

**POLICY FOR USE OF MOTOR VEHICLES BY**  
**EMPLOYEES OF BROWN TOWNSHIP, DELAWARE COUNTY, OHIO**

**I. DEFINITIONS**

- A. Board. Board means the Board of Trustees of Brown Township, Delaware County, Ohio.
- B. Driver. Driver means the Employee user or operator of a Vehicle.
- C. Employee. Employee means all elected officials, full or part-time employees, summer workers, co-op students, volunteers, and contract employees of the Township required to drive a Vehicle in the course or scope of their employment or activities on behalf of the Township.
- D. Fiscal Officer. Fiscal Officer means the Fiscal Officer of Brown Township, Delaware County, Ohio.
- E. License. License means a valid Ohio Driver License or valid driver license issued by another state applicable to the type of Vehicle being used or operated. License includes a Commercial Drive License ("CDL") if required for the type of Vehicle being used or operated.
- F. Moving Violation. Moving Violation has the same meaning as is defined in O.R.C. § 4510.01(E) and for purposes of this Policy only refers to a violation of any local or State criminal laws or laws governing the use or operation of a Vehicle that accumulates less than four (4) points under Ohio law. See O.R.C. § 4510.036(C) or other applicable statutes.
- G. Major Violation. Major Violation means a violation of any local or State criminal laws or laws governing the use or operation of a Vehicle that accumulates four (4) or more points under Ohio law. See O.R.C. § 4510.036(C) or other applicable statutes.
- H. Policy. Policy means this Policy for Use of Motor Vehicles by Employees of Brown Township, Delaware County, Ohio.
- I. Road Superintendent. Road Superintendent shall mean the Road Superintendent of Brown Township, Delaware County, Ohio.
- J. State. State means State of Ohio.
- K. Township. Township means Brown Township, Delaware County, Ohio.

- L. Vehicle. Vehicle means a motor vehicle, including equipment, purchased by, titled to, owned by, leased by, or insured by the Township. Vehicle also includes privately owned vehicles operated by Employees while in the course or scope of employment and Vehicles rented by Employees for authorized reasons and for use in the course or scope of employment.

## **II. PURPOSE**

The purpose of this Policy is to establish rules and regulations for the safe, secure, insured, legal, economical, and consistent use and operation of Vehicles by Employees.

## **III. APPLICATION**

This Policy applies to all Employees.

## **IV. DISTRIBUTION**

This Policy should be distributed to all Employees.

## **V. EFFECTIVE**

This Policy shall be in full force and effect immediately upon adoption and shall remain effective until repealed or superseded.

## **VI. COMPLAINT**

All Employees required to drive a Vehicle in the course or scope of their employment or activities on behalf of the Township shall comply with this Policy.

## **VII. OPERATION OF A VEHICLE**

- A. Employees shall use or operate the Vehicle in a safe, courteous, legal, and economical manner.
- B. Employees shall exercise good judgment and exhibit a good and positive example of Vehicle use and operation when using or operating a Vehicle.
- C. Employees shall use and exercise the utmost care and caution while using and operating a Vehicle.
- D. Employees who, in the sole discretion of the Board, have a Motor Vehicle Record ("MVR") record that demonstrates poor driving habits shall not drive any Vehicle in the course or scope of employment or behalf of the Township without receiving additional training and/or intervention and/or discipline and/or until otherwise exhibiting to the Board's satisfaction that there has been substantial improvement in driving abilities, performance, and skills.

- E. The Township's insurance carrier ("Insurer") may, in its discretion, exclude coverage for any Driver or Drivers on a temporary or permanent basis.

## **VIII. LOCAL AND STATE LAWS**

When using or operating a Vehicle, Employees are required to abide by all applicable local and State laws.

## **IX. AGE RESTRICTION**

All Drivers shall be at least eighteen (18) years of age.

## **X. LICENSE**

- A. All Employee using or operating a Vehicle shall maintain and have a valid License that applies to the type of vehicle to be used or operated (e.g. commercial driver's license, etc.).
- B. Before using or operating any Vehicle, all Employees shall:
  - 1. Annually complete and sign the License Verification and Insurance Maintenance Form ("Form") (See Appendix A) and submit the completed and signed Form to the Fiscal Officer.
  - 2. File a copy of his or her License with the Fiscal Officer.

