

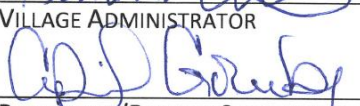


POLICY AND PROCEDURE STATEMENT

| | | | | | |
|----------------------------------|---------------|--|--|------------|-------------|
| SUBJECT | SEAT BELT LAW | PAGE 1 OF 1 | DATE EFFECTIVE | | |
| | | | JULY 1, 2018 | | |
| SECTION/POLICY NO. | | APPROVED BY | SUPERSEDES | | |
| 5.07 | |  MAYOR | NEW | | |
| PREPARED BY | |  VILLAGE ADMINISTRATOR | APPROVAL DATE | ISSUE DATE | REVIEW DATE |
| VILLAGE ADMINISTRATOR | |  PERSONNEL/BENEFIT COMMITTEE | | 12/31/2017 | |
| REFERENCE | | | DISTRIBUTION LIST | | |
| (4513.263 OHIO REVISED CODE-ORC) | | | WEBSITE, MAYOR, COUNCIL CLERK- TREASURER, AND VILLAGE EMPLOYEES | | |

SCOPE

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

POLICY:

- I. All staff will use seat belts while at work.

PURPOSE:

- I. To protect staff and reduce liability. .

PROCEDURE:

1. All Village employees shall use seat belts when on duty, and while riding in or operating a Village vehicle. Employees found guilty of a first violation of the Seat Belt Law while on duty or in a Village vehicle are subject to disciplinary action up to and including a three (3) day suspension, depending on the facts of the case. Repeated violations may result in more severe disciplinary action based upon Section Six of these Policies and Procedures.