

MCESC-Owned Vehicle Use Guidelines

Purpose: To establish a uniform policy on the use of MCESC-owned or leased vehicles for all employees, both bargaining unit and exempt, assigned a vehicle either on a temporary or short-term basis.

Policy: MCESC-owned or leased vehicles are authorized for use in the performance of all essential travel duties related to the completion of MCESC business. They are not authorized to be used for personal trips unrelated to the MCESC business for which they were assigned; to transport passengers who are not State employees or who do not fall within the “Authorized Use” section outlined below; nor to attempt tasks which are beyond the vehicle’s capabilities.

MOTOR POOL

The MCESC has a motor pool. All employees, (unless a vehicle is assigned to them for permanent use) are **expected** to seek a vehicle from the motor pool for all driving travel while on official MCESC business.

If there are no pool vehicles available, and the driver may choose to use Enterprise Car Rental or to use his/her personal car. The rental receipt when turned in must match the motor pool availability records. This record will serve as authorization for rental or personal automobile mileage reimbursement.

This does not obligate, nor is it meant to imply obligation, for the MCESC to cover any injuries or damages resulting from the use of a personal vehicle to the driver, any other drivers or any property. It is strongly recommended the driver check with his/her private insurance carrier to ensure proper coverage.

MOTOR POOL VEHICLE RESERVATION – Vehicle Registration System (VRS)

In addition to all requirements previously mentioned in this policy all drivers, using a motor pool vehicle, shall:

1. Must use the VRS system for reserving and returning a vehicle. The VRS is located on the MCESC website under “For ESC Staff”
2. Pick up and return the keys and gas card during regular business hours in the MCESC business office located in MCCTC. Ask for Geneva Crosby.
2. Returning or signing in the vehicle:
 - a. On time as specified in the VRS.
 - b. Return the vehicle to the same location where it was picked up;
 - c. Record mileage as part of the return and sign in process in VRS;
3. Return the vehicle with a minimum of three-fourths (3/4) full fuel tank;
4. Provide all gas receipts to **Geneva Crosby** when returning the keys and gas card.
5. Remove all trash and personal items prior to returning the vehicle;

6. Notify the Assistant Superintendent of MCCTC or MCEC of any maintenance or service issues or condition of the vehicle that require attention and would make the vehicle unsafe or undesirable to be used until addressed.

AUTHORIZED USE

1. Travel between the place where the MCEC vehicle is dispatched and the place where the official business is performed.
2. When on paid travel status, travel between the place of MCEC business and a place of temporary lodging.
3. When on paid travel status: to obtain meals; to obtain medical assistance (including drug store); to a place of worship; and similar places required to sustain the health, welfare or continued efficient performance of the driver, excluding places of entertainment.
4. Transport of other officers, employees, consultants, or guests of the MCEC when on official State business.
5. Transport of consultants, contractors or commercial firm representatives when such transport is in the direct interest of the MCEC.
6. Transport of any persons or items in a true emergency. A true emergency is one that involves a situation threatening human life or safety.
7. If authorized by management, travel between a place of performance of MCEC business to the employee's personal residence.
 - a. Travel shall only be considered compensable time if it adds time to the employee's commute. As such, neither travel between an employee's personal residence to employee's home base, nor those activities which are incidental to the use of such vehicle for commuting, shall be considered part of the employee's work day.
8. Any employee assigned a vehicle on a permanent basis must be approved by the Governing Board of the MCEC.

UNAUTHORIZED USE

Be advised that any unauthorized use of MCEC vehicles may result in disciplinary action up to and including termination. Unauthorized use includes, but is not limited to, the following:

1. Unsafe and/or Illegal Acts, including:
 - a. Operating a MCEC vehicle while under the influence of drugs that could impair driving, including alcohol.
 - b. Operating a MCEC motor vehicle after the consumption of alcohol is strictly prohibited.
 - c. Texting while operating a MCEC vehicle (as prescribed in Ohio Revised Code section 4511.204(A)).

- d. Operating a MCECSC vehicle without a valid operator's license or while said license is under suspension or revocation.
- e. Travel or tasks which are beyond the vehicle's rated capability or capacity.
- f. Operating a MCECSC vehicle when insurance coverage has been suspended or terminated by the Treasurer's Office.

2. Non-MCECSC Business, including:

- a. Transport of families, friends, associates or other persons who are not employees of the MCECSC or serving the interest of the MCECSC (including hitchhikers).
- b. Transport of cargo which has no relation to the performance of official State business.
- c. Using MCECSC vehicles exclusively for union business (including contract negotiations, grievance meetings, arbitration and mediations).
- d. Transport of employees from the normal place of business to restaurants or other places while not on official MCECSC business.

3. Unsafe Conditions, including:

- a. Transport of acids, alcohol, explosives, weapons, ammunition or highly flammable material, except in the course of MCECSC business and in compliance with any applicable local, State, and Federal laws.
- b. Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way which constitutes an obstruction to safe driving or a hazard to pedestrians or other vehicles.

