

RESOLUTION #19-0904-03

Approving Motor Vehicle Policy

WHEREAS, it is necessary for the Township to adopt a Motor Vehicle Policy in order to establish rules and regulations for the safe, secure, insured and legal use and operation of Vehicles by Liberty Township employees.

NOW, THEREFORE, BE IT RESOLVED BY THE LIBERTY TOWNSHIP TRUSTEES to approve the attached Policy for Use of Motor Vehicles by Employees.

Motion made by Leneghan and seconded by Gemperline.

Vote: N/P Mrs. Eichhorn yes Mr. Gemperline yes Mrs. Leneghan

This Resolution shall be in force and become effective immediately upon its execution.

Sept 4, 2019
Date

Melanie Leneghan
Melanie Leneghan, Trustee

CERTIFIED BY:

Mike Gemperline
Mike Gemperline, Trustee

Nancy Denutte
Nancy Denutte, Fiscal Officer

not present -
Shyra Eichhorn, Trustee

POLICY FOR USE OF MOTOR VEHICLES BY EMPLOYEES OF LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO

I. DEFINITIONS

- A. Employee: All elected officials, full or part-time employees, summer workers, co-op students, volunteers, and contract employees of the Township required to drive a Vehicle in the course or scope of their employment or activities on behalf of the Township.
- B. License: A valid Ohio Driver License or valid driver license issued by another state applicable to the type of Vehicle being used or operated. License includes a Commercial Drive License ("CDL") if required for the type of Vehicle being used or operated.
- C. Moving Violation: The same meaning as is defined in O.R.C. § 4510.01(E) and for purposes of this Policy only refers to a violation of any local or State criminal laws or laws governing the use or operation of a Vehicle that accumulates less than four (4) points under Ohio law. See O.R.C. § 4510.036(C) or other applicable statutes.
- D. Major Violation: A violation of any local or State criminal laws or laws governing the use or operation of a Vehicle that accumulates four (4) or more points under Ohio law. See O.R.C. § 4510.036(C) or other applicable statutes.
- E. Vehicle: A motor vehicle, including equipment, purchased by, titled to, owned by, rented, by, leased by, or insured by the Township. Vehicle also includes privately owned Vehicles operated by Employees while in the course or scope of employment and Vehicles rented by Employees for authorized reasons and for use in the course or scope of employment.
- F. Emergency Vehicle: The same meaning as is defined in O.R.C. § 4511.01(D).

II. PURPOSE

The purpose of this Policy is to establish rules and regulations for the safe, secure, insured, legal, economical, and consistent use and operation of Vehicles by all Township Employees.

III. EFFECTIVE

This Policy shall be in full force and effect immediately upon adoption and shall remain effective until repealed or superseded.

IV. COMPLIANCE

All Employees required to drive a Vehicle in the course or scope of their employment or activities on behalf of the Township shall comply with this Policy.

V. OPERATION OF A VEHICLE

- A. All use of Vehicles for Township business or on behalf of the Township shall be authorized by the Township Administrator prior to use. Only Employees authorized by the Board shall be permitted to drive a Vehicle titled to, owned by, rented by, or leased by the Township or use a personal vehicle for Township business or on behalf of the Township.
- B. Employees shall use or operate the Vehicle in a safe, courteous, legal, and economical manner.
- C. Employees shall exercise good judgment and exhibit a good and positive example of Vehicle use and operation when using or operating a Vehicle.
- D. Employees shall use and exercise the utmost care and caution while using and operating a Vehicle.
- E. Employees who, in the sole discretion of the Board, have a Motor Vehicle Record ("MVR") record that demonstrates poor driving habits shall not drive any Vehicle in the course or scope of employment or on behalf of the Township without receiving additional training and/or intervention and/or discipline and/or until otherwise exhibiting to the Board's satisfaction that there has been substantial improvement in driving abilities, performance, and skills.
- F. The Township's insurance carrier ("Insurer") may, in its discretion, exclude coverage for any Driver or Drivers on a temporary or permanent basis.
- G. Vehicles titled to, owned by, rented by, or leased by the Township shall only be used for official Township business.
- H. Only Township Employees may drive and/or operate Vehicles titled to, owned by, rented by, or leased by the Township.
- I. Vehicles titled to, owned by, rented by, or leased by the Township shall not be simultaneously or extraneously used for personal use or personal business, except as provided in Article XXIX(C).

