-7135  
Access Center: 896-7105 (24 hours)

Hours: 8 a.m. to 7 p.m. for hospital  
24 hours for Access Center line

Assessment only for adolescents

Free concerned persons group (three sessions) are available. Call for further information.

## Bridgehaven

1423 South Fourth Street  
Louisville, KY 40208  
Telephone: (502) 637-1454

Office Hours: 8:30 a.m. to 4:30 p.m.

Purpose: Psychological rehabilitation

Service Area: Seven county area, Southern Indiana

Services: Psychological rehabilitation; partial hospitalization; medication review; outpatient, group, and individual psychotherapy

Eligibility: Major mental illness, not a danger to self or others; not actively abusing substances

Transportation: Bus

Fees: Insurance/Sliding scale is based on ability to pay

How to Apply: Call Director of Admissions at (502) 637-1454

## Charter Hospital of Louisville

1405 Brownstone Lane  
Louisville, KY 40207  
Telephone: (502) 896-0495

Office Hours: 24 hours a day

Purpose: Provide full continuum of substance abuse/dual diagnosis services

Service Area: Kentucky and Southern Indiana, primarily

Services: Inpatient detoxification and rehabilitation; partial hospitalization; individual and group outpatient therapy; 13-month after-care program; free initial assessments and family program; AA/NA involvement; multidisciplinary treatment team consists of psychiatrist, nurses, psychologists, certified addiction therapists; activity therapist, dietitian, social workers, and family therapist; codependency services available on inpatient and outpatient basis.

Accessibility: Disabled accessible

Transportation: Provided by client; however, Charter will provide transportation for emergency situations

Fees: Variable rates, contact the office

How to Apply: Contact intake office at (502) 896-0495



## Rehabilitation and Recovery, Inc.

1169 Eastern Parkway  
Medical Arts Building, Suite 1138  
Louisville, KY 40217  
Telephone: (502) 451-3932

Office Hours: Monday through Friday, 9 a.m. to 5:30 p.m.; Saturday, 9 a.m. to 4 p.m.  
Telephone is answered 24 hours a day.

Purpose: Psychiatric evaluations; substance-abuse evaluations; and counseling for adults, adolescents, and families.

Services: Drug/Alcohol recovery groups; individual sessions; education; family dynamics; communications, job-search; career planning; and anger-management groups

Staff: Certified alcohol and drug counselors, psychiatrists, social workers, certified criminal justice specialist, communication specialists, and other professionals within our Daus and Associates Organization

Eligibility: All persons

Accessibility: Disabled-on TARC, Transit line—unlimited parking

Fees: Call for more information; a sliding-fee scale is available.

How to Apply: Call 451-3900 for an appointment. Ask for James Armstrong, CADC

## Riffe Counseling and Consulting Services

106 Fairmeade Road  
Louisville, KY 40207  
Telephone: (502) 895-9095  
Contact: Dr. David Riffe

Office Hours: 10 a.m. to 10 p.m.  
Monday through Friday

Purpose: To provide counseling (specializing in anger management and domestic violence) and training workshops

Services: Alcohol/Drug abuse (adult and child), family, individual, and marital counseling. Groups: parenting, adolescent conduct disorder, adjustment reaction, domestic violence

Eligibility: Private pay or third-party reimbursement; Children, adolescents, adults, and families

Transportation: On bus line

Fees: Call for exact information

How to Apply: Call (502) 895-9095.

## John P. Soban Therapy Services

1169 Eastern Parkway  
Medical Arts Building, Suite 3358  
Louisville, KY 40217  
Telephone: (502) 458-8348

Office Hours: 9:30 a.m. to 8 p.m.

Purpose: Marriage, family, individual, and substance abuse therapy

Services: Counseling, education

Eligibility: All persons by appointment

Accessibility: Disabled—on transit line

Transportation: Plenty of free parking

Fees: \$65

How to Apply: Call for an appointment.

## Dr. Donald T. Stokes and Associates, Inc.

194 Bishop Lane, Suite 505  
Louisville, KY 40218  
Telephone: (502) 459-6675

Office Hours: 8 a.m. to 4:30 p.m.,  
24 hours a day

Purpose: Counseling in chemical dependency

Services: Assessment, intervention, counseling for families, individuals, groups; after-care for individual clients and other family members

Eligibility: Adolescents and adults

Accessibility: Disabled accessible

Fees: Call for more information.

How to Apply: Call for an appointment.

## Patrick Whelan

1238 E. Broadway  
Louisville, KY 40204  
Telephone: (502) 584-0757  
(812) 967-4199

Office Hours: By appointment  
24 hours a day

Services: Individual and group counseling for adults and adolescents, specializing in chemical dependency and its effects on the family

Fee: Call for more information.

How to Apply: Call for an appointment.

