



Village of Adelphi

11759 Market Street, P.O. Box 568, Adelphi, Ohio 43101

Mayor and Clerk (740) 655-3445 Administrator (740) 655-3443
Fax (740) 655-3115 website: www.adelphiOhio.com

Use of Village of Adelphi Vehicles

1. Any employee(s) of the Village of Adelphi who are required to operate an entity owned vehicle in the performance of their employment and job responsibilities shall be subject to the following conditions and restrictions:
 - A. Maintain a valid Ohio driver's license
 - B. Periodic (at least annually) record checks with the Ohio Bureau of Motor Vehicles
 - C. Use of seat belts by ALL drivers and front seat passengers
 - D. No smoking in any entity owned vehicle
 - E. Immediately notify his/her supervisor of any moving violations, arrests, convictions (such as DUI, DWI, etc.), or the loss, suspension or revocation of their drivers license – WHICH COULD RESULT
 - F. In the reassignment of job duties or other personnel related action up to and including possible job termination

2. Employees must use assigned Village of Adelphi vehicles for the purposes(s) authorized and must not permit the driving of said vehicles by unauthorized individuals or must not permit unauthorized passengers in the vehicles(s). Employees shall at all times adhere to all motor vehicle rules and regulations of the State of Ohio. Reimbursement for necessary emergency road service and repairs, parking and highway related tolls require appropriate receipts for reimbursement.

3. If applicable, employees of the Village of Adelphi who are assigned a vehicle for duty to domicile travel are subject to current existing Internal Revenue Service (IRS) rulings regarding such usage. The use of such a vehicle for commuting is considered by IRS to be a taxable benefit, except under limited circumstances. A value will be established and the total annual amount will be reported to the IRS on each employee's W-2 Form with an additional form from the Village of Adelphi. At the beginning of each calendar year, Village of Adelphi shall inform the Ross County auditor of each employee who has been permitted to use a vehicle for the duty to domicile use during the calendar year and the extent to which such use was permitted.

4. Employees whose job description requires that they possess a valid commercial drivers license (CDL) are subject to the regulations and requirements promulgated under the Ohio Revised Code (ORC) and the Ohio Administrative Code (OAC) concerning CDL license holders. The CDL requirements are in addition to, not in lieu of, the previously listed conditions and restrictions in item number 1.

5. Accidents that occur in or otherwise involve Village of Adelphi vehicles are subject to the Accident Policy provisions provided elsewhere in this Policy Manual.
6. Smoking is prohibited in all entity owned vehicles.

Signature of Applicant

Date

Authorized By: _____

Title: _____