VI. LOCAL AND STATE LAWS

When using or operating a Vehicle, Employees are required to abide by all applicable local and State laws.

VII. LICENSE

- A. All Employees using or operating a Vehicle shall maintain and have a valid Ohio License that applies to the type of vehicle to be used or operated (i.e. commercial driver's license ("CDL"), etc.).
- B. Before using or operating any Vehicle, all Employees shall annually complete and sign a driver's record release and/or a License Verification and Insurance Maintenance form (Appendix A) and submit it to Liberty Township.

VIII. USE OF RESTRAINT SYSTEMS REQUIRED

- A. All Employees and passengers in Vehicles so equipped shall wear safety belts.
- B. Should it ever be necessary to transport an infant or child, an infant/child safety seat shall be used in accordance with State laws, except where an infant or child is being transported as a patient in an ambulance, in which case such infant or child shall be transported in accordance with applicable State laws.

IX. QUALIFICATIONS FOR DRIVING

Employees may be considered qualified to drive when the following are met to the satisfaction of the Township:

- A. An Employee shall have an acceptable driving record as defined and reviewed in accordance with Article X.
- B. The Employee, based on the Employee's Motor Vehicle Record ("MVR"), is approved to drive by the Township's Insurer.
- C. The Employee carries and maintains insurance as required by State law and annually provides proof to the Administrator, as required by this Policy, of insurance and/or compliance with the State's Financial Responsibility Laws.
- D. The Employee shall annually complete and sign the License Verification and Insurance Maintenance Form (See Appendix A) and submit Form to the Administrator.

X. DRIVER ELIGIBILITY

- A. An Employee shall have an acceptable driving record in order to use or operate a Vehicle.
- B. For purposes of determining whether an Employee has an acceptable driving record, the Administrator shall annually obtain the Employee's Motor Vehicle Record ("MVR") from the Ohio Bureau of Motor Vehicles.
- C. The Employee's MVR shall be reviewed annually or as otherwise determined necessary by the Board to determine, in accordance with this Policy, eligibility to use or operate a Vehicle.
- D. For purposes of this Policy, an acceptable driving record means an MVR which **DOES NOT** contain **ANY ONE (1) OR MORE** of the following conditions:
 - 1. One (1) or more Major Violation(s) in the last two (2) years;
 - 2. Two (2) or more at-fault accidents in the last year;
 - 3. Three (3) or more at-fault accidents within one (1) year;
 - 4. Four (4) or more at-fault accidents within two (2) years;

