## Wood County Board of Developmental Disabilities

## **PROCEDURE**

Procedure #:

02-ALL-ALL-0654 (HR)

Subject:

Vehicle/Driver Insurability

**Effective Date:** 

10-19-04

Last Revision:

05-24-2016

Person Responsible:

Human Resources Coordinator

Approvals/Date: Superintendent, WCBDI

Department Director

Date

The following definitions will apply:

<u>Work Related Driving</u> – Work related driving is the operation of a motor vehicle, whether owned or leased by the Wood County Board of Developmental Disabilities, on business for Wood County Board of DD, and at the direction and authorization of either of their supervisory personnel. Driving to and from work is not considered "work related", however leaving for and returning from breaks, leaving to attend a meeting at another location mid-shift, transporting consumers, and/or transporting supplies/materials belonging to the agency is considered work-related.

<u>Disabling driving event and/or driving record</u> - Determined by the underwriters of the insurance carriers contracted with the Wood County Board of DD.

- 1. Driving requirements as indicated in position description:
  - A. Employee must maintain a valid Driver's License for the purpose of transporting individuals served, operation of a Board owned vehicle, and/or operation of your personal vehicle for work-related purposes on work time.
  - B. Employee must possess/maintain an acceptable motor vehicle record.
  - C. Employee must provide proof of liability insurance, are required to maintain insurance coverage, and complete form 03-ALL-ALL-0563 indicating such. Said insurance policy shall be at a minimum bodily injury liability limit of at least \$100,000 per person, \$300,000 per accident, and property damage liability limit of \$100,000 or \$300,000 combined single limit.
  - D. The employee's driver's license must be carried whenever performing work related driving.
- 2. Fleet insurance will be maintained for all leased/owned vehicles operated by WCBDD.
- 3. An employee having six or more points or three moving violations on his or her driving record is prohibited from work related driving or driving a board leased/owned vehicles operated by WCBDD. Employees with four or more points or three or more moving violations on his or her driving record will be placed on a "watch" basis and driving abstracts will be run every six months to determine insurability.
- 4. New Employees will be advised of their responsibility for reporting traffic/moving violations. New Hire Intake check sheet (03-ALL-ALL-0835) will be provided and signed at the new employee's intake. All employees who provide transportation will provide immediate notification, in writing, if the driver accumulates six or more points or 3 moving violations on his or her driving record or if his or her driver's license is suspended or revoked. All moving violations whether received on or off paid work time shall be reported to their immediate supervisor.
- 5. The Appointing Authority shall have the discretion to discipline said employee who experiences a disabling driving event and/or driving record. Factors to be considered may include length of employment, work history, seriousness of the disabling driving event and/or record, and prior disciplinary work record. Should continued employment be determined and said employee is placed in a position that does not require work related driving, then:

A. Said employee shall be prohibited from any work related driving until further notice from the Appointing Authority.

6. All prior policies, rules and/or regulations of the WCBDD shall remain in full force and effect except as specifically amended by this procedure. The provisions of this procedure should not be constructed as punitive in nature but are intended to protect Wood County Board of DD from uninsured claims as a result of an employee who has a disabling driving event and/or record which renders said employee as an uninsured under any policy of automobile insurance providing coverage for the Wood County Board of DD.

Reference:

OAC 5123:2-9-18

Procedures:

02-ALL-ALL-0742 (FS)

02-ALL-ALL-0844 (HR) 02-ALL-ALL-0852 (VH)

Forms:

03-ALL-ALL-0563

03-ALL-ALL-0835

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