

**Please Return**

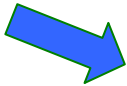
**Form # 19**

**DRIVER'S STATEMENT – B**  
(For use with Drivers operating company supplied vehicles)

As a driver for CYO & Community Services, I attest that I have a current and valid driver's license that is in good standing with the State of Ohio.

I have been provided with a copy of the Transporting Clients and Operating Agency Vehicle Procedures. I represent to the CYO that I am in compliance with the Ohio law requiring all motorists to have automobile liability insurance.

Driver's Name: \_\_\_\_\_



Driver's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please Return

Form # 20

CYO & Community Services  
Driver's License Verification Requests

Date \_\_\_\_\_

CYO & Community Services  
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Driver's Name	DOB	Soc. Security Number	Ohio Driver's License No.	Date of Hire	Job Title	Status

**CYO and Community Services**  
**Transporting Clients and Operating Agency Vehicles**

**Operating a Personal Vehicle**

An employee must meet the following requirements to operate his/her personal vehicle on a regular basis in connection with transporting clients or program participants.

- The employee must be twenty-one (21) years of age or older.
- The employee must provide a copy of their driver's license and proof of insurance.
- The above information must be updated with the Human Resource Manager with each insurance and/or change.
- Driver employees are subject to a Motor Vehicle Report (MVR) check through the Department of Motor Vehicles.
- The employee must sign and date the Driver's Statement Form – A.
- The employee must acquire written permission from his/her supervisor to transport program participants.

**Operating an Agency Vehicle**

In addition to the requirements outlined under Operating a Personal Vehicle (above), an employee operating an agency supplied vehicle may be subject to the following depending on the specific job function and size of the vehicle.

- Required to complete a Department of Transportation (DOT) physical and will be subject to random drug tests, per DOT regulations and CYO's policy.
- May be required to obtain a Commercial Driver's License (CDL).
- The employee must sign and date the Driver's Statement Form – B.

**Reviewing the Driving Record**

Motor Vehicle Report (MVR's) will be requested for all employees who will be transporting clients or program participants as a regular part of their job. In reviewing MVR's, no distinction will be made between violations that occur while driving at work and those which occur while driving during non-work time.

MVR's must be completed prior to assigning a new employee or an existing employee to a position that requires the transporting of clients or program participants on a regular basis. This check must reflect an acceptable driving record as defined below:

- No major violations within the past thirty-six (36) months including, but not limited to, the following:
  - Hit and run
  - Driving under the influence of drugs or alcohol
  - Reckless operation
  - Operating a motor vehicle during a period of suspension or revocation
- No combination of accidents (chargeable or non-chargeable) and minor violations which exceed four (4) points within the past thirty-six (36) months.

## **Do Not Return**

Applicants or current employees who do not meet the criteria outlined above may not be assigned to positions that require the transport of clients or program participants.

The driving record (MVR) of employees involved in the transport of clients or program participants will be checked annually. Employees identified as out of compliance with the requirements outlined above will be either reassigned to a position that does not involve transport of clients or program participants or will be subject to termination based on the circumstances involved.

Additionally, employees who transport clients or program participants are required to report to the Human Resource Manager within 30 days of any conviction of a moving violation, including violations incurred while driving during their own personal time. Such employees are also required to inform the Human Resource Manager of any license suspension, revocation or cancellation or any other disqualification to drive.

When an employee is involved in an accident while transporting a client or program participant, an MVR will be requested and reviewed against the criteria outlined above.

Failure to notify the Human Resource Manager of the events outlined above may subject the employee to disciplinary action up to and including immediate termination.