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Canton City Health District

Canton City Health District

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FINAL

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:	01/04/2017
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 the Canton City Health District (CCHD). All CCHD employees must operate city/department owned vehicles 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 Health Department (CCHD) provides vehicles for employees to use within and outside of the health district jurisdiction to aid in performance of business conducted for CCHD. CCHD 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 CCHD or the City of Canton and assigned to CCHD for use only.

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

Trailer: CCHD has one emergency equipment trailer, tandem axle.

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

- Possess a valid driver's license.
- 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 CCHD.



E. PROCEDURES

1. Use of Vehicle:

Employees have been provided department vehicles to assist in performance of their jobs. Department vehicle use is strictly limited to business purposes. It may not be used for personal reasons. Loaning the vehicle to friends, neighbors, relatives, or anyone else is strictly prohibited. Transporting strangers or hitchhikers is strictly prohibited. From time to time, you may need to carry business associates, which is allowed only if pre-approved by the division leader or in accordance with 800-012-P Travel Authorization Policy.

2. Vehicle Assignments

CCHD 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 CCHD business.

3. Equipment in Vehicles

- a) The following must be maintained in each vehicle:
 - i) Spare tire
 - ii) Tire changing tools
 - iii) Accident Report Instructions/Forms
 - iv) Vehicle refueling instructions
 - v) Vehicle Inspection Sheets
 - vi) Vehicle User and Mileage Log Sheets (for pool vehicles only)
 - vii) Ice Scraper
 - viii) Emergency kit (tire inflator, flares, hazard signs, etc.)
 - ix) First Aid kit
 - x) Vehicle Manufacturer's Manual
 - xi) Vehicle use policy (this document)
 - xii) List of contact phone numbers
 - xiii) Valid insurance card and vehicle registration
 - xiv) List of scheduled maintenance

4. Vehicle Inspection Procedure

- a) Prior to entering the vehicle, the driver must walk around the vehicle, carefully checking for obstacles or persons that may present a hazard.
- 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) The driver must always operate the vehicle in a safe manner and in compliance with all traffic rules.
- e) To ensure the safe operating condition of a CCHD provided vehicle; the primary driver must complete an inspection of their assigned vehicle and assure the vehicle is not damaged.
 - i) The inspection will be documented on CCHD's form (800-011-01-F_Vehicle Inspection Log Sheet).
 - (1) Blank inspection forms are to be kept in the respective vehicles and must be completed on a quarterly basis or once every 1,500 miles whichever comes first.
 - (2) Completed inspection forms must be maintained for a period of two years. The primary driver should initiate repairs per section E.5 of this policy if the inspection finds a problem requiring repair.



- f) A driver of a pool vehicle must also perform a visual inspection as stated in section E.4.a. of this policy as well as a walk around of the vehicle looking for physical damage and ensure that all safety equipment is present.
 - i) Equipment includes
 - (1) spare tire
 - (2) emergency kit
 - (3) first aid kit
 - (4) tire changing tools.
 - ii) It is possible that failure to perform this check could result in the driver being held responsible for any damage.
 - iii) Any damage or missing equipment found during this inspection must be reported to their immediate supervisor or other program manager immediately by phone call, text message or email.
- g) 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 CCHD 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 are contained in each vehicle that allows the user to refuel at any fueling station as specified in 800-011-02-A.
 - i) The driver is responsible for maintaining sufficient fuel in the vehicle.
 - (1) Refueling instructions are included in attachment 800-011-02-A City of Canton Fuel Card Memo Policy and Instructions
 - ii) The driver must refuel vehicle if the fuel level is less than $\frac{1}{4}$ tank using the procedure provided.
 - iii) The driver must place the receipt for the fuel purchase in the area designated by their division leader.
 - (1) Gas receipts are to be kept by the division for 90 days, submitted to the Executive Assistant in envelopes labeled by month and year, and then disposed of in accordance with the Canton City Health Department's Record Retention Schedule.
- 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 performed at DMV at the intervals designated by the DMV.
 - (1) A list of scheduled maintenance will be provided for each vehicle and kept in the vehicle
- d) Tire pressures must be checked regularly (during the inspections listed in E.4.e., at a minimum) by the primary driver to ensure they are kept at inflation level designated in the vehicle manual or on the inside door panel of the vehicle.
 - i) If tire pressure needs to be adjusted, the primary driver may use CCHD owned tire inflator available in the administration office area, any gas station, or at the Recycling Center.

6. Vehicle Parking and Securing

- a) The driver is responsible to always park the department vehicle in use in accordance with parking traffic laws.
 - i) A parking lot, parking garage, or marked parking space should be used when available.



- ii) Drivers should avoid parking in residential driveways but instead park off 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 travel authorization for those expenses per the 800-012-P
- b) The driver is responsible to secure the vehicle while it is unattended or parked by locking the doors and closing the windows.
- c) Department vehicle parking at CCHD 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 CCHD Parking Garage.
 - (1) The department vehicle shall not be parked on Piedmont Street overnight unless approved by the Division Leader.
- d) Department vehicles are not allowed to be taken to an employee's home. An exception to this is during certain travel scenarios that have been pre-approved in accordance with 800-012-P Travel Authorization Policy.

