



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Department Owned Vehicle Policy
APPLICABILITY:	All staff
CONTACT PERSON & DIVISION:	Fiscal Officer, Administration
ORIGINAL DATE ADOPTED:	01/04/2017
LATEST EFFECTIVE DATE:	06/8/2023
REVIEW FREQUENCY:	Every 5 years
BOARD APPROVAL DATE:	n/a
REFERENCE NUMBER:	800-011-P

A. PURPOSE

The purpose of this policy is to describe the policy and procedure for departmental vehicle use.

B. POLICY

The safe operation of vehicles is the highest priority for all employees of Canton City Public Health (CCPH). All CCPH employees must operate City/Department owned vehicles and equipment with care, maintain a valid driver's license and inform supervision when there are changes in vehicle status or licensure status.

C. BACKGROUND

Canton City Public Health (CCPH) provides vehicles for employees to use within and outside of the health district jurisdiction to aid in performance of business conducted for CCPH. CCPH is committed to provide safe and dependable transportation. In turn, employees are entrusted to use good judgment and have a complete understanding of the responsibilities involved.

D. GLOSSARY OF TERMS

Employee: As defined in the Canton City Health Code, 207.01.

Equipment: Physical object purchased by CCPH or the City of Canton and assigned to CCPH for business use only.

Vehicle: Motorized equipment used to convey an employee while performing tasks as permitted.

Driver: An employee can be a driver of a department vehicle if they meet the following requirements:

- Possess a valid driver's license and/or equipment certifications.
- Are familiar with the operation and controls of the vehicle.
- Maintain an acceptable driving record per this policy.
- Follow the guidelines stated in this policy at all times.

Primary Driver: An employee that has been assigned the primary responsibility for a vehicle by the division supervisor.

Supervisor: The supervisor, used in the context of this policy, is the employee's immediate supervisor or any other supervisor or leader at CCPH.

E. PROCEDURES

1. Use of Vehicle

Employees have been provided department vehicles and equipment to assist in performance of their jobs. Department vehicle use is strictly limited to business purposes and may not be used for personal reasons (such as going to lunch, leaving from and returning to the office). Transporting strangers, hitchhikers, or non-CCPH employees is strictly prohibited. From time to time, you may need to carry business associates or clients, which is allowed only if pre-approved by the division leader or in accordance with 800-012-P Travel Authorization Policy.

2. Vehicle Assignments

CCPH vehicles are assigned to each division. Employees that are field staff will have priority in assignment of vehicles at the discretion of the division leader. Vehicles may be assigned a primary driver at the discretion of the division leader. A pool of vehicles for the division and for the department will be available for employees to use that periodically travel for CCPH business.

3. Equipment in Vehicles

- a) The following must be maintained in each vehicle:
 - i) Accident Report Instructions/Forms
 - ii) Vehicle Refueling Instructions
 - iii) Gas Card
 - iv) Vehicle Inspection Log Forms
 - v) Vehicle Manufacturer's Manual
 - vi) Department Owned Vehicle Policy (this document)
 - vii) List of emergency contact phone numbers
 - viii) Valid insurance card and vehicle registration
 - ix) List of scheduled maintenance
 - x) Spare tire
 - xi) Tire changing tools
 - xii) Ice Scraper
 - xiii) First Aid kit

4. Vehicle Inspection Procedure

- a) To ensure the safe operating condition of CCPH vehicles/equipment, the driver must complete an inspection to assure the vehicle is not damaged.
 - i) Failure to perform this check could result in the driver being held responsible for any damage.
- ii) The inspection will be documented on CCPH's form (800-011-04-F_Vehicle Inspection Log Sheet).
- b) Any damage or missing equipment found during this inspection must be noted on the inspection form and immediately reported to a supervisor or program manager.
- c) Prior to driving vehicles/equipment, the driver must walk around the vehicle and carefully check for obstacles.
- d) Unusual vehicle wear and tear above industry average, neglect to maintain the vehicle, or failure to complete inspection forms may result in disciplinary actions as defined in CCPH Employee Discipline Policy (800-006-P_Employee Discipline).