## **XI. USE OF RESTRAINT SYSTEMS REQUIRED**

- A. All Employees and passengers in Vehicles so equipped shall wear safety belts.
- B. When transporting an infant or child, an infant/child safety seat shall be used in accordance with State laws and manufacturer product manuals.

## **XII. QUALIFICATIONS FOR DRIVING**

Employees or applicants for employment may be considered qualified to drive when the following are met to the satisfaction of the Township:

- A. An Employee shall have an acceptable driving record as defined and reviewed in accordance with Article XIII.
- B. The Employee, based on the Employee's Motor Vehicle Record ("MVR"), is approved to drive by the Township's Insurer.

- C. The Employee carries and maintains insurance as required by this Policy and State law and annually provides proof to the Fiscal Officer, as required by this Policy, of insurance and/or compliance with the State's Financial Responsibility Laws.
- D. The Employee shall annually complete and sign the License Verification and Insurance Maintenance Form ("Form") (See Appendix A) and submit the completed and signed Form to the Fiscal Officer.

### **XIII. DRIVER ELIGIBILITY**

- A. An Employee shall have an acceptable driving record in order to use or operate a Vehicle.
- B. For purposes of determining whether an Employee has an acceptable driving record, the Fiscal Officer shall annually obtain the Employee's Motor Vehicle Record ("MVR") from the Ohio Bureau of Motor Vehicles.
- C. The Employee's MVR shall be reviewed annually in accordance with this Policy to determine eligibility to use or operate a Vehicle.
- D. For purposes of this Policy, an acceptable driving record means an MVR which **DOES NOT** contain **ANY ONE (1) OR MORE** of the following conditions:
  - 1. One (1) or more Major Violation(s) in the last two (2) years;
  - 2. Two (2) or more at-fault accidents in the last year;
  - 3. Three (3) or more at-fault accidents within one (1) year;
  - 4. Four (4) or more at-fault accidents within two (2) years;
  - 5. Three (3) or more Moving Violations in the last two (2) years, including traffic citations received as a result of an accident; or
  - 6. Any combination of traffic accidents and/or Moving Violations equaling five (5) or more in the last two (2) years.
- E. Any Employee whose MVR contains **ANY ONE (1) OR MORE** of the conditions listed above in Article VIII(D), regardless of vehicle in which the violation(s) occurred and regardless of whether such violation(s) occurred on-duty or off-duty, shall not be considered to have an acceptable driving record. Employees who do not have an acceptable driving record shall not be permitted to use or operate Vehicles in the course or scope of employment or on behalf of the Township.
- F. Employees who are determined not to have an acceptable driving record will be notified in writing using the Notice of Unacceptable Driving Record form letter (See Appendix B). A

copy of the complete form letter shall be maintained by the Fiscal Officer and in the Employee's personnel file.

- G. An Employee's driving record may be restored to an acceptable driving record. Restoration to an acceptable driving record shall mean that the Employee's MVR no longer contains **ANY ONE (1) OR MORE** of the conditions listed above in Article VIII(D) and the Employee has completed the requirements contained in Article VIII(H) and (I).
- H. Before an Employee's driving record may be restored to an acceptable driving record, the Employee shall be required to attend a defensive driving course or similar remedial type training approved by the Board. Such course or training shall be at the Employee's sole and own expense. The Employee shall provide written proof to the Board of his or her attendance and satisfactory completion of such course or training before being restored to an acceptable driving record.
- I. If the violation(s) that resulted in **ANY ONE (1) OR MORE** of the conditions listed above in Article VIII(D) appearing on the Employee's MVR involved alcohol, drugs, or a controlled substance, the Employee shall be required to attend a substance abuse intervention program. Such course or training shall be at the Employee's sole and own expense. The Employee shall provide written proof to the Board of his or her attendance and satisfactory completion of such course or training before being restored to an acceptable driving record.
- J. The Fiscal Officer shall maintain and regularly update a list of Employees eligible to use or operate Vehicles. Only those employees included on the Fiscal Officer's list of Employees eligible to use or operate Vehicles shall be permitted to drive Vehicles.

