

TUSCARAWAS COUNTY JOB AND FAMILY SERVICES
AGENCY PROCEDURE
EMPLOYEE DRIVING RECORDS AND VERIFICATIONS

This policy applies to:

- Agency Foster caregivers.
- Agency drivers and the dispatcher.
- Employees who may drive an agency vehicle or drive their personal vehicle for agency business.

Driving Records and Auto Insurance – Employee and Foster Caregiver Responsibility:

Employees who may drive an agency vehicle or their personal vehicle for agency business is required to provide the Business Office with a copy of their Driver’s License and a copy of their motor vehicle insurance.

It is the employee’s responsibility to provide renewed driver’s licenses and renewed auto insurance to the Business Office when these documents are updated.

These documents will be kept in the employee’s personnel file and in the Placement Unit for the caregivers.

Employees and Caregivers who do not provide the requested documents are not permitted to transport foster children, clients, or co-workers. In such a case, travel reimbursement will not be provided.

Record Check - Ohio Department of Motor Vehicles

The Business office will run a record check through the Ohio Department of Motor Vehicles. These record checks will be run annually.



Lynn Angelozzi, Interim Director



Date