

## DELAWARE COUNTY

Subject Driver Abstracts	Effective 6/28/2004	Supersedes March 22, 1999	This Sheet 1	Total 1
-----------------------------	------------------------	------------------------------	-----------------	------------

### **Purpose**

A procedure to check Delaware County employees' driving records for the safety of the community and the county.

### **Scope**

To all employees, supervisors, and appointing authorities covered under the Delaware County Self-Insurance Program.

### **Distribution**

To all employees, supervisors, and appointing authorities covered under the Delaware County Self-Insurance Program.

### **Definitions**

Driver Abstract – Is the driving record of accidents and moving violations cited to a person.

### **Policy**

Per the Delaware County Self-Insurance program, as adopted by the Board of Commissioners and revised periodically, all employees driving on County business must meet or exceed the Qualifications for Driving on County Business, including carrying minimum limits required by the qualifications for driving personal vehicles on County business.

The Self-Insurance Program is found in the Delaware County Standard Operating Procedures Manual.

### **Procedure**

Each July of each year, the Safety Officer will send memoranda to each department under the Board of Commissioners to obtain driver abstracts from employees who drive county vehicles or their personal vehicles for county business.

For the first year, each appointing authority or designee will provide a list of his/her employees' names with social security numbers on letterhead paper of all employees who drive county vehicles or personal vehicles for county business. Once the original list is submitted, the Safety Officer will provide the list of employees for each department each July for verification, update, approval, and return to the Safety Officer.

Enclosed with this information should be a warrant written to the Ohio Bureau of Motor Vehicles. The number of employees who drive for the county will determine the amount of the check. Each abstract costs \$2.00. (Example: If you have ten employees, the warrant will be written for \$20.00.)

This information along with the warrant will be forwarded to the Safety Officer at the Engineer's Complex. The Safety Officer will fill out the necessary paperwork and submit the requests for abstracts to the Ohio Bureau of Motor Vehicles. The abstracts will be sent back to the Safety Officer for review and to be filed.

The Safety Officer shall notify the department head of any employee who does not meet the qualifications to drive on County Business. The Supervisors shall enforce the Self-Insurance Program and its policies.