

Delaware County Emergency Medical Service Standard Operating Guidelines

Subject	Effective	Supersedes	This Sheet	Total
Driver's License	August 1, 2007	All	1	2

Only authorized Delaware County EMS employees with a current valid driver's license in their possession and who maintain an acceptable driving record will be permitted to operate County owned vehicles or to operate their private vehicles on County Business.

Each employee assigned to operate any EMS Department vehicle or in a position to operate one at any time must have their driver's license number, classification and expiration date recorded with the Department. It is each employee's responsibility to contact the Department with information upon license renewal. This is accomplished by filling out and turning in an employee action form (EAF). A copy of your driver's license must accompany your EAF.

Prior to promotion or assignment to a position requiring the driving of EMS Department vehicles, personnel will be required to have a valid Ohio Driver's License.

Any employee in a driving position or asked to drive a County vehicle or private vehicle on County business who does not have a current, valid Ohio Driver's License will immediately notify his/her supervisor and shall not be permitted to drive. County employees are forbidden from driving a vehicle on County business without a current, valid Ohio Driver's License.

DEFINITIONS

Driving Position: means a job which requires operating a vehicle on County Business or operating a County vehicle as part of his/her range of duties.

Driver's License: means a valid license to drive appropriate for the class of vehicle operated as prescribed by the provisions of the Ohio Revised Code.

Acceptable Driving Record: means that the driving record of the employee has four (4) points or less for the previous 12 months, or eight (8) points or less for the previous 48 months (as defined by the Ohio Department of Public Safety, Bureau of Motor Vehicles).

Change in Status: means that an individual's previously valid driver's license is subsequently expired, refused, cancelled, revoked, suspended, or restricted by the Ohio Department of Public Safety, Bureau of Motor Vehicles.

EMPLOYEE RESPONSIBILITIES

Any employee in a driving position is required to:

1. Possess a valid, appropriate driver's license at all times while operating a vehicle on County Business or while operating a County vehicle. (License must be carried on their person when operating a County vehicle.)

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2. Comply with any and all restrictions placed on his/her driver's license by Ohio BMV at all times while operating a vehicle on County Business or while operating a County vehicle.
3. Maintain an acceptable driving record.
4. Notify his/her supervisor of a change in the status of his/her driver's license or of an arrest conviction, or complaint filing for a violation of driving under the influence (DUI) before the start of the next shift.
5. Refrain from operating a vehicle on County Business or a County vehicle without a valid, appropriate driver's license.

Any employee in a non-driving position is required to:

1. Immediately notify his/her supervisor if the employee does not have a valid driver's license or does not have a valid driver's license in his/her possession at the time he/she is requested to operate a vehicle on County Business or operate a County vehicle.
2. Comply with any and all restrictions placed on his/her license by the Ohio BMV at all times while operating a vehicle on County Business or operating a County vehicle. All current County employees in driving positions will have their driving records reviewed annually. This review shall be conducted at the time of each employee's annual performance review. An employee who accumulates less than two (2) points during the previous 12-month period will receive "MEETS JOB REQUIREMENTS" on the "driving record" factor. An employee who accumulates from 4 to 8 points during the previous 12-month period will receive a "NOT MET" on his/her review.

Issuing Authority:



DCEMS Chief Rob Farmer

08/01/2007

Date