## Jefferson County Public Schools

Employee Assistance Program  
Department of Business Affairs/Benefits Unit  
3332 Newburg Road  
Louisville, KY 40218  
Telephone: (502) 485-3436

Office Hours: 8 a.m. to 5 p.m.

Purpose: Assist employees with problems that may be affecting their ability to do their job effectively, including alcohol and substance abuse

Service Area: All employees of Jefferson County Public Schools

Services: Confidential referral to outside counseling agencies under contract with the District

Fees: None for first three visits; subsequent visits may require health insurance coordination.

How to Apply: Call the Business Affairs Office at 485-3168 or the Benefits Unit at 485-3436 and ask to speak to an EAP intake counselor.

Your signature below indicates that you have received a copy of Miller Transportation's Drug and Alcohol Policy and a list of Substance Abuse Service Providers.

---

Signature

---

Print Name

---

Date

## **PROCEDURES FOR SAFETY MANAGEMENT CONTROL**

Beginning with the primary employment of a driver, required background checks for employment and safety are checked and drivers must have a current physical and are sent for a pre-employment physical. After the basic paperwork is done, all drivers must attend an orientation class for the company regarding policies and procedures, as well as orientation to our equipment. As outlined in accordance with the DOT regulations, our drivers have instruction both in classroom and in the field in Whistle Blowing, Hours of Service, Nutrition and drug awareness, and driver qualifications. All also sit for classes in the Smith System of Safe Driving, Defensive Driving Techniques, Passenger service and safety, and Log Book Procedures. In addition they then spend at a minimum of three training runs with other regularly employed seasoned drivers, before they go out on their own. This process is recorded with the Safety Director and upon completion, each is issued a certificate and a driver release form is filed with the dispatcher for the driver to get regularly dispatched.

Regular annual driver license checks are done on all drivers, mechanics, and wash personnel as well as all are included in the random drug pool. On top all Management personnel have been trained in Drug Awareness and monitor all employees. Miller does incorporate a drug and alcohol policy and program that is in accordance to and or stricter than federal requirements.

Randomly the Safety department pulls drivers to inspect their logs and paperwork as well as verifying that all current information on the driver is up to date to the best of their knowledge. The in house safety department, to insure that policies and procedures for driving, pick-up and drop-off of groups, on time service, and equipment appearance and safety are maintained, also performs Field checks and monitoring. A full disciplinary action program is in place to reprimand operators whom are not in compliance.

We have enclosed additional attachments to further outline the above procedures.

## Safety And Compliance Summary

Miller Transportation Bus Service Safety and Compliance is maintained and overseen by Miller Transportation Inc of Louisville, Kentucky. Along with an on-site person in Indianapolis to carry on daily monitoring of scheduling, activities, and drivers log verification; Miller Transportation Bus Service utilizes the services of the Miller Transportation Inc. Safety Program for Driver Qualification, Training, and Accident Investigation. Policies adopted and enforced by Miller Transportation Inc have also been adopted for Miller Transportation Bus Service.

Miller Transportation Inc. Safety Department's Safety Manager oversees the Safe, reliable, Clean, Courteous and on-time service to our customers. Further, all Operators, Office Staff, Service, and Maintenance Personnel are charged with the responsibility of insuring the safety of passengers, employees, property, and those coming in contact with the system. The Safety Manager is authorized and directed to develop, implement, and administer a comprehensive and coordinated Safety and Training Program to prevent, control, and resolve unsafe conditions, which may occur. This authority includes the right to stop any operation immediately, which the Safety Manager feels is unsafe. It is employees's responsibility to fully cooperate with the Safety Manager and provide them with any requested information to assist in any investigation that is being conducted.

A program has been set in place along with the cooperation of the company's insurance carrier, which sets details of Minimum Driver Hiring Requirements. This outline is available for review at any time and includes items such as minimum age requirements, Driving Record Checks, Background checks, Physical Examinations, Pre Employment Drug Tests, and Training Requirements for New Hire Drivers as well as Tenured Drivers. All Operators are monitored for performance and safety on a regular basis for Motor Vehicle Records, Driver Performance, Accidents, Customer Complaints, Log Violations, Drug and Alcohol Testing, and Company and D.O.T. Compliance.

**EVIDENCE OF INSURABILITY**  
 LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT PROJECT  
 (Use separate form for each Agency or Brokerage agreeing to provide coverage)

Names Insured: Miller Transportation, Inc Employee ID: \_\_\_\_\_  
Miller Bus Service, Inc  
 Address: 7917 Old Third St Rd Phone: 800.544.3383  
Louisville, Ky 40214

Project to be insured: CHARTER BUS SERVICE

In lieu of obtaining certificates of insurance at this time, the undersigned agrees to provide the above Named Insured with the minimum coverage listed below. These are outlined in the Insurance and Risk Management of Part V (Special Conditions), including all requirements, and conditions:

Coverage	Minimum Limits and Policy Requirements	Limits Provided To Insured	Name of Insurer	A.M. Best's Code	Rating
CGL	\$3,000,000/per occ. \$5,000,000 aggregate	\$5,000,000/occ. \$500,000/agg.	Protective		A+
AUTO	\$5,000,000/per occ.	\$5,000,000	Protective		A+
WC	Statutory w/endorsement for Employer's Liability for \$500,000/per occ.	\$2,000,000	KESA		

The Risk Management Provisions Insurance and Indemnification required provisions, statements regarding insurance requirements, and the undersigned agrees to abide by all provisions for the coverage's checked above unless stated otherwise when submitting.

