





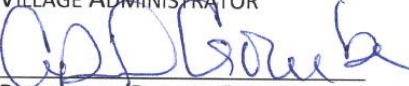
www.ashvilleohio.gov

Village of Ashville



P.O. Box 195
 200 East Station Street
 Ashville, OH 43103
 Office: 740/983-6367 ● Fax: 740/983-4703

POLICY AND PROCEDURE STATEMENT

SUBJECT VEHICLE USE	PAGE 1 OF 4	DATE EFFECTIVE JULY 1, 2018		
SECTION/POLICY NO. 5.03	APPROVED BY  MAYOR	SUPERSEDES VOA V-J, JUNE 1, 2006		
PREPARED BY VILLAGE ADMINISTRATOR	 VILLAGE ADMINISTRATOR	APPROVAL DATE	ISSUE DATE 12/31/2017	REVIEW DATE
REFERENCE CREDIT CARD POLICY # 4:16	 PERSONNEL/BENEFIT COMMITTEE	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. Ashville incurs significant expenses as the result of the procurement of a vehicle.
- II. Ashville incurs expenses, including but not limited to gas, oil, parts, maintenance, and insurance.
- III. Ashville is committed providing the Ashville staff with equipment that increases work safety or work efficiency, on an as needed basis.
- IV. The Mayor and/or Village Administrator will assess determine the safety and efficiency needs of the staff to determine if a member of the staff is in need of a village vehicle.
- V. Ashville reserves the right to regulate the village vehicle use without prior consultation with the employees

PURPOSE:

- I. To perform job functions more efficiently
- II. To provide greater level of service to the residents
- III. To be cost effective
- IV. To provide for safety
- V. To prevent village government's exposure to abuse by complying with all Federal, State, and Local laws and regulations
- VI. To provide a standard for use and control (s) of an Ashville vehicle.
- VII. To provide a uniform process for vehicle use or reimbursement that complies with local, state, and federal ethical and legal standards. Ohio Revised Code Section 102.

PROCEDURE

- I. Assigned vehicles shall not be used to commute to or from work except under the following conditions:
 - 1. A department head may use the assigned vehicle for commuting to or from work if the department head is required to perform official duties during non-scheduled working hours on a call out basis.
 - 2. The Police Chief, Service Director, Utility Director and Village Administrator shall establish vehicle assignments for their respective staffs.
 - 3. A staff member who is assigned a vehicle may be allowed to use the vehicle for commuting if the staff member is required to perform official duties during non-scheduled working hours on a call out basis.
 - 4. A staff member may be authorized to take a vehicle home on a temporary basis if official duties make it impractical to first report to work to pick up the assigned vehicle. The Village Administrator may approve the temporary use of a vehicle for commuting.
- II. Ashville vehicles shall only be used to conduct matters of Ashville business. Ashville vehicles shall not be used for any personal activity that occurs outside of normal working hours.
- III. During normal working hours, a vehicle may be used for minimal personal use such as a stop for a personal errand on the way to or from a business stop or driving to lunch.
- IV. Employees are responsible for the proper operation of the vehicle. Employees shall observe all state and local traffic laws. The employee driving the vehicle and any front seat passenger shall properly wear the factory installed vehicle safety belts. While driving a public vehicle, employees are prohibited from wearing any personal audio equipment that requires use of a headset such as radio, tape, compact disk or MP3 players. Ashville shall not be responsible for the penalty incurred as a result of any violations of state or local traffic laws whether the violation occurs during or after work hours.
- V. At no time shall an Ashville vehicle be used to transport an employee's family member, friend or members of the general public for purposes other than official Ashville business. Interested residents and/or citizens who request to "ride-along" to observe the daily operations of a department must sign a liability release and complete a ride-along request form. The request must be approved by the department head or supervisor. The department head/supervisor may deny the request based upon the citizen's prior criminal record, prior problems the department may have had with the citizen, inappropriate dress, or other just cause as determined by the supervisor. Citizens participating in a "ride-along" must dress appropriately. Citizens shall not wear clothing or head wear that may falsely lead others to believe that he/she is an Ashville employee. Employees who have citizens riding with them should consider the citizens safety in the performance of their duties. Media representatives are permitted to participate in the ride-along program. However, employees should be aware that pursuant to a Supreme Court decision, media representatives are not permitted onto private property while participating in a ride-along program without first obtaining the expressed consent of the private property owner. The employee shall ensure that media representatives do not violate this directive.
- VI. If the vehicle is used by multiple employees or departments, the amount of fuel used is replaced when the vehicle is driven beyond 30 miles.
- VII. Any violation of this section shall be reported to the Mayor and/or Village Administrator for investigation and possible disciplinary action.

The Village has the right to change the basic plan as needs change.

By signing this document you have read and understand the above and will comply with this policy.

Employee Signature: _____ Dated: _____



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ASHVILLE RIDE – ALONG RELEASE FORM

Know all men by these presence, that I, _____ for myself, my heirs, executors, administrators, and assigns in consideration of the sum of one dollar (\$1.00) and other valuable consideration, forever discharge all members and employees of Ashville, and State of Ohio, from any and all actions, causes of action, claims, charges, demands, complaints, damages, injuries, costs, loss of services, expenses, and compensation on account of or arising out of or resulting from an incident occurring during a period of time commencing on the ___ day of _____, 20___, and terminating on the ___ day of _____, 20___, while riding in a vehicle operated or owned by the Ashville, which arises out of or results from my experience of riding in an Ashville vehicle and I do hereby covenant with all members and employees of the State of Ohio to indemnify and save harmless from all actions, causes of action, claims, charges, demands, complaints, damages, injuries, costs, loss of services, expenses, and compensation on account of or arising out of, or resulting from the aforesaid incidents from the date of these presence.

Signed: _____

Witness: _____

Date: _____

Date: _____

Observer Car Number: _____



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ASHVILLE RIDE – ALONG REQUEST FORM

Date Permission Requested: _____

Name: _____

Age: _____

Address: _____

City: _____

State: _____ Zip: _____

Telephone Number: _____

Occupation: _____

Relationship to Employee: _____

I, _____, being at least eighteen (18) years of age, hereby request permission to ride in an Ashville vehicle during daily operations on _____, 20__ from the hours of ____ to _____. I agree not to interfere in any way with the employee or the performance of his/her duty, and to conduct myself in a professional manner while participating in this program. Further I understand that for my own protection or if it is in the best interest of Ashville as determined by the employee on duty that my participation in this program may be terminated either temporarily or permanently without notice.

Participants Signature: _____

Approved Denied

Date: _____

Supervisor or Department Head: _____