#### **XIV. PRE-EMPLOYMENT QUALIFICATION**

Hiring of persons who will be required to drive as a function of his/her job duties will be in the sole discretion of the Board or, as applicable, the Fiscal Officer, however, any new hire shall meet the Qualifications for Driving as contained in this Policy (See Article XII) and the Driver Eligibility Requirements as contained in this Policy (See Article XIII). An applicant may be denied employment on the basis of an unacceptable driving record. At the direction of the appointing authority, denial of employment may be made without regard to the number of points or violations, when a violation occurred, or whether a violation occurred within the State or in another State or foreign country.

#### **XV. CONTINUED ELIGIBILITY**

Each Employee's eligibility to operate a Vehicle is within the discretion of the Board and extends only so long as the Employee is in compliance with this Policy.

## **XVI. VIOLATION REPORTING**

Any Employee eligible to operate a Vehicle shall immediately notify the Board if any of the following circumstances occur:

- A. The Employee's License has expired.
- B. The Employee's License is suspended or revoked.
- C. Any and all accidents, arrests, violations, and citations issued to the Employee regardless of vehicle in which it occurred and/or regardless of whether it occurred on-duty or off-duty.

Failure to immediately report any of the above circumstances may result in disciplinary action.

## **XVII. EFFECT OF SUSPENSION OR REVOCATION**

In any case where the Board or the Township's Insurer has temporarily or permanently suspended or revoked the Employee's driving eligibility and driving is an essential function of the Employee's job, the Board or, as applicable, the Fiscal Officer, may take appropriate disciplinary action, up to and including termination, as permitted by Township policy, laws and regulations of the State, and any applicable collective bargaining agreement.

## **XVIII. SEASONAL AND TEMPORARY EMPLOYEES**

Authorization for seasonal or temporary Employees to operate Vehicles shall be limited where practical. If it is necessary for a seasonal or temporary Employee to drive a vehicle, the Board shall first approve the Employee to drive. If approved, the Employee shall meet the Qualifications for Driving as contained in this Policy (See Article XII) and the Driver Eligibility Requirements as contained in this Policy (See Article XIII). The Employee shall also sign the License Verification and Insurance Maintenance Form ("Form") (See Appendix A) and submit the completed and signed Form to the Fiscal Officer. This Policy and all of its provisions and requirements shall apply to all seasonal and temporary Employees.

## **XIX. ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES**

- 1. No Alcoholic beverages, illegal drugs or controlled substances are permitted in or on a Vehicle.
- 2. No Alcoholic beverages or illegal drugs are permitted to be transported in or on a Vehicle.
- 3. No employee shall use or operate a Vehicle under the influence of alcohol, illegal drugs, illegal use of prescription drugs, or while impaired as a result of using a prescribed medication.

## **XX. FIREARMS**

Employees, other than persons specifically authorized to carry a firearm, are prohibited from carrying firearms in any Vehicle.

## **XXI. USE OF SPECIAL LIGHTS OR FLASHER LIGHTS**

Special lights or flasher lights on Vehicles so equipped shall only be used pursuant to State law and only in circumstances that constitute an emergency or as work and safety conditions require.

## **XXII. VEHICLE CONDITION**

Before each use, an Employee is responsible for ensuring that the Vehicle is properly maintained and in a generally safe operating condition. If the Employee determines that the Vehicle is in an unmaintained condition, the Employee should immediately notify the Fiscal Officer of such condition. If the vehicle is in an unsafe condition, the Employee should immediately cease to use or operate the Vehicle until the unsafe condition is corrected. If the Vehicle is titled to, owned by, or leased by the Township, the Employee should immediately notify the Fiscal Officer of the unsafe condition.

## **XXIII. PASSENGERS**

- A. When using a Vehicle that is titled to, owned by, or leased by the Township, Employees shall not transport any passengers, except for those who are also employees of the Township or are conducting business with or on behalf of the Township.
- B. No one shall be permitted to ride outside the passenger compartment when a Vehicle is in motion.

## **XXIV. USE OF PERSONAL VEHICLES**

- A. Use of personal Vehicles by Employees in the course or scope of employment or for the benefit of the Township is discouraged.
- B. Personal vehicles should only be used when a Vehicle titled to, owned by, or leased by the Township is not available or the use of a Vehicle titled to, owned by, or leased by the Township would cause serious inconvenience, extreme hardship, or the use of a personal Vehicle is otherwise authorized by the Board.
- C. This Policy applies in all respects to Employees who use personal Vehicles in the course or scope of employment or for the benefit of the Township.
- D. Employees who use personal Vehicles while in the course or scope of employment or for the benefit of the Township shall abide by all Township rules and regulations, including department rules.