5. Maintenance and refueling

- a) The vendors for vehicle maintenance (such as washing and refueling) will be determined by the City of Canton. Division leaders are responsible to ensure purchase orders for those vendors (as necessary) are issued and the vendor names/locations are communicated to drivers for their division.
- b) Refueling cards and instructions are contained in each vehicle that allows the user to refuel at any fueling station as specified in the City of Canton Fuel Card Memo Policy and Instructions 800-011-02-A.
 - i) The driver is responsible for maintaining sufficient fuel in the vehicle.
 - ii) The driver must refuel vehicle if the fuel level is less than $\frac{1}{4}$ tank using the procedure provided.
 - iii) The driver does not need to obtain a fuel receipt.
- c) The City of Canton Division of Motor Vehicles (DMV) will provide routine maintenance and repair on each vehicle.
 - i) It is the primary driver's responsibility to ensure the vehicle gets general oil changes, tire rotations, required maintenance, and repairs per the manufacturer's recommended intervals. In the absence of a primary driver, this is the responsibility of the division leader or their designee.
 - (1) Vehicle maintenance is listed in the manufacturer's manual and kept in the vehicle.

6. Vehicle Parking and Securing

- a) The driver is responsible for parking the department vehicle in accordance with local laws.
 - i) A parking lot, parking garage, or marked parking space should be used when available.
 - ii) Drivers should avoid parking in residential driveways and instead park on the road when going to residential locations.
 - iii) Department vehicles that are parked in City of Canton metered locations are not required to pay the meter.
 - iv) If only paid parking spaces are available at the destination, the driver is responsible to have received prior travel authorization for those expenses per the Travel Policy with Expenses in 800-012-P
- b) Department vehicle parking at CCPH office:
 - i) When the department vehicle is not in use for a short time, it can be parked on Piedmont Street.
 - ii) When the department vehicle is not in use for the rest of the day or overnight, the vehicle shall be parked in its designated space in the CCPH Parking Garage or Millennial Parking Deck.
 - (1) The department vehicle shall not be parked on Piedmont Street overnight unless approved by the Division Leader.
 - (2) The department vehicle may be parked overnight in the employee parking lot at 5th St and Cherry Ave on rare occasions as approved by the Division Leader.
 - (3) Authorization for a vehicle to park in the Millennial Parking Deck shall be received from City of Canton Purchasing Department, which will issue a parking pass for the vehicle.
- c) Department vehicles designated for the Recycling Center shall be parked in its designated space at the Recycling Center. Surplus vehicles may be parked at the Recycling Center as approved by the vehicle division leader and Recycling Center management.
- d) Department vehicles are not allowed to be taken to an employee's home unless pre-approved in accordance with 800-012-P Travel Authorization Policy.
- e) The driver is responsible for securing the vehicle when unattended. This includes locking the vehicle doors, closing the windows, and removing the keys when not in use.

7. Safe Driving

- a) Any CCPH employee operating CCPH vehicles/equipment must possess and maintain possession of a current valid Ohio driver's license/equipment certification.



- b) The driver must be familiar with the safe operation of the vehicle.
- c) Prior to starting the vehicle, the driver must assure that all occupants have fastened their seat belts, and that the mirrors and seat are properly adjusted.
- d) While driving CCPH vehicles/equipment, the driver must comply with traffic laws, be conscious of road safety, and drive safely.
 - i) Safe driving tips can be found at the National Highway Traffic Safety Administration Driving Safety page at <https://www.nhtsa.gov/>

8. Breakdowns

- a) In the event of a breakdown in Stark County which does not impede the flow of traffic, the driver must contact their supervisor or program manager.
 - i) The supervisor or designated person will contact DMV for further instructions.
- b) In the event of a breakdown that impedes traffic flow, the driver must contact 911 and report the breakdown so that traffic can be safely diverted.
 - i) The driver must then contact their supervisor program manager.
 - ii) The supervisor program manager will contact DMV for further instructions.

9. Accidents

- a) In the event of an accident in the basement parking garage or Millennial Parking Deck, the driver should notify their Supervisor, then follow the steps c.-f. below. The police should not be contacted.
- b) In the event of an accident involving an incident **outside** of the CCPH parking garage or Millennial Parking Deck, with another City or non-City owned vehicle, with any other property, or involving any potential for injury, no matter how slight, the driver should follow Vehicle Accident Report Instructions 800-011-03-A Vehicle Accident Report Instructions.
- c) Complete a Motor Vehicle Accident Report SIP-5 form 800-011-05-F (copies are permitted) and an Injury Report Form (if there are injuries) within 24 hours. Send forms to Supervisor, Health Commissioner, Safety or Service Director, and Law Dept.
- d) The driver may be subject to drug and alcohol testing after the accident per Canton City Health Code 207.32(c) Post Accident Testing.
- e) If the driver is found to be under the influence of drugs or alcohol at the time of the accident, regardless of whether the driver is found at fault or not, the driver will be subject to discipline per CCPH Employee Discipline Policy (800-006-P_Employee Discipline).
- f) A summary of the accident instructions is included in 800-011-03-A Vehicle Accident Report Instructions which should be kept in the vehicle for reference at all times.