Agency or Brokerage Sure - Line Services, Inc Name of Authorized Representative CAROLYN MILLER  
 Street Address \_\_\_\_\_  
 City Louisville State Ky Zip 40214  
 Telephone Number \_\_\_\_\_  
 Authorized Signature [Signature]  
 Date 12/18/18

NOTE: Authorized signatures may be the agent's if agent has placed insurance through an agency agreement with the insurer. If insurance is brokered, authorized signature must be that of authorized representative of insurer.  
**CONTRACT MAY NOT BE AWARDED IF A COMPLETED AND SIGNED COPY OF THIS FORM FOR ALL COVERAGE'S LISTED ABOVE IS NOT PROVIDED.**

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/18/2012

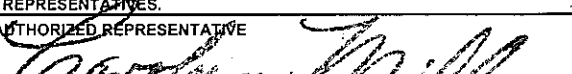
<b>PRODUCER</b> Sure Linc Services, Inc. 7917 Old Third Street Road  Louisville KY 40214		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
<b>INSURED</b> MILLER TRANSPORTATION INC., MILLER TRANSPORTATION BUS SERVICE, INC. 7917 THIRD STREET ROAD LOUISVILLE, KY 40214		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: PROTECTIVE INS CO	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	TD000043	09/27/2012	09/27/2013	EACH OCCURRENCE	\$ 5,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 5,000,000
						PRODUCTS - COMP/OP AGG	\$ INCL
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> COLLISION <input checked="" type="checkbox"/> OTHER THAN COLL	TD000043	09/27/2012	09/27/2013	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
A		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	TD000043	09/27/2012	09/27/2013	AUTO ONLY - EA ACCIDENT	\$ 5,000,000
						OTHER THAN EA ACC AGG	\$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	MA1329	09/27/2012	09/27/2013	EACH OCCURRENCE	\$ 5,000,000
						AGGREGATE	\$
							\$
							\$
							\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A		OTHER GARAGE KEEPERS	TD000043	09/27/2012	09/27/2013	600,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b>  LEXINGTON FAYETTE COUNTY GOV'T 200 E MAIN  LEXINGTON, KY 40507	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE 
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# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/18/2012

<b>PRODUCER</b> Sure Linc Services, Inc. 7917 Old Third Street Road  Louisville KY 40214	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> MILLER TRANSPORTATION 7917 OLD THIRD STREET ROAD  LOUISVILLE, KY 40214	INSURER A: <b>KESA, THE KY WORKER'S COMP FUND</b>	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
							\$
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC100-0000500-2013A	01/01/2012	01/01/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	
						E.L. EACH ACCIDENT	\$ 2,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 2,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ATTN: CANDACE WALFORD

## CERTIFICATE HOLDER

LEXINGTON FAYETTE COUNTY GOV'T  
 200 E MAIN  
  
 LEXINGTON, KY 40507

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Kimberly Helman*

**PRODUCER**  
Sure Linc Services, Inc.  
7917 Old Third Street Road  
  
Louisville KY 40214

**INSURED**  
MILLER TRANSPORTATION  
7917 OLD THIRD STREET ROAD  
  
LOUISVILLE, KY 40214

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: KESA, THE KY WORKER'S COMP FUND	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	WC100-0000500-2013A	01/01/2013	01/01/2014	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

ATTN: CANDACE WALFORD

**CERTIFICATE HOLDER**

**CANCELLATION**

LEXINGTON FAYETTE COUNTY GOV'T  
200 E MAIN  
  
LEXINGTON, KY 40507

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Kimberly Holman*



**Lexington Parks and Recreation**

**School Bus price List**

**Bid Invitation 173-2012**

All trips originating from Lexington, KY and up to 8 hours of service. Price is per bus.

<b>Destination</b>	<b>Price for Up to 8 Hours of Service</b>
Carter Caves	\$605
Cincinnati (not Kings Island)	\$560
Frankfort	\$425
Georgetown	\$390
Kings Island	\$625
KY Down Under	\$650
Local Lexington	\$360
Extra pick-up	\$30
Extra stop	\$20
Louisville	\$560
Natural Bridge	\$475
Newport, KY	\$560
Nicholasville	\$390
Shakertown	\$425

<b>Camp Kearney</b>	
Full Day	\$412
AM only	\$320
½ day	\$370