
MOTOR VEHICLE RECORDS POLICY

Section: 802

**Revision Dates: August 12, 2008
March 1, 2010**

Motor Vehicle Abstract Reports (MVRs) shall be obtained at the time of hire and checked periodically thereafter. As a condition of employment, all current and prospective employees are required to sign a release permitting the Township to utilize their social security numbers to check their driving records with the Bureau of Motor Vehicles of the relevant states (Ohio, Kentucky, Indiana, etc.) Additionally, as a further condition of employment, all Employees are subject to random MVR review by the Township's insurance carrier, without advance notice or consent.

Duty to Report Certain Charges/Citations/Suspensions:

Employees who are cited for, or charged with, Vehicular Homicide, Vehicular Manslaughter, Vehicular Assault, Operating a Vehicle Under the Influence of Alcohol or Drugs or Both, Having Physical Control of a Vehicle While Under the Influence, Reckless Operation, Driving Under Suspension (DUS), and/or any similar moving violation must report the fact that they have been cited and/or charged for these offenses to the Township Administrator within three days of being charged or cited.

Employees who receive an order or notification that their driver's license has been suspended pursuant to an Administrative License Suspension (ALS), Bureau of Motor Vehicles Suspension, court-ordered suspension, or other suspension must notify the Township Administrator of the suspension within twenty-four hours of receipt of a verbal or written suspension order or notification. Under no circumstances may an employee operate a Township-owned vehicle or their own vehicle on Township-business while the employee is subject to a driver's license suspension, unless the employee has been granted driving privileges during work by a court of competent jurisdiction and authorization to drive from the Township Administrator in writing.

Employees who fail to report/notify the Township Administrator of a citation, charge, and/or driver's license suspension shall be subject to disciplinary action, up to and including, termination from employment.

Employees who drive Township-owned vehicles or personal vehicles on Township-business while subject to a driver's license suspension, without the above-listed authorizations and orders, shall be subject to disciplinary action, up to and including, termination.

Temporary Reassignment/Disciplinary Action:

Upon notification that an Employee's driver's license has been suspended, the Township shall immediately place the Employee on administrative leave with pay until such time as the Employer determines that: (a) the Employee may perform his duties without driving during the pendency of a short-term drivers' license suspension; (b) the Employee may perform his duties without driving during the pendency of criminal or other charges which resulted in the driver's license suspension; (c) the Employee cannot perform his duties without driving during the pendency of the Employee's driver's license suspension or

during the pendency of criminal or other charges which resulted in the Employee's driver's license suspension; or (d) the conditions surrounding the charges which resulted in the driver's license suspension are sufficiently severe to warrant disciplinary action up to and including termination.

The determination of whether to take disciplinary action up to and including termination against an Employee whose driver's license has been suspended or to assign him to non-driving duties during the pendency of his short-term driver's license suspension or during the pendency of the criminal or other charges against him shall be within the sole discretion of the Township.

In the event the Township determines that the Employee cannot perform his duties without driving during the pendency of a short-term drivers' license suspension or during the pendency of criminal or other charges which resulted in the employee's driver's license suspension, the Employee will be relieved of duty and must request to use accrued compensatory, vacation, personal, or holiday leaves or an unpaid leave of absence until such time as the Employee's driver's license is restored and the Township's insurance carrier agrees to insure the Employee to drive Township-owned vehicles.

In the event that the Township assigns non-driving duties during the pendency of a short-term driver's license suspension or during the pendency of the criminal or other charges, the Township shall reassign the Employee to his normal duties upon the conclusion of the suspension or upon his acquittal of the criminal or other charges against him so long as the Township's insurance carrier will insure the Employee to drive Township-owned vehicles. In the event the Employee is convicted of the charges against him, the Township shall determine whether the Employee shall be disciplined up to and including termination or returned to his regular duties.

Under no circumstances shall an Employee whose job classification includes driving Township-owned vehicles be retained if the Township's insurance carrier will not insure the Employee to drive Township-owned vehicles.