

4.19 USE OF COUNTY VEHICLES

A. Purpose

In accordance with [Section 307.41](#) and [307.42](#) of the Ohio Revised Code, the Board of Commissioners has established the following regulations regarding the use of motor vehicles purchased or leased while performing the duties associated with an employee's position. For information regarding use of County vehicles while traveling, please see the Commissioners' Travel Policy in Section 4.17 of the Policy Manual.

B. Prohibited Use

1. No County Official or employee shall use or permit the use of any County vehicle except in the transaction of County business. If an accident occurs during such prohibited use, the County Official and/or employee may be required to reimburse the County's associated expenses.
2. Non-County employees are not permitted as passengers or drivers in County vehicles used for travel, except for:
 - a. Bona-fide reasons related to official County business; or
 - b. Employees of other government entities to assist in cost sharing.

C. Traffic Laws

No County Official or employee shall violate any of the traffic laws of the State of Ohio while operating a vehicle owned or leased by the County. Any fines or costs associated with a traffic violation will be the responsibility of the employee.

D. Accident

In the event that an Official or employee is involved in an accident while operating a vehicle owned or leased by the County, the accident must be reported in writing, along with a copy of the police report, to their immediate supervisor, department head and County Administrator within two (2) business days following the day of the accident.

E. Reporting Driving Record

Any Official or employee who drives a vehicle owned or leased by the County must immediately report, in writing, to their immediate supervisor, department head and County Administrator if their driving record is charged with four (4) or more points in the Ohio Bureau of Motor Vehicles Point System.

F. Suspended or Revoked License

Any Official or employee who drives a vehicle owned or leased by the County must immediately report, in writing, to their immediate supervisor, department head and County Administrator if their driver's license is suspended or revoked, or if they do not have a valid Ohio driver's license for any other reason.

G. Corrective Action

Any Official or employee who violates any of the above regulations may be prohibited from driving County vehicles and subject to penalty provisions outlined in [Section 307.99](#) of the O.R.C., as well as corrective action up to and including termination.

