

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 9.13

BOARD VEHICLE DRIVER CITATION

Purpose:

This policy was developed to outline the responsibilities of any board employee who is training, certified or licensed and approved to drive a board vehicle.

Policy:

- A. Drivers must report any/all citations issued to them, including citations issued while driving their personal vehicle, to the Director of Transportation no later than the close of the following working day after receiving the citation. The Director of Transportation shall complete a semi-annual driver record check for all drivers, which will be maintained for a minimum of six (6) years and will be shown to the individual driver upon request.
- B. All citations occurring while driving a Board vehicle (hereinafter defined as vehicles that are "owned, rented, or leased" by the Board) will be reviewed by the Director of Transportation as to mitigating circumstances. The driver will be placed on administrative leave with pay while the incident involving the citation is being investigated.
- C. Drivers who are cited for speeding while driving a Board vehicle will be subject to the following disciplinary action:
 - 1st Offense -- Three (3) days off without pay
 - 2nd Offense -- Fifteen (15) days off without pay
 - 3rd Offense -- Termination

Any speeding citation will result in a suspension for the first and second offense as noted above and, in the event of a third offense, an indefinite suspension pending final disposition of the citation. If the citation is upheld, the employee will be automatically terminated.
- D. Any moving violation while driving a Board vehicle, other than speeding, will result in a three-day suspension for each citation up to a total of six (6) points in a two (2) year period. Three such suspension will result in automatic dismissal.
- E. If a driver is cited for driving under the influence of alcoholic beverages, drugs, etc., whether driving their personal vehicle or a Board vehicle, the employee will be terminated.
- F. All crashes must be immediately reported to the police department in whose jurisdiction the crash occurred, and to the Director of Transportation. All required paperwork must be completed as soon as possible. Failure to do so will result in automatic dismissal.

- G. Authenticated citizen calls or complaints (from persons who leave their name and phone number) regarding a driver while in a board vehicle will be considered non-chargeable reports and, will be placed in the appropriate driver's file for reference in case of future citation(s). If two or more complaints are received regarding the same driver, the Director of Transportation will issue a non-disciplinary Instruction and Cautioning to that driver, as a first offense.
- H. Any driver deemed uninsurable by the Board's insurance carrier shall be demoted to a non-driving position if available, or terminated.

Adopted: 6/24/85
Revised: 9/25/2000
10/25/2000

References:
OAC: 3301-83-06
OAC: 3301-83-21