5. Three (3) or more Moving Violations in the last two (2) years, including traffic citations received as a result of an accident; or
 6. Any combination of traffic accidents and/or Moving Violations equaling five (5) points or more in the last two (2) years.
- E. Any Employee at any time whose MVR contains **ANY ONE (1) OR MORE** of the conditions listed above in Article X(D), regardless of vehicle in which the violation(s) occurred and regardless of whether such violation(s) occurred on-duty or off-duty, shall not be considered to have an acceptable driving record. Employees who do not have an acceptable driving record shall not be permitted to use or operate Vehicles in the course or scope of employment or on behalf of the Township.
- F. Employees who are determined not to have an acceptable driving record will be notified in writing using the Notice of Unacceptable Driving Record form letter (See Appendix B). A copy of the complete form letter shall be maintained by the Administrator and in the Employee's personnel file.
- G. An Employee's driving record may be restored to an acceptable driving record. Restoration to an acceptable driving record shall mean that the Employee's MVR no longer contains **ANY ONE (1) OR MORE** of the conditions listed above in Article X(D) and the Employee has completed the requirements contained in Article X(G)(1) and (2).
1. Before an Employee's driving record may be restored to an acceptable driving record, the Employee shall be required to attend a defensive driving course or similar remedial type training approved by the Board. Such course or training shall be at the Employee's sole and own expense. The Employee shall provide written proof to the Board of his or her attendance and satisfactory completion of such course or training before being restored to an acceptable driving record.
 2. If the violation(s) that resulted in **ANY ONE (1) OR MORE** of the conditions listed above in Article X(D) appearing on the Employee's MVR involved alcohol, drugs, or a controlled substance, the Employee shall, before an Employee's driving record may be restored to an acceptable driving record, be required to attend a substance abuse intervention program approved by the Board. Such course or training shall be at the Employee's sole and own expense. The Employee shall provide written proof to the Board of his or her attendance and satisfactory completion of such course or training before being restored to an acceptable driving record.
- H. The Administrator shall maintain and regularly update a list of Employees eligible to use or operate Vehicles. Only those Employees included on the Administrator's list of Employees eligible to use or operate Vehicles shall be permitted to drive Vehicles.
- I. Notwithstanding the above and subject to any applicable collective bargaining agreement, the Board may at any time and for any reason or no reason at all deny or revoke an Employee's eligibility to drive or operate a Vehicle for Township business, in the course or scope of employment, or on behalf of the Township.

XI. PRE-EMPLOYMENT QUALIFICATION

Hiring of persons who will be required to drive as a function of his/her job duties will be in the sole discretion of the Board or, as applicable, the Fiscal Officer. Newly hired employees and job candidates shall be required to meet the Qualifications for Driving (See Article IX) and the Driver Eligibility Requirements as contained in this Policy (See Article X). An applicant may be denied employment on the basis of an unacceptable driving record. Denial of employment may be made without regard to the number of points or violations, when a violation occurred, or whether a violation occurred within the State or in another State or foreign country.

XII. CONTINUED ELIGIBILITY

Each Employee's continued eligibility to operate a Vehicle is within the sole discretion of the Board and extends only so long as the Employee remains an Employee and is in compliance with this Policy.

XIII. VIOLATION REPORTING

Any Employee eligible to operate a Vehicle shall immediately notify the Board if any of the following circumstances occur:

1. The Employee's License has expired.
2. The Employee's License is suspended or revoked.
3. Any and all accidents, arrests, violations, and citations issued to the Employee regardless of vehicle in which it occurred and/or regardless of whether it occurred on-duty or off-duty.

Failure to immediately report any of the above circumstances may result in disciplinary action.

XIV. EFFECT OF SUSPENSION OR REVOCATION

In any case where the Board or the Township's Insurer has temporarily or permanently suspended or revoked the Employee's driving eligibility and driving is an essential function of the Employee's job, the Board or, as applicable, the Fiscal Officer, may take appropriate disciplinary action, up to and including termination, as permitted by Township policy, laws and regulations of the State, and any applicable collective bargaining agreement.

XV. SEASONAL AND TEMPORARY EMPLOYEES

Authorization for seasonal or temporary Employees to operate Vehicles shall be limited where practical. If it is necessary for a seasonal or temporary Employee to drive a Vehicle, the Board shall first approve the Employee to drive. If approved, the Employee shall meet the Qualifications for Driving as contained in this Policy (See Article IX) and the Driver Eligibility Requirements as contained in this Policy (See Article X). The Employee shall also sign and submit to the Township the License Verification and Insurance Maintenance Form ("Form") (See Appendix A). This Policy and all of its provisions and requirements shall apply to all seasonal and temporary Employees.

XVI. ALCOHOLIC BEVERAGES, TOBACCO, AND CONTROLLED SUBSTANCES

- A. No alcoholic beverages, illegal drugs or controlled substances are permitted in or on a Vehicle and are not permitted to be used in any Vehicle.
- B. No alcoholic beverages or illegal drugs are permitted to be transported in or on a Vehicle.
- C. No employee shall use or operate a Vehicle under the influence of alcohol, illegal drugs, illegal use of prescription drugs, or while impaired as a result of using a prescribed medication.
- D. Tobacco products shall not be used in any Vehicle.

