

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0823 (HR)
Effective Date: 03-03-10
Person Responsible: Human Resources Coordinator

Subject: Driving Abstracts
Last Revision: 10-01-14

Approvals/Date:

Melanie Stuber 10/06/14 Date Superintendent, WCBDD
Donna Ben 10/6/14 Date Department Director

1. The Wood County Board of DD, as a condition of employment, shall verify that an applicant has a valid motor vehicle operator's license and obtain a driving abstract regarding the record of convictions for violations of motor vehicle laws if the duties of the position for which the applicant has applied requires the applicant to transport individuals with developmental disabilities in their own personal vehicle, drive their own car to individual's homes as part of their job duties, or to operate a board owned vehicle for any other purpose.
2. A Motor Vehicle Record Release, 03-ALL-ALL-0447, is completed by the applicant during the conditional offer of employment. This record is kept in the confidential personnel file. An employee will initial at the Human Resource intake appointment that they understand they must report any moving violations that affect their driving record to their supervisor if driving is an essential function of the position. The WCBDD may consider the applicant's or employee's driving record when determining whether to employ the applicant or to continue to employ the employee.
3. An employee with 6 points and/or more than 2 moving violations on the driving abstract cannot be considered for a driving position. If the driving abstract is questionable the board's fleet insurance carrier will be contacted for a decision. If there is 4 points and/or 2 moving violations the employee will be put on a "watch" basis and their driving abstract checked every 6 months. The employee is responsible for reporting any moving violation to their supervisor. If further moving violations are received during this "watch" period, the employee will be subject to corrective action.
3. Persons having six or more points on their records are prohibited from providing non-medical transportation wavier services per OAC 5123:2-9-18.
4. The board will obtain a driving record every three (3) years on all employees with driving as an essential function of the position per OAC 5123:2-2-02. See 02-ALL-ALL-0606, Qualifications of Transportation Personnel, for more information on driving requirements for Vehicle Operators (bus drivers). When the applicant signs form 03-ALL-ALL-0446 at their conditional offer, they state they will immediately notify the Board, in writing, if they accumulate six or more points on their driving record or if their driver's license is suspended or revoked during their employment with the board.

References: OAC 5123:2-1-03
OAC 5123:2-2-02
OAC 5123:2-9-18

Procedure: 02-ALL-ALL-0606 (VH)
02-ALL-ALL-0654 (HR)
02-ALL-ALL-0844 (HR)

Forms: 03-ALL-ALL-0446
03-ALL-ALL-0447

mms/procedure/hr0823