

ARTICLE 3 EMPLOYMENT

U. Motor Vehicle Use

Approved: 1/31/2024

Except for safety service employees as their use requires them to be on call and ready to respond, Township vehicles are to be used only during working hours and solely for work-related purposes. Employees who are authorized by the Township to commute in Township-provided vehicles are permitted only to make infrequent stops for personal errands on the way between business and home.

Applicants for employment who will be required to drive Township vehicles must consent to a review of their driving records for insurance purposes. Thereafter, all employees will have their driving records reviewed annually. Employees must inform their department head immediately should they accumulate six or more points on their motor vehicle record or receive a citation for:

- Driving under the influence of drugs or alcohol;
- Reckless operation of a motor vehicle;
- Driver's license suspension or revocation;
- Hit and run violation;
- Fleeing or eluding police officer;
- Expired license; or
- Driving while intoxicated or impaired.

All traffic laws, including the wearing of seatbelts and prohibitions against distracted driving, must be obeyed. Texting while driving in Township vehicles is strictly prohibited. Further, effective April 4, 2023, use of cell phones and other electronic communication devices (e.g., apple watch, etc.) while driving will be prohibited under Ohio law, with only limited exceptions, such as when a vehicle is parked or stopped at a red light or in an emergency situation. Although employees are permitted to answer a telephone call while driving, employees should, whenever possible, refrain from using hand-held cellular telephones while driving. Employees are encouraged to use "hands free" devices or to pull over in a lawfully designated area to park the vehicle and continue to make or take any cellular telephone call, or to make other electronic communications (i.e., text or email).

Should the Township be notified that an employee's motor vehicle record is unacceptable and therefore the employee is not insurable through the Township's insurance carrier, the employee shall not be permitted to drive any Township owned or leased vehicle until their motor vehicle record is within the acceptable guidelines of the Township's insurance carrier. During this time, the employee may be subject to reassignment within the same department, permitted to request an unpaid leave of absence not to exceed six months or may be subject to dismissal if the department's needs cannot be met.

Any traffic citation issued, parking or moving, shall be the responsibility of the driver.

Employees involved in an accident while operating a Township vehicle, shall:

- if necessary, call 911 immediately;
- leave the vehicle in the exact position which it came to rest after the accident, unless instructed to move it by a law enforcement official or for public safety reasons;
- request that all involved parties and/or witnesses remain at the accident scene until a law enforcement representative arrives, if possible;
- remain polite and helpful at all times with no speculation as to which party is at fault or

- how the accident happened;
- refrain from making any statements about the accident to anyone other than the police department involved and the appropriate Township representatives;
 - notify your supervisor immediately;
 - if the employee is injured, the accident results in a fatality, or there is property damage in excess of \$5,000, employee must submit to drug and alcohol testing; and
 - submit an incident report to Township Administration within 24 hours of the accident.