XVII. FIREARMS

Employees, other than persons specifically authorized to carry a firearm, are prohibited from carrying firearms in any Vehicle while being used for Township business.

XVIII. USE OF SPECIAL LIGHTS OR FLASHER LIGHTS

Special lights or flasher lights on Vehicles so equipped shall only be used pursuant to State law and only in circumstances that constitute an emergency or as work and safety conditions require.

XIX. PASSENGERS

- A. When using a Vehicle that is titled to, owned by, rented by, or leased by the Township, Employees shall not transport any passengers, except for those who are also employees of the Township or are conducting business with or on behalf of the Township.
- B. No one shall be permitted to ride outside the passenger compartment when a Vehicle is in motion, except for certain vehicles where it is intended by the manufacturer for passengers to ride outside the passenger compartment and safety mechanisms are in place for passengers riding in such positions. All safety mechanisms for passengers riding in such positions shall at all times be engaged and used.

XX. USE OF PERSONAL VEHICLES

- A. Use of personal Vehicles by Employees for Township business, in the course or scope of employment, or for the benefit of the Township is discouraged.
- B. This Policy applies in all respects to Employees who use personal Vehicles for Township business, in the course or scope of employment, or for the benefit of the Township.
- C. Employees who use personal Vehicles for Township business, in the course or scope of employment, or for the benefit of the Township shall abide by all Township rules and regulations, including department rules.

- D. Personal Vehicles will not be used to pull trailers or haul equipment for Township business, in the course or scope of employment, or for the benefit of the Township.
- E. Insurance coverage for personal Vehicles used for Township business, in the course or scope of employment, or for the benefit of the Township shall be maintained by the vehicle owner, shall be the responsibility of the owner of the Vehicle, and coverage shall be in amounts that are at least those required by this Policy.
- F. Employees driving personal Vehicles while in the course or scope of employment or for the benefit of the Township shall maintain primary automobile liability insurance coverage limits on the Vehicle(s) being driven. Such coverage shall, at a minimum, be in the amounts required by State law or this Policy whichever is greater. Insurance maintained by the Township shall be excess to the automobile liability insurance coverage maintained by the Employee.
- G. The Township is not responsible for any damage to a personal Vehicle which occurs while the Vehicle is being used for Township business, in the course or scope of employment, or on behalf of the Township.

XXI. INSURANCE

For a personal Vehicle to be used on Township business, proof of insurance, in the form of a copy of the policy declarations page, must be furnished prior to use. Liberty Township's insurance will act as secondary insurance coverage excess of the employee's personal insurance when a personal vehicle is being used for Township business if, and only if, the employee carries personal insurance with limits of at least \$100,000 for bodily injury per person; \$300,000 for bodily injury per occurrence; and \$100,000 for property damage per occurrence; or a combined single limit of \$300,000.

XXII. PROOF OF INSURANCE IN VEHICLE

- A. All Township Vehicles shall have an insurance card kept in the Vehicle at all times. Missing insurance cards for Vehicles titled to, owned by, rented by, or leased by the Township shall be immediately reported to the Administrator.
- B. An Employee using a personal Vehicle for Township business, in the course or scope of employment, or for the benefit of the Township shall carry a proof of insurance card.

XXIII. ACCIDENTS AND TRAFFIC CITATIONS

In the event of a traffic accident or traffic stop for a violation while an Employee is driving a Vehicle for Township business, in the course or scope of employment, or for the benefit of the Township, the Employee shall:

- A. Immediately seek appropriate care of injured persons.

