

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

USE OF COUNTY VEHICLES

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County Vehicles - Generally:

1. Vehicles titled to, purchased or leased by, or insured by or through the County Commissioners, and privately-owned vehicles operated on the County's behalf, shall be subject to regulation by the Board of County Commissioners. "Operated on the County's behalf" means operated by County employees in the course of their employment with the County.
2. All vehicles owned or leased by the County shall be plainly marked as the property of the County, except law enforcement undercover vehicles.
3. All offices and departments are required to work through the Commissioners' Office for licenses, title transfers, etc., once a vehicle is purchased or leased.
4. Vehicles may be provided for those officials, department heads, and employees who require transportation in the course of their duties.
5. Employees who use their personal vehicle will be reimbursed on a mileage basis at the authorized rate (see Section 5.09 herein). Insurance coverage for personal vehicles used on County business shall be the responsibility of the owner of the vehicle. All employees who use their own vehicle on County business shall show proof of liability insurance to the Sandusky County Personnel Office in the amounts of at least \$100,000 per person, \$300,000 per accident, and \$50,000 property damage or a combined single limit of not less than \$300,000.00. No mileage reimbursement will be made until a current certificate of insurance is on file in the Sandusky County Personnel Office.
6. Individual offices and departments may establish their own vehicle policies, but shall be no less stringent than those contained herein.

B. Assignment of County Vehicles:

1. Vehicle assignments will be made based on written request which provides documented justification. Approval will be based on transportation needs, emergency requirements, call-out availability, after hour's meetings, cost effectiveness, or factors otherwise determined by the Board of County Commissioners.

Employees driving vehicles not permanently assigned to them must sign out the vehicle after obtaining approval of the SCAA to whom the vehicle is assigned.

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2. Permanent vehicle assignments shall be reviewed annually by the Board and the appropriate elected official during the budget appropriations process. All permanent vehicle assignments shall be reported to the County Auditor for income tax purposes. Employee's assigned vehicles that do not qualify as non-personal use vehicles shall comply with IRS rules and filed with the County Auditor's Office in meeting these rules. All employees who have permanently assigned vehicles shall keep a daily record of any personal use of the vehicle. This shall include, but not be limited to, commuting to and from work. All costs associated with personal use must be added as income to the employee's W-2 statement. The records shall also include maintenance, insurance, fuel, etc. Failure to maintain and provide such information may result in loss of use of the vehicle.

C. Qualifications For Using County Vehicles:

1. All operators of County owned or leased vehicles shall be at least eighteen (18) years of age.
2. All drivers must have a current, valid Ohio driver's license that covers the type of vehicle to be operated. A copy of the employee's license must be placed in the employee's personnel file. All applicants applying for a position in which driving is an essential function shall have a current, valid Ohio driver's license that covers the type of vehicle to be operated. A copy of the applicant's license shall be provided to the appointing authority at the time of hire.
3. All employees driving a County vehicle and/or any other vehicle for County business will be subject to having their license and driver's record checked for accidents, violations, suspension, revocation, assignment points, and any other (job-related) information contained therein by either the Board of Commissioners or the employee's appointing authority as they deem necessary.
4. Effective April 5, 1995, any driver who is convicted of driving under the influence of alcohol or controlled substances, or reckless operation, regardless of whether the incident occurs within the scope of employment, shall not be permitted to operate a County vehicle or a privately-owned vehicle on the County's behalf for a period of thirty (30) calendar days, unless the court imposes a greater suspension. In that case, the court-imposed suspension shall apply. In addition, if the offense involved driving under the influence of alcohol or a controlled substance, the Personnel Director will provide the driver reference(s) to available counseling and treatment program(s). If the employee seeks treatment or care, the County will not bear the cost (other than benefits that may be provided by health insurance for a covered

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employee). Any driver convicted of a second violation under this section will not be permitted to operate a County vehicle or a vehicle on behalf of the County for thirty-six (36) months [three (3) years], unless the court imposes a greater suspension. In that case, the court-imposed suspension shall apply. Operation of a County vehicle or a privately owned vehicle on the County's behalf while under the influence of alcoholic beverages or controlled substances is prohibited. An employee who violates this prohibition is subject to immediate discharge from employment. Drivers operating commercial motor vehicles (CMV) are also subject to the County's commercial driver's license (CDL) testing policy.

