

**Qualifications for Driving on Board Business/
Accident Policy
Delaware County Board of Developmental Disabilities**

Board Review Date: August 20, 2010
Board Resolution# 10-08-08
Effective Date: August 20, 2010
Reviewing Department Transportation

Qualifications for Driving on Board Business

Perhaps the largest single liability exposure and definitely the highest frequency of liability losses are occurred by vehicle accidents. Whenever an employee or volunteer (herein after called driver) serving individuals of Delaware County Board of Developmental Disabilities (DCBDD) is driving a Board owned vehicle or any vehicle on company business, the Board is exposed to potential liabilities. The exposure is directly related to the driver's ability to operate the vehicle safely. Board vehicles include vehicles titled to the Board and assigned to contracted agencies. Therefore the following qualifications and requirements shall apply to all individuals while driving on Board business or driving Board vehicles.

1. All drivers must meet the Board's insurance qualifications to drive Board vehicles or receive travel reimbursement.
2. Board vehicles shall be restricted to official Board business purposes only.
3. All drivers must be at least eighteen (18) years of age to operate Board vehicles or to receive travel reimbursement.
4. All drivers must have a current, valid, Ohio license that covers the type of vehicle to be operated (e.g. commercial driver's license, etc.). A copy of the license, driver's information form and driver's abstract must be filed with the Transportation Department annually.
5. Annually, all drivers must complete vehicle training provided by the Transportation Department.
6. All drivers are required to report any suspension or revocation of their driver's license or any traffic violation to their direct supervisor and the transportation department within 24 hours of the violation/conviction. Failure to report may result in disciplinary action.
7. All drivers are to report any damage or equipment failure to a Board owned vehicle to the Transportation Department immediately.
8. No Board vehicle is to be operated without ensuring all fluids are at an acceptable operating level. Each Board owned vehicle is equipped with a Vehicle Inspection form which must be completed prior to each use.
9. No vehicle is to be returned with ½ tank or less of fuel. Gasoline credit cards are to be used only to fuel Board vehicles. Misuse of Board credit cards may result in termination and criminal prosecution.

10. All drivers and front seat passengers are required to wear safety belts and Ensure all other safety restraints are in place where applicable (i.e. car seats, Wheelchair tie downs ...)
11. All wheelchairs are required to have an attached seat belt and riders are required to wear their seat belt while being transported.
12. Smoking, eating or leaving trash in any Board vehicle is strictly prohibited.
13. All drivers are prohibited from using cell phones, texting, or using any mobile electronic devices while driving on Board business. This includes Bluetooth and all other hands-free devices. If there is an emergency, the driver must pull the vehicle to a safe location before using any electronic device to call for assistance.
14. Delaware County Board of Developmental Disabilities is required to randomly drug and alcohol test CDL (commercial driver's license) employees in a safety sensitive position in accordance with the law. Procedures as set forth by the Code of Federal Regulations (CFR), 49CFR will regulate our drug and alcohol process. Drug testing is designed to prevent accidents and injuries resulting from misuse of alcohol or use of controlled substances by commercial drivers.

Driving Probations

Violations not points are evaluated by underwriters. The following offenses may result in an individual being placed on probation by the transportation supervisor:

- A driver with two (2) moving violations or a combination of one (1) moving violation and one (1) at-fault accident within the most recent three year period may be placed on driving probation.

Insurance Disqualifications

The following standards within the most recent three (3) year period disqualify an employee or volunteer serving individuals from driving a Delaware County Board of Developmental Disabilities owned vehicle or to receive travel reimbursement. The following are our insurance disqualifications:

- Three (3) moving violations
- Two (2) at-fault accidents
- Combination of two (2) moving violations and one (1) at-fault accident
- Driving under the influence of drugs or alcohol
- Driving while impaired
- Reckless operation
- Current license suspension or revocation
- Felony violation involving the use of a motor vehicle
- Hit and Run violation
- Fleeing and eluding a police officer
- Expired License
- Refusal to submit to drug and alcohol tests

Insurance disqualifications may be grounds for discipline, up to and including termination, if the employee no longer meets the job requirements for his/her position.