- B. Stop, no matter how minor the accident. Employees operating Emergency Vehicles shall comply with all standard operating procedures applicable to such Vehicles when an accident occurs. Report all collisions involving Vehicles to the law enforcement agency having jurisdiction.
- C. Take precautions to avoid further damage or injury to persons or property.
- D. Make no statements admitting responsibility.
- E. Do not advise other parties involved on any matter, especially that the Township will pay for the damage resulting from the accident.
- F. If a collision is with an unattended vehicle or other object, try to locate the owner. Report the incident to the law enforcement agency having jurisdiction. If this cannot be done, leave a written notice with your name, the Township name, address, and telephone number.
- G. The Driver of a Vehicle is responsible for the Vehicle until it has been returned to the Township or collected by a towing service.
- H. Unsafe Vehicles should not be driven from the scene of an accident. Contact the Administrator regarding damage. If towing is necessary, contact the Administrator or, in the case of an Emergency Vehicle, the Fire Chief or his/her designee.
- I. Report all accidents and traffic stops to the Township as follows:
 - 1. Report all accidents and traffic violations to the Administrator or Department Head.
 - 2. Report all damage to the Administrator or the Department Head.
 - 3. The Employee, the Employee's supervisor, and any witnesses shall complete an Incident Report (See Appendix C) as soon as possible, and if an Emergency Vehicle is involved, any other incident reports or other documentation required for an accident involving such Vehicle. The completed Incident Report shall be submitted to the Administrator or Department Head. Completed reports or other documentation for an Emergency Vehicle shall be submitted to the Administrator and the Fire Chief or his/her designee.
 - 4. The Administrator shall record, secure, and collect all relevant and appropriate information including the following:
 - a. Initial accident report.
 - b. All law enforcement reports, including all photographs and statements made at the scene or afterward to law enforcement.
 - c. All citations
 - d. The completed Incident Report
 - e. Repair estimates, when appropriate, in due course.
- J. The Administrator shall as soon as possible report in writing all accidents and damage to the Board and the Insurer.
- K. The Administrator shall file all of the documentation collected with the Board and the Insurer.

- L. In all investigations of the accident by the Township, the emphasis will be on fact-finding, however, discipline may result. The Board may take such disciplinary action as permitted by Township policy, laws, and regulations of the State of Ohio, or any applicable collective bargaining agreement.

XXIV. DISPLAYS ON VEHICLES

Except Board approved or legally required stickers, signs, magnets, wording, displays, or insignia, no stickers, signs, magnets, wording, displays, or insignia shall be displayed temporarily or permanently on any Vehicle, inside or outside, titled to, owned by, rented by, or leased by the Township.

XXV. USE OF ELECTRONIC DEVICES

- A. Electronic devices, including but not limited to, cell phones, smart phones, laptop computers, tablet computers, GPS, and MP3 players shall not be operated or used by the Driver while the Vehicle is in motion or in gear unless such electronic devices can be used hands free and only if such use is necessary and can be done safely. If possible and safe, a Driver should pull off the road to a safe location, stop, and put the Vehicle in park to use electronic devices.
- B. All texting is strictly prohibited while operating any Vehicle for Township business, in the course or scope of employment, or for the benefit of the Township. A driver who is cited for a traffic violation or is involved in an accident while texting may be subject to disciplinary action, up to and including termination.
- C. Notwithstanding any other provision or requirement of the Policy, Employees operating an Emergency Vehicle may use electronic devices as are necessary to responding to an emergency event.

XXVI. VEHICLE INSPECTIONS

All Vehicles shall be visually inspected for safety or maintenance issues by the Driver each time before the Vehicle is used or operated. Inspections will focus on identifying any obvious physical damage, inoperable running lights and horns, loose steering, and inappropriate tire conditions. No Vehicle shall be used or operated if a safety or maintenance issue is observed and such condition would make the Vehicle unsafe to use or operate. If the Vehicle is titled to, owned by, rented by, or leased by the Township, any deficiency encountered shall be immediately reported to the Administrator or, in the case of an Emergency Vehicle, to the Fire Chief or his/her designee, to take appropriate action to correct the problem.

