

169.25 OPERATION OF A VEHICLE FOR COUNTY OF SUMMIT BUSINESS.

(a) Applicants. An applicant being considered for employment in a position that requires the operation of a vehicle for County of Summit business shall be required to produce an appropriate valid State of Ohio driver's license. An applicant who has accumulated four (4) or more penalty points, as reported by the Ohio Department of Public Safety-Bureau of Motor Vehicles ("BMV"), for motor vehicle operation violations within the preceding twelve (12) months shall not be considered for the position.

(b) Condition of Employment. If operation of a vehicle for County of Summit business is required by the employee's position description, failure of the employee to maintain an applicable, valid State of Ohio driver's license may result in discipline, up to and including termination. The County of Summit makes no provision for "light duty" due to lack of proper licensure or the County determining the employee to be an unacceptable risk as defined by subsection (j) of this Section.

(c) Operation of a Vehicle. During the course of employment, an employee may be required or have occasion to operate a County of Summit vehicle or the employee's personal vehicle for County of Summit business. To operate a vehicle for County of Summit business, an employee shall:

- (1) Have a valid State of Ohio driver's license or a valid State of Ohio commercial driver's license as required by the employee's position;
- (2) Have approval from the appointing authority;
- (3) Maintain liability insurance in accordance with Section 4509.01 of the Ohio Revised Code, as amended, if operating a personal vehicle for County of Summit business; and
- (4) Submit information in accordance with Section 169.25(i).

(d) Authorized Operation of a County of Summit Vehicle. No employee shall operate a County of Summit vehicle for any use other than official County of Summit business. No person shall operate a County of Summit vehicle before or after an employee's regular working hours unless authorized by the appointing authority. Any employee who violates this section shall be subject to discipline, up to and including, termination.

(e) Designated Personnel. Each appointing authority shall provide to the Department of Law and Risk Management, annually on January 31, a list of employees of whom the appointing authority anticipates will be operating a motor vehicle for County of Summit business. Such list shall be updated periodically as needed.

(f) Designated Personnel for County of Summit Vehicles.

(1) Employees whose positions regularly require travel for County of Summit business before or after their standard work hours may be assigned a County of Summit vehicle. Such vehicle may be used to travel between the employee's home and work assignment when necessary for the efficient, economical discharge of the employee's official duties. Such travel shall not be reimbursable. Individuals taking their designated or pool car home will be charged \$1.50 each way to comply with Internal Revenue Service publication 15B, commuting rules. Personal use of such vehicles is prohibited and shall result in discipline, up to and including, termination.

(2) The County Executive shall designate, by Executive Order, personnel assigned to County of Summit vehicles.

(3) Designated employees shall complete a usage log for the vehicle and submit logs to their appointing authority's designee to be entered into the Department of Law and

Risk Management's database on or before the following dates for the preceding three months: January 1st, April 1st, July 1st, and October 1st. Any employee performing confidential or investigative work, as certified by the appointing authority, shall be exempt from completing the usage log.

(d) Authorized Operation of a County of Summit Vehicle. All Summit County vehicles shall be equipped with an Automated Vehicle Locating device ("AVL") unless specified in an Executive Order. No employee shall operate a County of Summit vehicle for any use other than official County of Summit business. No employee shall tamper with the AVL device installed on the vehicle. No person shall operate a County of Summit vehicle before or after an employee's regular working hours unless authorized by the appointing authority. Any employee who violates this section shall be subject to discipline, up to and including, termination.

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(2) The County Executive shall designate, by Executive Order, personnel assigned to County of Summit vehicles.

(3) ~~Designated employees shall complete a usage log for the vehicle and submit logs to their appointing authority's designee to be entered into the Department of Law and Risk Management's database on or before the following dates for the preceding three months: January 1st, April 1st, July 1st, and October 1st. Data regarding vehicle usage shall be audited by Internal Audit from the database associated with the AVL device on each vehicle.~~ Any employee performing confidential or investigative work, as certified by the appointing authority and authorized by Executive Order, shall be exempt from completing the usage log.

(g) County of Summit Pool Vehicles. The County of Summit may provide vehicles for use as pool vehicles. The County Executive shall determine the necessity and number of such vehicles for each office. Employees who are required to operate a vehicle for County of Summit business may be authorized by the appointing authority to operate a County of Summit vehicle. Any employee operating a pool vehicle must comply with Section 169.25(c). ~~Any employee who uses a pool vehicle shall complete a usage log for the vehicle. Logs shall be maintained by the appointing authority's designee. Information from the logs for each vehicle shall be entered into the Department of Law and Risk Management's database on or before the following dates for the preceding three months: January 1st, April 1st, July 1st, and October 1st.~~ All pool vehicles shall be equipped with an AVL device, as set forth above. Data regarding the usage of pool vehicles shall be audited by Internal Audit from the database associated with the AVL device.