- E. Personal vehicles will not be used to pull trailers or haul equipment while being used in the course or scope of employment or for the benefit of the Township.
- F. Insurance coverage for personal vehicles used in the course or scope of employment or for the benefit of the Township shall be the responsibility of the owner of the Vehicle.
- G. Employees driving personal Vehicles while in the course or scope of employment or for the benefit of the Township shall maintain primary automobile liability insurance coverage limits on the Vehicle(s) being driven. Such coverage shall, at a minimum, be in the amounts required by State law or this Policy whichever is greater. Insurance maintained by the Township shall be excess to the automobile liability insurance coverage maintained by the Employee.

## **XXV. INSURANCE**

- A. All Employees who use their own vehicle in the course or scope of employment shall annually provide proof of liability insurance to the Fiscal Officer. Proof of insurance shall be made by the Employee completing and signing the License Verification and Insurance Maintenance Form ("Form") (See Appendix A) and providing a copy of the declarations page from the Employee's insurance policy.
- B. Employees shall maintain insurance coverage limits of at least \$100,000 per person for bodily injury; \$300,000 per occurrence for bodily injury; and \$100,000 property damage per occurrence; or a combined single limit of not less than \$300,000.
- C. The Township is responsible for ensuring that employees using their personal vehicles maintain the insurance required by this Policy.

## **XXVI. PROOF OF INSURANCE IN VEHICLE**

All Vehicles shall have an insurance card kept in the Vehicle at all times. If the Vehicle is titled to, owned by, or leased by the Township the insurance card shall be kept in the glove compartment or attached to the driver's sun visor. Missing insurance cards for Vehicles titled to, owned by, or leased by the Township shall be immediately reported to the Fiscal Officer.

## **XXVII. ACCIDENTS AND TRAFFIC CITATIONS**

In the event of a traffic accident or traffic stop for a violation while an Employee is driving a Vehicle in the course or scope of employment or for the benefit of the Township, the Employee shall:

- A. Stop, no matter how minor the accident. Report all collisions involving Vehicles to the law enforcement agency having jurisdiction.
- B. Take precautions to avoid further damage or injury to persons or property.

- C. Make no statements admitting responsibility.
- D. Do not advise other parties involved on any matter, especially that the Township will pay for the damage resulting from the accident.
- E. If a collision is with an unattended vehicle or other object, try to locate the owner. Report the incident to the law enforcement agency having jurisdiction. If this cannot be done, leave a written notice with your name, the Township name, address, and telephone number.
- F. The Driver of a Vehicle is responsible for the Vehicle until it has been returned to the Township or collected by a towing service.
- G. Unsafe Vehicles should not be driven from the scene of an accident. Contact the Fiscal Officer regarding damage and towing if necessary.
- H. Report all accidents and traffic stops to Vehicles to the Township as follows:
  - 1. Report all accidents and traffic violations to the Fiscal Officer.
  - 2. Report all damage to the Fiscal Officer.
  - 3. The Employee, the Employee's supervisor, and any witnesses shall complete an Incident Report (See Appendix C) as soon as possible. The completed Incident Report shall be submitted to the Fiscal Officer.
  - 4. The Fiscal Officer shall record, secure, and collect all relevant and appropriate information including the following:
    - a. Initial accident report.
    - b. All law enforcement reports, including all photographs and statements made at the scene or afterward to law enforcement.
    - c. All citations
    - d. The completed Incident Report
    - e. Repair estimates, when appropriate, in due course.
- I. The Fiscal Officer shall as soon as possible report in writing all accidents and damage to the Board and the Insurer.
- J. The Fiscal shall file all of the documentation collected pursuant to Article XXVII(H)(4) with the Board and the Insurer.

- K. In all investigations of the accident by the Township, the emphasis will be on fact-finding, however, discipline may result. The Board may take such disciplinary action as permitted by Township policy, laws, and regulations of the State of Ohio, or any applicable collective bargaining agreement.