XXVII. MAINTENANCE

All Vehicles titled to, owned by, rented by, or leased by the Township shall be maintained according to the manufacturer's specifications. Records of this maintenance activity are to be retained. All personal Vehicles driven for Township business, during the course or scope of

employment, or for the benefit of the Township shall be maintained in a manner that promotes safe travel.

XXVIII. PARKING

- A. No Vehicle shall park in a designated "NO PARKING" zone.
- B. No Vehicle shall park in a designated handicapped parking space, unless the Employee is qualified to park in such parking space and the appropriate placard is displayed.
- C. Except for Emergency Vehicles, no Vehicle or piece of equipment shall be left unattended with the ignition key left in the ignition and/or while running.
- D. All Vehicles shall be turned-off and locked when parked and unoccupied.

XXIX. TAKE-HOME POLICY

- A. The Board, as necessary, may authorize Employees to take-home Vehicles titled to, owned by, rented by, or leased by the Township.
- B. The Administrator shall maintain a list of employees who are authorized by the Board to take-home Vehicles titled to, owned by, rented by, or leased by the Township.
- C. Vehicles titled to, owned by, rented by, or leased by the Township that are taken home by an Employee are not to be used for personal business, unless the employee is on-call and must have ready access to the Vehicle.
- D. If an Employee is on extended leave or absence from work, the Vehicle and all keys to the Vehicle shall be returned to the Township until the Employee returns to work.
- E. If an Employee is on restricted or modified duty and unable to perform the duties which require the Employee to have the Vehicle, the Vehicle and all keys to the Vehicle shall be returned to the Township until the Employee is again able to perform the duties which require the Employee to have the Vehicle.
- F. Employees that take-home a Vehicle during a work week and/or when on-duty and are not otherwise required to use the Vehicle over the weekend and when off-duty, shall return the Vehicle and all keys to the Vehicle to the Township over the weekend or days the Employee is not working or is off-duty.

XXX. TRAINING

- A. Employees assigned to a particular Vehicle titled to, owned by, rented by, or leased by the Township shall be instructed by the Administrator or other appropriate person on the safe operation and general driving conditions of the Vehicle before being allowed to initially drive the Vehicle.

- B. Driver Training courses shall be offered as deemed necessary, and all employees having one (1) "at-work, at-fault" accident or one (1) Moving Violation received within a prior one-year period while driving a Vehicle titled to, owned by, rented by, or leased by the Township or when using a private Vehicle for Township business, within the course or scope of employment, or for the benefit of the Township shall attend and successfully complete such a course. Written documentation of successful completion of such training shall be provided to the Administrator. The cost of such a course shall be the Employee's sole and own expense.

XXXI. SPECIAL EQUIPMENT

- A. Employees assigned to use or operate special equipment, such as tractors or any Vehicle which has special devices added for specific types of work, shall be required to receive formal instruction prior to use or operation. This special training will comply with all appropriate OSHA (Occupational Safety and Health Administration), NFPA (National Fire Protection Association), USDOT (U.S. Department of Transportation), ODOT (Ohio Department of Transportation), or other applicable standards, rules, and regulations.
- B. Training shall include, but is not limited to, the following:
 - 1. Explanation and demonstration of all control devices.
 - 2. Explanation and demonstration of all safety equipment.
 - 3. A walk through of all inspection criteria.
 - 4. Demonstration of operation.
 - 5. Supervised new driver operation.
- C. Successful completion of such training shall be required before the Employee is permitted to operate the special equipment.
- D. Written documentation of successful completion of all special training shall be provided to and retained by the Administrator and all applicable Department Heads of the Township. A copy shall also be maintained in the Employee's personnel file (Appendix D).

XXXII. RECORD KEEPING

- A. Any Notice of an Unacceptable Driving Record will become part of an employee's personnel file.
- B. Motor Vehicle Records will be maintained in the Employees Personnel File.
- C. The list of Employees eligible to use or operate Vehicles and of employees authorized to take vehicles home shall be maintained by the Administrator.
- D. Signed and dated License Verification and Insurance Maintenance Forms shall be maintained in the Employee's personnel file.