10. Cleanliness of the vehicles

- i) It is the driver's responsibility to assure that their assigned vehicle is clean, presentable, and free of debris both inside and outside.
- ii) A car wash vendor is designated by the City of Canton.
- iii) Car washes can be obtained once per month, or as often as is necessary to maintain cleanliness.

11. Prohibited Acts

- a) Using a cell phone by the driver while the vehicle is in motion.
 - i) The driver is prohibited from using a cell phone in any way (i.e. e-mail, calling, texting, etc.) while the vehicle is in motion.
 - ii) If the driver needs to use a cell phone while the car is in motion, the driver should pull safely from the road, park the vehicle, and then use the cell phone.



- b) Leaving the vehicle doors unlocked and/or the windows open when unattended.
- c) Failing to report fluid spills or leaks as required by law or policy.
- d) Smoking, drinking, using drugs at any time in the vehicle.
- e) Operating the vehicle under the influence of drugs or alcohol.
- f) Using vehicle for personal purposes.

12. License Status

- a) In the event that an employee's driver's license has been suspended, revoked, expired, or any change in status that would modify or preclude the employee from lawfully operating any type of motor vehicle, then that employee must:
 - i) Notify his or her supervisor immediately within 24 hours and
 - ii) Must not operate a department vehicle.
- b) If an employee's driver's license was issued by an authority outside the State of Ohio, then the employee must first obtain an Ohio issued driver's license prior to operating a department vehicle.

13. Traffic and parking violations

- a) Major violations received while driving any vehicle, department or privately owned, must be reported to the employee's supervisor as soon as possible.
- b) Receiving a major driving violation conviction may result in loss of use of a department-provided vehicle and losing the privilege of driving to conduct CCPH business in any manner.
 - i) Major violations include:
 - (1) Driving under a suspended or revoked license.
 - (2) Hit and run or leaving the scene of an accident.
 - (3) Vehicle theft due to negligence (including failure to park the vehicle in a secure, well-lit area or parking garage, failure to lock doors, leaving keys in plain view or leaving a vehicle running while unattended).
 - (4) Vehicular manslaughter, homicide or assault arising out of the operation of a motor vehicle.
 - (5) Use of false motor vehicle documents, such as license or registration.
 - (6) Failure to obey school crossing guard or any school bus violation.
 - (7) Passing on the wrong side, on a hill, or where prohibited.
 - (8) Reckless, careless, or negligent driving.
 - (9) Driving on the wrong side of a divided highway.
 - (10) Participating in racing or a speeding contest.
 - (11) Driving while under the influence of alcohol, even if under the legal limit; driving while intoxicated at the legal limit or above; and/or driving while under the influence of drugs, whether prescription drugs or any controlled/illegal substances.
 - (12) Implied consent or refusing the test.
 - (13) Speeding more than 24 mph over the limit.
 - (14) Eluding a police officer.
 - (15) Failure to keep an acceptable motor vehicle record.
- c) Department-provided vehicle privilege or driving on CCPH business in any manner may be reinstated after 12 months from the date of loss of privilege at the discretion of management.
- d) The driver is to report any citation received while operating the department vehicle to their supervisor immediately after receiving the citation.
- e) The driver is personally responsible for all fines and costs associated with a citation, including parking fines.
- f) The driver may be subject to disciplinary action as outlined in the employee discipline policy (800- 006-P_Employee Discipline).

14. Reserving Vehicles

- a) Vehicles should be reserved in accordance with the policy of the division responsible for the vehicle.

F. CITATIONS & REFERENCES

Ohio Revised Code (<http://codes.ohio.gov/orc/>)

Canton City Health Code

National Highway Traffic Safety Administration Driving Safety (<https://www.nhtsa.gov/>)

800-012-P Travel Authorization Policy

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Annie Butusov, Director of Environmental Health
2. Rob Knight, Executive Assistant

H. APPENDICIES & ATTACHMENTS

800-011-01-A_CCPH Vehicle List as of

800-011-02-A_City of Canton Fuel Card Memo Policy and Instructions

800-011-03-A_Vehicle Accident Report Instructions

I. REFERENCE FORMS

800-011-04-F_Vehicle Inspection Log Sheet

800-011-05-F_Motor Vehicle Accident Report SIP-5 REV. 10/92 – Contact the Fiscal Manager or the City of Canton to receive this form pre-printed. Do not use the form attached to the policy. This is just to show the employee what the form looks like.

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
7/11/18		C. Allen	Made small change to section D.5.b.iii.1
3/4/2020		J Adams, R Knight	Changes to section 1 and section 5
4/12/2023		A. Butusov	Changes to section 1-13

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.