## **XXVIII. DISPLAYS ON VEHICLES**

Only officially approved or required stickers, signs, magnets, wording, displays, or insignia shall be displayed on any Vehicle titled to, owned by, or leased by the Township. No stickers, signs, magnets, wording, displays, or insignia which: (1) indicate any political candidate, party, organization, or theme; (2) are vulgar, obscene, and/or in poor taste; or (3) relate to specific social concerns that may be found objectionable by citizens shall be temporarily or permanently displayed on or applied to Vehicles titled to, owned by, or leased by the Township.

## **XXIX. USE OF ELECTRONIC DEVICES**

Electronic devices, including but not limited to, cell phones, laptop computers, tablet computers, GPS, and MP3 players shall not be operated or used by the Driver while the Vehicle is in motion or in gear unless such electronic devices can be used hands free via Bluetooth or by voice command and only if such use is necessary and can be done safely. If possible and safe, a Driver should pull off the road to a safe location, stop, and put the Vehicle in park to use electronic devices.

## **XXX. BACKING**

Whenever possible, backing of Vehicles is discouraged. No Vehicle should be backed unless the maneuver is unavoidable and the Driver has a clear view of the entire area to be backed into. If such a view is not present, the Driver, if alone, should exit the Vehicle and inspect the area to be backed into, or, if a passenger is in the Vehicle, the passenger should exit the Vehicle and guide the driver using appropriate hand and/or voice signals.

## **XXXI. VEHICLE INSPECTIONS**

All Vehicles shall be visually inspected for safety or maintenance issues by the Driver each time before the Vehicle is used or operated. Inspections will focus on identifying any obvious physical damage, inoperable running lights and horns, loose steering, and inappropriate tire conditions. No Vehicle shall be used or operated if a safety or maintenance issue is observed and such condition would make the Vehicle unsafe to use or operate. Any deficiency encountered shall be immediately reported to the Fiscal Officer to take appropriate action to correct the problem.

## **XXXII. MAINTENANCE**

All Vehicles titled to, owned by, or leased by the Township shall be maintained according to the manufacturer's specifications. Records of this maintenance activity are to be retained. All

personal vehicles driven during the course or scope of employment or for the benefit of the Township shall be maintained in a manner that promotes safe travel.

### **XXXIII. PARKING**

- A. No Vehicle shall park in a designated "NO PARKING" zone.
- B. No Vehicle shall park in a designated handicapped parking space, unless the Employee is qualified to park in such parking space and the appropriate placard is displayed.
- C. No Vehicle or piece of equipment shall be left unattended with the ignition key left in the ignition.
- D. All Vehicles shall be locked when parked and unoccupied.

### **XXXIV. PERSONAL USE OF TOWNSHIP VEHICLES**

Vehicles titled to, owned by, or leased by the Township shall not be simultaneously or extraneously used for personal use or business, except for minimal incidental purposes.

### **XXXV. TAKE-HOME POLICY**

- A. The Board, as necessary, may authorize Employees to take-home Vehicles titled to, owned by, or leased by the Township.
- B. The Fiscal Officer shall maintain a list of employees who are authorized by the Board to take-home Vehicles titled to, owned by, or leased by the Township.
- C. Vehicles titled to, owned by, or leased by the Township that are taken home by an Employee are not to be used for personal business, unless the employee is on-call and must have ready access to the Vehicle.
- D. If an Employee is on extended leave or absence from work, the Vehicle and all keys to the Vehicle shall be returned to the Township until the Employee returns to work.
- E. If an Employee is on restricted or modified duty and unable to perform the duties which require the Employee to have the Vehicle, the Vehicle and all keys to the Vehicle shall be returned to the Township until the Employee is again able to perform the duties which require the Employee to have the Vehicle.
- F. Employees that take-home a Vehicle during a work week and are not otherwise required to use the Vehicle on when off-duty, shall return the Vehicle and all keys to the Vehicle to the Township over the weekend or days the Employee is not working or is off-duty.

