

Stark County Board of Developmental Disabilities

| | |
|-----------------------------------|--------------------|
| Policy 2.26 Use of Board Vehicles | Effective: 6/25/21 |
| Chapter 2: Agency Administration | Page 1 of 1 |

USE OF BOARD VEHICLES

POLICY

Board-owned vehicles, defined in this policy as vehicles not requiring a CDL, shall be used for Board approved activities only. Non-routine use of vehicles may be approved by the Superintendent or designee to attend events, conferences, and trainings in lieu of employees using their personal vehicles. Authorized passengers on Board-operated vehicles shall be enrollees and those authorized by the Superintendent or a designee, which typically will be other employees, volunteers, or Board members.

Prior approval is required to use a Board-owned vehicle to travel outside Stark County on routine Board business. Blanket approval may be requested for routine use. A Board vehicle can be taken home by an employee overnight with approval by the Superintendent, or designee.

Employees driving a board vehicle are required to wear seat belts any time the vehicle is in motion.

Employees who drive a vehicle on company business must exercise due diligence to drive safely and maintain the security of the vehicle and its contents. Use of handheld cell phone (including texting) while behind the wheel of a moving vehicle being used on company business is strictly prohibited.

The Vehicle operator must report any accident, theft or damage involving a board vehicle to their supervisor, regardless of the extent of the damage or lack of injuries.

Board-owned vehicles must at all times be operated in full compliance with all applicable federal, state and local laws.

| Historical Resolution Information | Reviewer(s): | | | | | | | | |
|---|---------------------|-------------------|---------|----------|---------|----------|---------|----------|---------------------------|
| <table><thead><tr><th>Date</th><th>Resolution Number</th></tr></thead><tbody><tr><td>4/25/15</td><td>04-23-15</td></tr><tr><td>5/22/18</td><td>05-29-18</td></tr><tr><td>5/25/21</td><td>05-21-21</td></tr></tbody></table> | Date | Resolution Number | 4/25/15 | 04-23-15 | 5/22/18 | 05-29-18 | 5/25/21 | 05-21-21 | Manager of Transportation |
| Date | Resolution Number | | | | | | | | |
| 4/25/15 | 04-23-15 | | | | | | | | |
| 5/22/18 | 05-29-18 | | | | | | | | |
| 5/25/21 | 05-21-21 | | | | | | | | |