APPENDIX A

LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO LICENSE VERIFICATION AND INSURANCE MAINTENANCE

Name: _____

Date of Birth: _____ Gender: M F

Position: _____

Supervisor: _____

LICENSE:

State where driver license issued: _____

Driver license number: _____

Driver license expiration date: _____

INSURANCE:

Y N Does your position with Liberty Township, Delaware County, Ohio require you to drive a Township vehicle?

Y N Do you drive your personal vehicle in the course or scope of your employment with Liberty Township, Delaware County, Ohio?

Y N Is a copy of the required Declarations Page attached?

I certify that if driving a Vehicle for Liberty Township, Delaware County Ohio ("Township") business, in the course or scope of employment with the Township, or for the benefit of the Township that I have and will maintain a personal automobile liability insurance policy with minimum coverage limits of at least \$100,000 per person for bodily injury; \$300,000 per occurrence for bodily injury; and \$100,000 property damage per occurrence; or a combined single limit of not less than \$300,000 or as otherwise required by the laws of the State of Ohio, whichever is greater. I further agree to maintain any personal vehicle I may use for Township business, in the course or scope of my employment, or on behalf of the Township in a safe operating condition.

Signature

Date

APPENDIX B

NOTICE OF UNACCEPTABLE DRIVING RECORD

TO:

FROM: LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO

DATE:

After review of your Motor Vehicle Record ("MVR") as supplied by the Ohio Bureau of Motor Vehicles, it has been determined that your driving record does not meet the standards of acceptability as set forth in the Policy for Use of Motor Vehicles by Employees of Liberty Township, Delaware County, Ohio ("Policy") for the following reasons:

1. _____
2. _____
3. _____
4. _____

As a result and in accordance with the Policy, you are not eligible to drive a vehicle for or on behalf of Liberty Township, Delaware County, Ohio ("Township.") Accordingly, your driving privileges within the course or scope of your employment or for the benefit of the Township are revoked and are suspended until your record, as determined in accordance with the Policy, becomes and is deemed acceptable.

A copy of this letter will be placed in your personnel file.

If you have any questions concerning the suspension of driving privileges, please do not hesitate to contact me.

Sincerely,

Administrator
Liberty Township
Delaware County, Ohio

APPENDIX C

INCIDENT REPORT LIBERTY TOWNSHIP, DELAWARE COUNTY

INSTRUCTIONS:

1. The **employee** and respective **supervisor** must complete all applicable sections of this form and provide it to the Administrator within 24 hours of the incident.
2. The employee or supervisor shall immediately email a summary of details of the incident to the Administrator.
3. The Administrator shall immediately notify the Board and Township insurance carrier in writing of the incident.
4. The employee shall be provided with a Worker's Compensation packet for all work-related injuries resulting in medical treatment other than first aid.
5. When the employee's on the job actions resulted in: a) the personal injury of any person, including the employee, in which medical treatment has been sought immediately away from the scene, or b) when expensive property damage has occurred where a vehicle or equipment has been towed away from the scene or is rendered inoperable, **THE EMPLOYEE SHALL IMMEDIATELY SUBMIT TO DRUG/ALCOHOL TESTING.**
6. Call the Administrator if you have any questions.

PART A: EMPLOYEE COMPLETES

EMPLOYEE INFORMATION:

Name _____

Title _____ Department _____

Work Phone Number _____ Personal Phone Number _____

Work Email _____ Personal Email _____

Incident Date _____ Incident Time _____ AM/PM

Shift Normally Worked _____ (Example: 8:00 am to 5:00 pm)

Incident Location _____

Signature _____

TYPE OF INCIDENT: (check all that apply) ☐ **INJURY** ☐ **PROPERTY DAMAGE** ☐ **OTHER**

INCIDENT DESCRIPTION:

How did the incident occur? Describe any injury. Describe any property damage. Describe the work activity and any tools, equipment or materials you were using. (Example: I was opening a box of paper using a utility knife. The knife slipped on the surface of the box and cut my right index finger.) Use another sheet if necessary.