EMPLOYEE RESPONSIBILITY

1. Responsible Use.

- a. Employees are expected to use MCECSC vehicles in a responsible manner.
- b. Employees are not to unnecessarily alter any MCECSC vehicles without MCECSC approval.
- c. Employees are prohibited from installing non-MCECSC issued equipment in any MCECSC owned or leased vehicle.
- e. Employees are not to unnecessarily idle vehicles. Unless the vehicle is specifically needed to be kept running for a job requirement or being driven, the vehicle should be kept or turned off.

2. Checking Before Operation.

- a. Employees shall be responsible for inspecting the vehicle for damage and other safety-related items prior to operation.
 - If the driver notices any superficial damage to the vehicle, that does not affect its operation, the damage should be noted electronically in the sign in procedure upon returning the vehicle. If the driver finds that any safety equipment (lights, turn signals,

brake lights, etc.) is not functioning properly before operation, the driver shall report the malfunction to either the Assistant Superintendent of MCEC or MCCTC. A determination will be made if the vehicle should be driven or a replacement vehicle assigned.

- If the problem is noticed during operation, either the Assistant Superintendent of MCEC or MCCTC must be contacted for further instructions.
- If an employee observes a warning light prior to operation the employee shall consult the owner's manual and/or either the Assistant Superintendent of MCEC or MCCTC for instruction on whether the vehicle should be driven.
- If a warning light appears during operation, the employee shall discontinue driving and consult the motor vehicle manual and/or either the Assistant Superintendent of MCEC or MCCTC for further instruction.
- In the event of an emergency, the MCEC fuel card can be used to purchase needed items (i.e., light bulbs, wipers, washer fluid, etc.). Up to \$100 can be charged without needing any further approval from either the Assistant Superintendent of MCEC or MCCTC

b. Employees are not to drive any MCEC vehicle with damages or defects which make the vehicle unsafe for use.

3. Tickets and Other Financial Assessments.

a. Employees must notify either the Assistant Superintendent of MCEC or MCCTC of any tickets received or accidents involved in within one business day of occurrence. See additional information under Accident Reporting.

b. Damages or other financial assessments related to MCEC vehicles that are incurred as a result of the driver's poor judgment, irresponsibility or negligence, will be charged to the employee or the employee's department. Such charges or assessments may include, but are not limited to, tow charges, damage to the vehicle and all tickets. Any department whose driver violates the nonsmoking requirement, while driving a MCEC vehicle, will be billed the cost of fully cleaning the interior of the vehicle.

4. Refueling.

a. All MCEC vehicles are assigned a credit card for refueling and maintenance. Employees are expected to pick up the credit card and keys at the same time at the MCEC business office located at MCEC. Ask for Geneva Crosby.

b. Employees are to ensure refueling and service stations accept the credit card prior to refueling or giving authorization for service.

c. Employees are to purchase fuel at self-service pumps, unless otherwise required by State or Federal laws.

d. Employees are to purchase only "Regular" unleaded gasoline with an octane rating of 87 unless a vehicle requires an alternative fuel.

e. Employees are to use credit cards only for refueling the vehicle or to purchase vehicle parts or supplies necessary for the continued safe operation of the vehicle. Substantial repairs (valued at \$500 or more) require the approval of the Assistant Superintendent of MCCTC or MCEC. Using the credit card for purchases of food, beverages or any other item not necessary for the continued safe operation of the vehicle is prohibited. Fueling of any portable jugs or fuel tanks for authorized support equipment must be purchased with a separate credit card approved for that purpose.

5. Cell Phones.

a. The use of cellular phones while driving is strongly discouraged. If a cell phone must be used while driving, employees must pull over to the side of the road at the safest opportunity or pull into a rest stop or parking lot and stop the vehicle. Texting is strictly prohibited.

Permanently ASSIGNED VEHICLES

Employees who are assigned a MCEC vehicle on a **permanent basis** must be approved by the Assistant Superintendent of or MCEC before they can drive the vehicle home each night. A MCEC vehicle assignment is a privilege, not a right, and can be revoked. Employees who are assigned a MCEC vehicle must comply with all other requirements of this policy and also:

1. Notify their Supervisor and/or the Assistant Superintendent of MCCTC or MCEC of any temporary, short term, or permanent residency changes not later than five working days prior to the effective date of such changes. If emergency circumstances prevent timely advanced notice, then the employee must notify their Supervisor of the residency change during the next business day. Residency change notices must be filled out completely and must contain the new commute mileage.
2. Accurately and fully complete the vehicle mileage use forms prescribed by the fiscal office.
3. Securely park the assigned MCEC vehicle in a driveway, off street parking location on the premises that is owned or leased by the employee may not be inconsistent with the residence specified in paragraph 1, above. At no time shall the assigned MCEC vehicle be parked overnight at any location other than the employee's residence unless granted pre-approval by management. Employees must also ensure that all compartments, doors, and any other access points to the vehicle are locked at all times. Any non-functioning locking device must be reported to management and remedied as soon as possible. Items must be removed from the non-locking compartments and stored in a secure compartment.
4. Submit to the Assistant Superintendent of MCCTC or MCEC, no later than the fifth (5th) working day of each month, a completed Monthly Automobile Trip and Mileage Reports form and all receipts for purchases made on the credit card for each assigned vehicle for the immediate past month.

