

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy

Section 10.6

### USE OF BOARD VEHICLES

1. The use of Board vehicles (hereinafter defined as vehicle(s) that are “owned, rented, or leased” by the Board) shall be strictly controlled by the Superintendent/designee and shall be restricted to official Board business purposes only. Employees shall not permit family members or friends to operate or ride in Board-owned vehicles unless specifically authorized.
2. Employees operating a Board vehicle are required to have a proper and valid Ohio motor vehicle operator’s license. The Superintendent may obtain a driver’s abstract from the Bureau of Motor Vehicles for any applicant or employee operating Board vehicles.
3. An employee who operates a Board vehicle shall exercise caution and responsibility and shall adhere to all safety regulations. Reckless or destructive operation of vehicles is grounds for disciplinary action including termination as outlined in this policy.
4. Any equipment or vehicular accident, including those involving two Board vehicles, must be reported to the supervisor immediately.
5. Any citation received by an employee, who is operating a Board vehicle, must be reported to the supervisor immediately. Traffic fines or arrests for illegal or improper use of Board vehicles are the sole responsibility of the employee.
6. Failure to report accidents, citations or equipment damage, malfunctions or needed repairs may result in disciplinary action. Reports must be made to the Transportation Supervisor.
7. Any Board employee operating a Board vehicle shall be subject to the random drug and alcohol screening policy of the Board. Fees for such testing shall be the responsibility of the Board.
8. Any Board employee shall be subject to the right to operate program vehicles based on his/her driving record. Employees who operate Board vehicles shall report citations resulting in driving points to their immediate supervisor even if it occurred while driving personal vehicles. An employee who has charged against him/her a total of eight (8) points or more within a period of two (2) years from the date of the first conviction shall be denied operation of any Board vehicle for a period of two (2) years.

9. Drivers who are cited for speeding while driving a Board vehicle will be subject to the following disciplinary action:

1<sup>st</sup> offense -- Three (3) days off without pay

2<sup>nd</sup> offense -- Fifteen (15) days off without pay

3<sup>rd</sup> offense -- Termination

Any speeding violation 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.

10. 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 with a maximum of twelve (12) points in a ten (10) year period. Three such suspensions will result in automatic dismissal.
11. If a driver is cited for driving under the influence of alcoholic beverages, drugs, etc., the employee will be terminated.

Adopted: 1/26/98

Revised: 9/25/2000