Was the activity part of your normal job duty? ☐ **Yes** ☐ **No**

Were you working your regular shift? ☐ **Yes** ☐ **No**

INJURY INFORMATION:

What type of injury occurred? Check all that apply:

☐ Abrasion/Scratch ☐ Bite/Sting ☐ Burn ☐ Contusion/Bruise ☐ Cut/Puncture ☐ Dislocation ☐ Fracture ☐ Rash
☐ Sprain/Strain ☐ Other _____

List body part(s) injured

TREATMENT INFORMATION:

Did you receive first aid at the scene? ☐ Yes ☐ No

Did anyone else receive first aid at the scene ? ☐ Yes ☐ No

Did you receive medical treatment away from the scene? ☐ Yes ☐ No Where?

Did anyone else receive treatment away from the scene? ☐ Yes ☐ No Where?

Will you, or did you, miss any time from your normal work duties, **not** including the day that the injury occurred?
☐ Yes ☐ No

Is this an aggravation of a previous injury/symptom? ☐ Yes ☐ No

If yes, when were you last treated? _____

Please describe the previous injury/symptoms:

PROPERTY DAMAGE:

Was there damage to any property? ☐ Yes ☐ No

Was a law enforcement report taken? ☐ Yes ☐ No

By whom? ☐ Sheriff ☐ State Hwy Patrol ☐ Other _____

Report # _____ (For property damage please send a copy of the law enforcement report as soon as possible)

VEHICLE INFORMATION:

Was a: ☐ TOWNSHIP or ☐ PERSONAL vehicle involved?

Vehicle Make _____ Vehicle Model _____ Vehicle Year _____
License Number _____

Other Vehicle (if applicable):

Driver's name: _____

Phone number: _____

Vehicle owner's name: _____

Phone number: _____

License plate number: _____

Insurance company and policy number: _____

PART B: WITNESS COMPLETES

Witness Name _____

Signature _____

Address: _____

Phone Number: _____

Date _____

Witness Statement (use another sheet if needed)

PART C: SUPERVISOR COMPLETES & FORWARDS TO ADMINISTRATOR

Name _____

Signature _____

Title _____

Date _____ Time _____ AM/PM

Phone Number: _____

How did the incident occur? What were the actions, events and/or conditions that contributed to the incident? (use another sheet if needed)

What are your recommendations or what actions have been taken to avoid a reoccurrence?

Did this employee receive an alcohol and/or drug test for this incident? ☐ Yes ☐ No

Will the employee miss work beyond the shift that he/she was injured? ☐ Yes ☐ No

Expected return to work date/full duty? _____

Is employee expected to return to work on light (transitional) duty? ☐ Yes ☐ No Estimated Date of Return _____

Work related injuries may be subject to the Family and Medical Leave Act (FMLA).

APPENDIX D

LIBERTY TOWNSHIP, DELAWARE COUNTY, OHIO SPECIAL EQUIPMENT TRAINING VERIFICATION

Name: _____

Department: _____

Position: _____

Supervisor: _____

Employees assigned to use or operate special equipment, such as tractors or any Vehicle which has special devices added for specific types of work, are required to receive formal instruction prior to use or operation. This special training will comply with all appropriate OSHA (Occupational Safety and Health Administration), NFPA (National Fire Protection Association), USDOT (U.S. Department of Transportation), ODOT (Ohio Department of Transportation), or other applicable standards, rules, and regulations.

I, _____, have received training on the use of special equipment including:

1. Explanation and demonstration of all control devices.
2. Explanation and demonstration of all safety equipment.
3. A walk through of all inspection criteria.
4. Demonstration of operation.
5. Supervised new driver operation.

Employee Signature

Date

Supervisor/Trainer Signature

Date