

11. An employee will not operate a board owned/leased vehicle with individuals served on board until the Transportation Orientation has been completed and the documentation is signed by employee and Transportation Trainer.
12. Vehicles will only be used for approved program/services for individuals served. Any other use must have prior approval by the supervisor.
13. The employee will notify the designated supervisor of a delay on return trip of van. If scheduled arrival time is delayed over 30 minutes, designated supervisor must be notified as soon as possible by driver of delay time.
14. Fueling of all vehicles with riders on board is prohibited (Refer to ODE; OAC 3301-83-20).
15. When leaving the drivers seat of a vehicle or exiting the vehicle, the driver will put the vehicle in park/neutral, set the parking brake, shut the engine off and pull the keys. Bus driver will set chocks.
16. Board employees that do not transport individuals served may operate board owned/leased vehicles without completing Transportation Orientation or hands-on driving training. These employees must meet Insurability requirements and must maintain an acceptable annual driving abstract in accordance with Board procedure.

References: ODE; OAC 3301-83-10 and 83-20
OAC 5123:2-1-03
OAC 5123:2-9-18

Procedures: 02-ALL-ALL-0495 (AD)
02-ALL-ALL-0654 (HR)
02-ALL-ALL-0823 (HR)
02-ALL-ALL-0608 (VH)

Forms: 03-ALL-ALL-0097
03-ALL-ALL-0098
03-ALL-ALL-0099
03-ALL-ALL-0567
03-ALL-ALL-0672

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