## **XXXVI. TRAINING**

- A. Employees assigned to a particular Vehicle titled to, owned by, or leased by the Township shall be instructed by the Road Superintendent on the operation and general driving conditions of the Vehicle before being allowed to initially drive the Vehicle.
- B. Driver Training courses shall be offered as deemed necessary, and all employees having one (1) "at-work, at-fault" accident or one (1) moving violation received while driving a Vehicle titled to, owned by, or leased by the Township within a prior one-year period shall attend and successfully complete such a course. The cost of such a course shall be the Employee's sole and own expense.

## **XXXVII. SPECIAL EQUIPMENT**

- A. Employees assigned to use or operate special equipment, such as tractors or any Vehicle which has special devices added for specific types of work, shall be required to receive formal instruction prior to use or operation. This special training will comply with all appropriate OSHA (Occupational Safety and Health Administration), DOT (Department of Transportation), or other applicable standards, rules, and regulations.
- B. Training shall include, but is not limited to, the following:
  - 1. Explanation and demonstration of all control devices.
  - 2. Explanation and demonstration of all safety equipment.
  - 3. A walk through of all inspection criteria.
  - 4. Demonstration of operation.
  - 5. Supervised new driver operation.
- C. Written documentation of all special training will be retained by all Departments of the Township.

## **XXXVIII. RECORD KEEPING**

- A. Any Notice of an Unacceptable Driving Record will become part of an employee's personnel file.
- B. Motor Vehicle Records will be maintained by the Fiscal Officer in a central file.
- C. The list of Employees eligible to use or operate Vehicles shall be considered a part of this Policy and shall be maintained with this Policy.
- D. Signed and dated License Verification and Insurance Maintenance Forms shall be maintained

by the Fiscal Officer in a central file.

E. The Fiscal Officer will maintain a list of employees authorized to take vehicles home.

**APPENDIX A**

**BROWN TOWNSHIP, DELAWARE COUNTY, OHIO  
LICENSE VERIFICATION AND INSURANCE MAINTENANCE**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M F

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**LICENSE:**

State where driver license issued: \_\_\_\_\_

Driver license number: \_\_\_\_\_

Driver license expiration date: \_\_\_\_\_

Y N A copy of your driver license is attached.

**INSURANCE:**

Y N Does your position with Brown Township, Delaware County, Ohio require you to drive a Township vehicle?

Y N Do you drive your personal vehicle in the course or scope of your employment with Brown Township, Delaware County, Ohio?

Y N A copy of the declarations page from my automobile insurance policy is attached.

I attest that if driving a personal vehicle in the course or scope of employment with Brown Township, Delaware County Ohio that I have and will maintain a personal automobile insurance policy on the vehicle(s) being driven with minimum coverage limits of at least \$100,000 per person for bodily injury; \$300,000 per occurrence for bodily injury; and \$100,000 property damage per occurrence; or a combined single limit of not less than \$300,000 or as required by the laws of the State of Ohio, whichever is greater. I further agree to maintain my vehicle in a safe operating condition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX B

### NOTICE OF UNACCEPTABLE DRIVING RECORD

**TO:**

**FROM: BROWN TOWNSHIP, DELAWARE COUNTY, OHIO**

**DATE:**

After review of your Motor Vehicle Record ("MVR") as supplied by the Ohio Bureau of Motor Vehicles, it has been determined that your driving record does not meet the standards of acceptability as set forth in the Policy for Use of Motor Vehicles by Employees of Brown Township, Delaware County, Ohio ("Policy") for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_.

As a result and in accordance with the Policy, your driving privileges within the course or scope of your employment or for the benefit of Brown Township, Delaware County, Ohio have been suspended until your record becomes and is deemed acceptable.

A copy of this letter will be placed in your personnel file.

If you have any questions concerning the suspension of driving privileges, please do not hesitate to contact me.

Sincerely,

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Fiscal Officer  
Brown Township  
Delaware County, Ohio

## APPENDIX C

### INCIDENT REPORT BROWN TOWNSHIP, DELAWARE COUNTY

#### INSTRUCTIONS:

1. The **employee** and respective **supervisor** must complete all applicable sections of this form and provide it to the Fiscal Officer within 24 hours of the incident.
2. The employee or supervisor shall immediately email a summary of details of the incident to the Fiscal Officer.
3. The Fiscal Officer shall immediately notify the Board and Township insurance carrier in writing of the incident.
4. The Fiscal Officer shall provide the employee with a Worker's Compensation packet for all work-related injuries resulting in medical treatment other than first aid.
5. When the employee's on the job actions resulted in: a) the personal injury of any person, including the employee, in which medical treatment has been sought immediately away from the scene, or b) when expensive property damage has occurred where a vehicle or equipment has been towed away from the scene or is rendered inoperable, THE FISCAL OFFICER SHALL IMMEDIATELY TAKE THE EMPLOYEE TO RECEIVE DRUG/ALCOHOL TESTING.
6. Call the Fiscal Officer if you have any questions.

