



3820 Cleveland Avenue, Columbus Ohio 43224

RESOLUTION

Resolution number _____

TOWNSHIP VEHICLE USE POLICY

It is the policy of the Clinton Township Board of Trustees to provide the efficient use and orderly operation of the township vehicles for the benefit of the township and the general public.

All employees who operate Township vehicles must adhere to the following procedures:

- Every driver of a Township-owned vehicle must be licensed and possess a valid State of Ohio operator's license or commercial driver's license.
- All occupants are required to use seat belts while driving or riding in a Township-owned vehicle.
- The transporting of non-township employee passengers or those not necessary to or engaged in conducting official business in Township-owned vehicles is prohibited. (Approvals and/or interpretations of this policy shall be made by the appropriate Department Head / Supervisor.)
- Operation of a Township-owned vehicle under the influence of alcohol or drugs is prohibited.
- Employees who use a Township-owned vehicle have an affirmative duty to promptly and properly report accidents, incidents or citations incurred while operating a Township-owned vehicle to the proper legal authority as well as to the Accident Committee.
- Employees are strictly prohibited from using a Township-owned vehicle for personal reasons. Personal use of a Township-owned vehicle is considered outside the scope of employment for purposes of Township vehicle insurance coverage, indemnification and representation by the Township legal counsel in the event of an accident.
- An employee accepting assignment of a Township-owned vehicle should inspect it for any perceptible damage, and if any damage is detected, it should be reported immediately to the Accident Committee.
- Prior to and immediately following the use of a Township-owned vehicle a vehicle use log shall be completed. Such log will include but not limited to, time and date of usage, destination, purpose of use and odometer reading from beginning travel to end of trip. So as not to compromise officer safety, vehicles used for the purpose of undercover surveillance should indicate odometer reading and date.
- Employees assigned a vehicle with take-home privileges must make themselves aware of the IRS regulations regarding a company-owned vehicle used for commuting purposes.
- Self-service gas pumps must be used when refueling a Township-owned vehicle.

- Employees must have and be able to provide proof of liability automobile insurance. (In cases where a qualified driver does not carry liability insurance, the Board in conjunction with Department Heads shall determine the employees insurability based upon documentation provided by the employee.)
- Use of a Township-owned vehicle outside of counties contiguous to Franklin County is prohibited without notification to the trustees.
- To ensure no interruption in the daily operations of the Township, Department Heads are prohibited from traveling together in a township-owned vehicle without notification to the trustees.
- Department heads have the ability to this policy for the sake of managing employees.

Violation of the above regulations may result in suspension or revocation of permission to use a Township vehicle as well as disciplinary action.

Carl Reardon, Chairman _____

Jane Cera, Vice Chairman _____

John Coneglio, Trustee _____

Adopted the 7 day of December, 2016

Attest: Deb Steele, FISCAL Officer _____