STATE BOARD OF PSYCHOLOGY of OHIO
POLICY AND PROCEDURE MANUAL

SECTION 10: ADMINISTATIVE POLICY AND PROCEDURES

POLICY 10.8 EMPLOYEE TRAVEL BY CAR; LIABILITY; PROOF OF INSURANCE

PRIOR DATE EFFECTIVE: MAY 10, 2006

AMENDED AND EFFECTIVE: JANUARY 18, 2013

REVIEWED AND APPROVED

President — Date 4/17/13

Executive Director — Date 1/22/13

Reference: DAS Directive 06-13, effective 1/1/06, incorporated herein; Board meeting minutes January 18, 2013

POLICY STATEMENTS AND STANDARD OPERATING PROCEDURES

This policy sets forth that the Board shall comply with DAS Directive 06-4-24, Effective 1/1/06, State Self Insured Vehicle Liability Program.

All employees of the Board are required to comply with this Directive, which includes, but is not limited to appropriate use of any State vehicle used for Board business. In addition:

The Board's investigators periodically must travel to conduct interviews and other work for the benefit of the Board. In those circumstances, employees shall reserve a State car through the Rhodes rental poo or use his or her personal automobile but forfeit any reimbursement for mileage.

For this reason, the Board's investigators and Executive Director shall provide a photocopy of a valid proof of insurance card to for retention in his or her personnel file as evidence that the traveler has legal coverage required. It is the responsibility of the employee to regularly update their proof of insurance so that travel, as needed, can be accomplished.

Travel shall be denied in the absence of evidence that the employee has current valid proof of insurance for his or her personal vehicle.