#### PART A: EMPLOYEE COMPLETES

##### EMPLOYEE INFORMATION:

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Phone Number \_\_\_\_\_

Incident Date \_\_\_\_\_ Incident Time \_\_\_\_\_ AM/PM

Shift Normally Worked \_\_\_\_\_ (Example: 7 am to 3:30 pm)

Incident Location \_\_\_\_\_

**TYPE OF INCIDENT: (check all that apply)** ☐ INJURY    ☐ PROPERTY DAMAGE    ☐ OTHER

##### INCIDENT DESCRIPTION:

How did the incident occur? Describe any injury. Describe any property damage. Describe the work activity and any tools, equipment or materials you were using. (Example: I was opening a box of paper using a utility knife. The knife slipped on the surface of the box and cut my right index finger.) Use another sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_

Was the activity part of your normal job duty? ☐ Yes ☐ No

Were you working your regular shift? ☐ Yes ☐ No

**INJURY INFORMATION:**

What type of injury occurred? Check all that apply:

☐ Abrasion/Scratch ☐ Bite/Sting ☐ Burn ☐ Contusion/Bruise ☐ Cut/Puncture ☐ Dislocation ☐ Fracture ☐ Rash  
☐ Sprain/Strain ☐ Other

List body part(s) injured

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**TREATMENT INFORMATION:**

Did you receive first aid at the scene? ☐ Yes ☐ No

Did anyone else receive first aid at the scene ? ☐ Yes ☐ No

Did you receive medical treatment away from the scene? ☐ Yes ☐ No Where?

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Did anyone else receive treatment away from the scene? ☐ Yes ☐ No Where?

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Will you, or did you, miss any time from your normal work duties, **not** including the day that the injury occurred?  
☐ Yes ☐ No

Is this an aggravation of a previous injury/symptom? ☐ Yes ☐ No

If yes, when were you last treated? \_\_\_\_\_

Please describe the previous injury/symptoms:

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**PROPERTY DAMAGE:**

Was there damage to any property? ☐ Yes ☐ No

Was a law enforcement report taken? ☐ Yes ☐ No

By whom? ☐ Sheriff ☐ Delaware City ☐ State Hwy Patrol Other \_\_\_\_\_

Report # \_\_\_\_\_ (For property damage please send a copy of the law enforcement report as soon as possible)

**VEHICLE INFORMATION:**

Was a: ☐ COUNTY or ☐ PERSONAL vehicle involved?

Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_ Vehicle Year \_\_\_\_\_  
License Number \_\_\_\_\_

Other Vehicle (if applicable):

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Driver's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Vehicle owner's name: \_\_\_\_\_

Phone number: \_\_\_\_\_

License plate number: \_\_\_\_\_

Insurance company and policy number: \_\_\_\_\_

**PART B: WITNESS COMPLETES**

Witness Name \_\_\_\_\_

Signature \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date \_\_\_\_\_

Witness Statement (use another sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_

**PART C: SUPERVISOR COMPLETES**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

**AM/PM** Phone Number: \_\_\_\_\_

How did the incident occur? What were the actions, events and/or conditions that contributed to the incident? (use another sheet if needed)

\_\_\_\_\_  
\_\_\_\_\_

What are your recommendations or what actions have been taken to avoid a reoccurrence?

\_\_\_\_\_  
\_\_\_\_\_

Did this employee receive a drug test for this incident? ☐ **Yes** ☐ **No**

Will the employee miss work beyond the shift that he/she was injured, or be assigned to temporary "transitional duty" as a result of this incident? ☐ **Yes** ☐ **No**

Expected return to work date/full duty? \_\_\_\_\_

Expected return to work date/light (transitional) duty? \_\_\_\_\_

Work related injuries may be subject to the Family and Medical Leave Act (FMLA).