7. Safe Driving

- a) While driving CCHD vehicles the driver must comply with traffic laws, be conscious of road safety and drive safely.
 - i) Drivers are required to maintain a safe following distance at all times.
 - (1) During slippery road conditions, the following distance should be increased.
 - ii) Drivers must yield the right of way at all traffic control signals and signs requiring them to do so.
 - (1) Drivers should also be prepared to yield for safety's sake at any time.
 - (2) Pedestrians and bicycles in the roadway always have the right of way.
 - iii) Drivers must honor posted speed limits.
 - (1) In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic.
 - iv) Drivers may drive at the speed of traffic but must not exceed the posted speed limit.
 - v) Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
 - vi) When passing or changing lanes always ensure that the lane is clear before changing.
 - vii) Be aware of other vehicles, pedestrians, and bicyclists when approaching intersections.
 - (1) Never speed through an intersection on a caution light.
 - viii) Avoid backing up where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.
 - (1) Check behind your vehicle before backing up.
 - ix) Safe driving tips can be found at the National Highway Traffic Safety Administration Driving Safety page at <https://www.nhtsa.gov/>
 - x) The trailer is to be pulled with vehicle 6407, White F250, assigned to EH located at the recycling center.

8. Breakdowns

- a) In the event of a breakdown in Stark County that is not impeding the flow of traffic the driver must contact their supervisor or designated person.
 - xi) 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 or designated person that will contact DMV for further instructions.

9. Accidents

- a) In the event of an accident involving an incident outside of the basement parking garage with another non-city owned vehicle, with any other property or any potential for injury, no matter how slight, the driver should (if they are able):
 - i) Assure they are in a safe location away from potential for further harm or injury
 - ii) Contact the local police by calling 911 immediately.
 - iii) Follow all guidance and instructions provided by law enforcement.
 - iv) Assure that any other person involved in the incident is okay and render aid, if able, to parties involved.
 - v) The driver may be subject to drug and alcohol testing after the accident.
 - vi) If possible, obtain names, addresses and telephone numbers of any witnesses, photographs, including name, badge number, department name and address of any investigating law enforcement agency.
 - vii) Identify yourself and show your driver's license and insurance identification card. Do not discuss insurance terms with the other party. Do not assume the blame for the accident and, above all, do not agree to any settlement.
 - viii) Cooperate with the investigating law enforcement officers. Answer their questions factually and avoid commentary beyond that. Do not insist that a citation be issued to the other operator. However, if the officer asks you if you want a citation issued to the operator of the other vehicle, you may answer yes.
 - ix) Note if there are any injuries reported by anyone involved in the accident.
 - x) If an adjuster or any other representative from the other driver's insurance company contacts you for a statement (either written or recorded), refer that person to the Canton City Law Department and inform your supervisor.
 - xi) 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 CCHD Employee Discipline Policy (800-006-P_Employee Discipline).
- b) The driver must document the accident by completing the City of Canton's 800-011-05-F_Motor Vehicle Accident Report SIP-5 REV. 10/92 form. The form must be obtained from the Fiscal Officer. This must be completed as stated in the form within 24 hours of the incident. If the employee is unable to complete the form due to injury, the immediate supervisor will complete it on their behalf. Any photographs collected should be included with the report.
- c) In the event the vehicle becomes slightly damaged in the basement parking garage, the police should not be contacted.
 - i) The driver should still report the accident using the accident reporting forms 800-011-05-F_Motor Vehicle Accident Report. The driver should collect photographs of the damage to include with the report.
- d) A summary of the above instructions is included in 800-011-03-A Vehicle Accident Reporting Instructions which should be kept in the vehicle for reference at all times.

10. Cleanliness of the vehicles



- a) It is the primary driver's responsibility to assure that their assigned vehicle is clean and presents a positive image to the public. Both exterior and interior of the vehicle must be maintained in a clean manner
 - i) A car wash vendor is designated by the City of Canton.
 - ii) It is the primary driver's responsibility to assure that the vehicle is taken to the car wash at least once each month, or more often as needed.
- b) It is the responsibility of the driver of a pool vehicle to assure that the vehicle they signed out is clean and presentable and the interior remains free of debris.
- c) All department vehicles are designated as "non-smoking" areas.

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 and then use the cell phone.
- b) Leaving the vehicle unsecured (locked and the windows closed).
- c) Failing to report fluid spills or leaks as required by law or policy.
- d) Smoking at any time in the vehicle.
- e) Using vehicle for personal purposes

12. License Status

- a) In the event that an employee's driver's license has been suspended, revoked or any change in status that would modify or preclude the employee from 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) Receiving a major driving violation conviction may result in loss of use of a department-provided vehicle and losing the privilege of driving on CCHD business in any manner. Major violations received while driving any vehicle, department or privately owned, must be reported to the employee's supervisor as soon as possible.
 - i) It may also subject the employee to further disciplinary action CCHD Employee Discipline Policy (800-006-P_Employee Discipline).
 - ii) 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.



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- (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.
- iii) Department-provided vehicle privilege or driving on CCHD business in any manner may be reinstated after 12 months from the date of loss of privilege at the discretion of management.
- iv) Each driver is responsible for prompt payment of any fine incurred as a result of unlawful operation or illegal parking of the department vehicle.
- b) The driver is to report any citation received while operating the department vehicle to their supervisor immediately after receiving the citation.
 - i) The driver is personally responsible for all fines and costs associated with a citation, including parking fines.
 - ii) 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

Canton City Health Department Record Retention Policy

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

- 1. Mark Adams, Director of Environmental Health
- 2. Rob Knight, Executive Assistant

H. APPENDICES & ATTACHMENTS

800-011-01-A_CCHD Vehicle List as of 10/07/2016

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

800-011-03-A_Vehicle Accident Report Instructions

800-011-06-A_City of Canton DRAFT Vehicle Spill Response.doc

I. REFERENCE FORMS

800-011-04-F_Vehicle Inspection Log Sheet



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800-011-05-F_Motor Vehicle Accident Report SIP-5 REV. 10/92 – Contact the Fiscal Officer or the City of Canton to receive this form. 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

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.