7K. **Driving While on Business**

Employees using a private vehicle to conduct Morrow County's business must possess a valid driver's license and must carry auto liability insurance. Employees who use their own vehicles for authorized Morrow County business use should make any necessary arrangements with their insurance carriers.

Morrow County may verify the validity of an employee's driver's license, auto insurance, and/or driving record at the time of hire and at any point during employment.

While on Morrow County business, drivers are expected to make every reasonable effort to operate their vehicle safely, with due regard for potential hazards, weather, and road conditions. Drivers are to obey all traffic laws, posted signs and signals, and requirements applicable to the vehicle being operated. Seatbelts are to be used in all vehicles while on business. Drivers are to ensure that the use of prescribed or over the counter drugs does not interfere with their ability to drive while on business; operating a vehicle under the influence of alcohol or controlled substances is prohibited. Employees are responsible for notifying their manager of any subsequent restrictions, limitations, or other change in their driving status within 72 hours of the change or new restrictions/limitations. See also, "Cell Phone Use While Driving" policy, above.

Employees who receive a ticket or citation while driving a County-owned vehicle or while on County business will be responsible for paying the fine (if any) associated with the ticket or citation and may face discipline, up to and including termination.