5. Drivers with any combination of three (3) moving violations/convictions or at fault accidents within an eighteen (18) month period shall be placed on driving probation notice, and are required to complete a remedial and/or defensive driving course(s). Such course(s) must be approved by the Personnel Director, and must not be taken on County time or at County expense. Probation shall be for a period of one (1) year. Any further violation or accident will result in a revocation of driving privileges for a two (2) year term, from the date of the most recent accident.
6. A revocation of driving privileges can result in termination of employment, should the operation of a motor vehicle be an essential part of employment duties, as determined by the SCAA.
7. Drivers with any combination of four (4) moving violations/convictions or at fault accidents, as determined by the Accident Review Committee, within any eighteen (18) month period shall not operate a County-owned, leased or privately-owned vehicle on the County's behalf for a period of two (2) years from the date of the most recent conviction or accident.
8. In addition to losing driving privileges, an employee may be disciplined for moving violations, convictions, or causing or being involved in at fault accidents in a County-owned or County-leased vehicle, or a private vehicle operated within the scope of employment with the County. Such discipline may include discharge, where warranted. Furthermore, an employee who loses driving privileges may be discharged from a position that requires driving as an essential function of that position.

D. Use of Vehicles:

1. County owned or leased vehicle shall not be used for any purpose other than official County business.

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2. Each employee who operates a County vehicle or privately-owned vehicle on the County's behalf as part of their job, either regularly or occasionally, is required to report any suspensions or revocations of that employee's driver's license, in writing, to the department supervisor or SCAA regardless of whether the incident occurred within the scope of their employment or during non-work time. The SCAA who receives this information will notify the Sandusky County Personnel Office in writing.
 3. Use of alcoholic beverages or controlled substances immediately prior to or during operation of a County vehicle is prohibited. Alcoholic beverages shall not be transported in a County vehicle. Any employee convicted of operating a County vehicle while under the influence of alcohol or drugs will be subject to immediate dismissal.
 4. Safety belts shall be worn by all operators and passengers at all times in County vehicles or privately owned vehicles being used to conduct County business.
 5. Turn signals and warning signals shall be utilized by all vehicle operators. Vehicle headlights shall be used during periods of limited visibility or any time the vehicle windshield wipers are in use.
 6. The operator of a vehicle shall be responsible for reporting to the proper person or seeing that any service, safety, or maintenance items are corrected on the vehicle.
 7. Vehicle operators are responsible for the appearance, interior and Exterior cleanliness, and general condition of the vehicle.
 7. Operators of County vehicles or privately owned vehicles on the County's Behalf shall obey all traffic and motor vehicle laws.
- E. Accidents Involving County Vehicles and Traffic Citations:
1. The driver of any County vehicle which is involved in an accident, Shall immediately report the accident to the SCAA or any other person designated by the SCAA. The driver of any privately owned vehicle involved in an accident while the vehicle is being operated on the County's behalf shall likewise report such an accident. The SCAA shall immediately notify the Sandusky County Personnel Office. Drivers must report such accidents regardless of whether they occur on public roads, and must also report such accidents to the local law enforcement agency.

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2. Accident reports shall be completed and submitted to the Sandusky County Personnel Office within twenty-four (24) hours of an accident.
3. Parking, moving violations, and other fines received while operating a County vehicle are the responsibility of the operator.
4. Operators involved in accidents when operating a County vehicle in a non-approved manner, will be subject to appropriate legal action to recover costs.