

# SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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## **POLICY 3.04.10 USE OF MOTOR VEHICLES**

(O.R.C. 124.71 and 4509.51)

### I. Use of Personal Vehicles

- A. Employees who are required by their job description to use a privately owned vehicle for Board business must meet all the following requirements:
  - 1. Be 18 years of age or older
  - 2. Have an appropriate and valid motor vehicle operator's license
  - 3. Carry, as a minimum, vehicle liability insurance in accordance with the Scioto County Insurance Plan and Ohio law
  - 4. Have an acceptable driving record; no employee may transport service recipients if the employee has six or more points on his/her driving record.
  
- B. To ensure that employees adhere to the requirements above, the follow must be kept in the employees' personnel files:
  - 1. A copy of an appropriate and valid motor vehicle operator's license
  - 2. A document from an insurance company verifying current minimum insurance coverage
  - 3. A driver's abstract obtained annually by the Human Resources office
  
- C. Employees whose job descriptions do not require the use of a privately owned vehicle for Board business shall not do so, unless current documentation listed in B above, is maintained in his/her personnel file.

### II. Use of Board affiliated Vehicles

- A. No employee shall use, or permit the use of, a Board-affiliated vehicle for any purpose other than Board business, unless the Superintendent grants express permission.
  
- B. An employee who discovers any problems with the operating condition of a Board-affiliated vehicle is required to report such condition to his/her supervisor or the Superintendent as soon as possible after discovery.
  
- C. Employees who are required by their job descriptions to transport service recipients or other citizens in Board-affiliated vehicles must meet the following criteria, at a minimum:

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1. Have an acceptable driving record. No employee may transport service recipients if the employee has six or more points on his/her driving record.
  2. Be 18 years of age or older
  3. Have a valid Commercial Driver's license
- D. Employees required to have a Commercial Driver's License shall have annual physical examinations as required by state and federal statutes. The results of these examinations will be kept in the Human Resources Office.
- III. Requirements for All Employees Driving on Board Business
- A. Employees and all passengers must use mandated safety restraint systems, including car seats for children as required by law.
  - B. Employees will adhere to safe and courteous driving practices while operating Board-affiliated vehicles or private vehicles on official Board business. Employees operating a motor vehicle on Board business must obey all traffic laws at all times.
  - C. Traffic fines or arrests for illegal or improper use of vehicles are the sole responsibility of the employee. Reckless or destructive operation of vehicles is grounds for disciplinary action as outlined in this Manual.
  - D. Any employee on Board business involved in any traffic accident, either moving or stationary, shall make an immediate verbal report, to his/her supervisor or the Superintendent, unless circumstances prevent otherwise, and comply with the Board's Drug-free Workplace policy. A complete written report shall be submitted in compliance with other applicable policies and procedures.
  - E. Employees shall not consume any intoxicating or reflex altering substances while operating a Board-affiliated or privately owned vehicle on official Board business.
  - F. It is the employee's responsibility to maintain current, appropriate documentation regarding driving on Board business in his/her personnel file. Failure to do so may result in disciplinary action.

*Replaces: PPM Sections 4.06 Use of Motor Vehicles and 4.07 Transportation of Consumers Other Than on Buses, Adopted 5/9/2001*