COMPLIANCE WITH MOTOR VEHICLE LAWS

All drivers and passengers of a MCECSC vehicle must comply with all applicable State and local motor vehicle laws, including but not limited to the following:

1. The driver and all passengers shall wear seat belts.
2. The driver shall possess a valid operator's license or in the case of a suspended or revoked license, special work privileges must be awarded by a court and copies of the order provided to the Assistant Superintendent of MCCTC or MCECSC. In the case of a suspended or revoked license, the driver shall not operate a MCECSC motor vehicle until such privileges have been acknowledged and approved by the Assistant Superintendent of MCCTC or MCECSC.
3. Driving privileges may be extended when an employee has lost their personal driving privileges, but has a driving work permit issued by the court. The employee must immediately notify their supervisor and the Assistant Superintendent of MCCTC or MCECSC of any loss of driving privileges.
4. The driver shall comply with all applicable State and local traffic and parking laws. In the event of a violation of State and local motor vehicle laws, the driver shall be personally liable for any criminal or civil penalty incurred. All drivers shall notify the Assistant Superintendent of MCCTC or MCECSC and their supervisor of any tickets as soon after receipt as possible but no later than within one business day. Drivers shall also provide the Assistant Superintendent of MCCTC or MCECSC written proof that tickets received have been paid within ten (10) working days after payment of such ticket or in case of an appeal, the court's final decision.
6. All drivers shall operate MCECSC vehicles in a manner appropriate for current weather and road conditions.
7. Supervisors must contact the Assistant Superintendent of MCCTC or MCECSC as soon as possible after the receipt of a ticket (excluding parking ticket, if paid as required), and, if requested by that office, hold and document an interview with the employee to document the facts of the incident.

ACCIDENTS

When an accident occurs, the driver should take the following steps:

1. In the case of an emergency, call 911 and seek assistance for any injured person(s);
2. Do not discuss whose fault the accident was nor limits of insurance coverage with any persons except law enforcement personnel and agency supervisors;
3. Do not discuss the details of the accident with anyone except the investigating law enforcement officer and agency supervisors;
4. Obtain the name and address of the other party's insurance company;
5. Notify your supervisor as quickly as possible;
6. Obtain the name, address and telephone number of the investigating police department if other than the State Highway Patrol and the accident report number;

7. Complete and submit to the Assistant Superintendent of MCCTC or MCEC, within 24 hours of the accident, an Incident Form. This form may be accessed on the internet at: [LINK](#)

8. Supervisors will be required to submit to the Assistant Superintendent of MCCTC or MCEC, within 24 hours of an accident, a Verification of Authorized Use Form. This form may be accessed on the internet at:

INSURANCE

The Fiscal Office is responsible for the administration of the self-insured vehicle liability program.

This program provides coverage while the vehicle is operated by a MCEC agency employee or designated agent that is authorized to operate a MCEC owned or leased vehicle and providing the "Loss" occurred during the course of MCEC business.

There is no insurance coverage under this program for personal effects, either owned by any employee or the MCEC, and while contained or transported in any vehicle covered under this program.

TERMINATION OF INSURANCE COVERAGE OF INDIVIDUALS

MCEC also reserves the right to terminate insurance coverage if it is believed that an employee's operation of a vehicle presents a threat to the public (for example, operating the vehicle in a reckless or dangerous manner, a violation of motor vehicle laws, operating while under the influence of alcohol, etc.)

REINSTATEMENT OF INSURANCE COVERAGE

Coverage for terminated individuals may be reinstated by the Fiscal officer after a period of time subject to the following conditions:

1. A review of the individual's driving record;
2. Having acquired no additional points under Ohio Motor Vehicle Law 4507.40 while operating any vehicle;
3. Proof of a valid driver's license;

MOTOR POOL VEHICLE BREAKDOWNS

If your vehicle should breakdown during regular business hours, the credit card may be used for repairs under the following conditions:

1. You contact and receive authorization from the Assistant Superintendent of MCCTC or MCEC;
2. You have made sure the vendor accepts the credit card;

If your breakdown is after regular business hours, call the towing company listed in the vehicle packet located in the glove compartment. Unless otherwise directed by the towing company, the towing company will bring you and the vehicle back to the MCEC. Have the tow truck driver park the vehicle in its designated parking spot if possible. If that is not possible, have it parked as close as possible to its

designated parking spot. Depending upon prior arrangements with each towing company, you may be able to pay for the towing charge with the credit card. Please secure all receipts and documentation of the service.