Termination of Driving Privileges

Driver's who are determined to be uninsurable may not drive a Board vehicle or receive travel reimbursement for driving on Board business. If a driver is required to drive a Board vehicle or use their personal vehicle on Board business, the driver will:

- Be prohibited from transporting anyone- for Board business
- Shall provide alternative transportation, i.e., taxi, bicycle, walking, etc.
- Shall discuss with the department supervisor, director and/or Superintendent other alternatives for completion of duties.
- May no longer be qualified for his/her position and may be terminated from employment.
- May accept a reduction in pay until such time as they can perform all of the duties of their position including driving on Board business.

Use of Personal Vehicle for Board Business

Once approved, the driver may submit for travel reimbursement. Approving supervisors must verify Driver Authorization expiration date provided by the transportation department and ensure that driving privileges are still valid.

Mileage, Parking, and Tolls

Link to mileage policy

Charges incurred for parking and tolls are reimbursed at the actual amount, however original receipts are required.

Vehicle Accident Policy

The driver of any vehicle involved in an accident while on business for DCBDD and resulting in any of the following situations must

First, make sure all individuals being transported receive appropriate medical attention

*Should an individual be involved in the accident the driver must also contact the individuals assigned Support Administrator, Superintendent and follow the MUI policy.

Second, contact their supervisor or designee then,

Third, within four (4) hours of the accident, submit to a drug and alcohol test to be completed at a participating Work Health Center (see list below).

- Accident where the driver is cited.
- Accident where a vehicle is towed from the accident.
- Accident where anyone requires medical attention at the scene of the accident or immediately thereafter.

If the accident occurs within Delaware County, report to Grady Memorial Hospital (it is important that you ask for the **Work Health Center** at 561 W. Central Ave. Delaware, Ohio.

If the accident occurs outside of Delaware County, go to the nearest hospital and ask for the **Work Health Center** and inform them you are required to have drug and alcohol test under the contract with Delaware County Board of Developmental Disabilities.

Work Health Centers are located at:

Grady Memorial Hospital, 561 W. Central Avenue, Delaware, OH
Work Health Downtown, 223 East Town St. Columbus, Ohio
Work Health North, 300 Polaris Parkway Westerville, Ohio
Work Health Southwest, 4079 Gantz Rd. Grove City, Ohio
Work Health West, 4872 Cemetery Rd. Hilliard, Ohio

You may go to any of the following emergency departments **ONLY if Work Health Centers are closed.**

Grady Memorial Hospital
Grant Medical Center
Riverside Methodist Hospital
Doctors West Hospital
Victorian Village Health Center (Old Dr. North Hospital)

Delaware County Board of Developmental Disabilities will pay for the test if the individual agrees to release the results to Delaware County Board of Developmental Disabilities.

If the test is negative, the individual is protected from accusation of drug and alcohol use. If the test is positive, the individual's employer will be informed.

Failure to submit to testing will result in immediate termination of a Delaware County Board of Developmental Disabilities employee or volunteer.

Failure to report an accident within the approved timeline will result in a fine of three days pay for employees of Delaware County Board of Developmental Disabilities.

If the accident involves a vehicle owned by Delaware County Board of Developmental Disabilities, notification must be made immediately to one of the following individuals:

Delaware County Board of Developmental Disabilities

(during normal business hours of 7:00 a.m. – 3:30 p.m., Monday – Friday)

Transportation Department

1000 Alpha Drive
Delaware, Ohio 43015
(740) 368-5840

Brenda Layman, Transportation Supervisor

Cell Phone: (740) 272-7729

Nancy VanHoose, Transportation Assistant

Cell Phone: (740) 816-7434

Robert Morgan, Superintendent

Cell Phone: (740) 272-1658