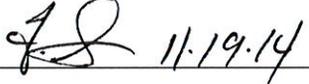


<p style="text-align: center;">STATE OF OHIO</p>  <p style="text-align: center;">DEPARTMENT OF NATURAL RESOURCES</p>	<p>SUBJECT: <b>DRIVER'S LICENSE POLICY</b></p>	<p>PAGE <u>1</u> of <u>2</u> PAGES</p>
		<p>POLICY #DNR-OHR-0002</p>
	<p>Rule/Code Reference: <a href="#">ORC §4101.11</a>; <a href="#">ORC Title [45] XLV Motor Vehicles - Aeronautics - Watercraft</a>; <a href="#">DNR-OIT-0003</a>; <a href="#">DNR-OIT-0006</a></p>	<p>SUPERSEDES: N/A</p>
	<p>PURPOSE: To set forth guidelines to verify that all current and potential new ODNR employees maintain a valid driver's license, and to ensure the safety of the ODNR workforce and the public.</p>	<p>EFFECTIVE DATE: 12/01/2014</p> <p>REVISION DATE: N/A</p>
	<p>AUTHORITY: <a href="#">ORC §1501.01</a> ODNR Director</p>	<p>APPROVER AND DATE:  11.19.14</p>

**This policy applies to all Ohio Department of Natural Resources ("ODNR") employees, and in no way supersedes the negotiated language in the applicable collective bargaining agreements.**

**I. DEFINITIONS:**

TERM	DEFINITION
BMV	The Ohio Bureau of Motor Vehicles
New Hire	All new hire, rehire, or other prospective candidates for ODNR employment
OHR	ODNR Office of Human Resources

**II. POLICY:**

It is the policy of the ODNR to verify licensure of all employees and any potential new hire employees required by classification specification to maintain a valid driver's license. Any employee who does not have or maintain a valid driver's license is not permitted to drive an ODNR or State of Ohio vehicle (whether leased or owned) or their own personal vehicle during work hours, when conducting State business, or when acting in any official capacity for the ODNR. Any Employee required by their classification specification and/or an approved position description to hold a valid driver's license and/or endorsement which is subsequently suspended or revoked must immediately notify their supervisor.

Any employee who violates any part of this policy, or who is deemed to be uninsurable as a driver, will be subject to reassignment and/or disciplinary action, up to and including termination. Any potential new hire who is required to have a valid driver's license and/or endorsement and does not possess such or who is deemed to be uninsurable as a driver, will not be offered employment.

Personal identification information and other similar information obtained by the ODNR from the BMV shall be subject to current policies and practices for securing confidential personnel information pursuant to the [ODNR Information Owner Policy](#) and the [ODNR Confidential Personal Information Policy](#).

**III. RESOURCES:**

ODNR Office of Human Resources

**IV. RESPONSIBILITIES:**

POSITION OR OFFICE	RESPONSIBILITIES
Office of Human Resources	A. To annually review policies for applicability and updates. B. To process violations of the policy according to the disciplinary process and grid.
ODNR Division/Office Supervisors and Managers	A. Monitor workforce, ensure compliance, and report violations to Human Resources. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below. C. Ensure employees have access to and successfully complete any necessary ELM training in a timely fashion.
Employee	A. Read and comply with policy. B. Proactively communicate questions, concerns and issues to the appropriate contact listed below. C. Complete all associated policy training in a timely fashion.

**V. CONTACTS:**

SUBJECT	OFFICE	TELEPHONE	EMAIL/URL
Policy Issues	Office of Human Resources/Labor Relations	(614) 265-6981	<a href="mailto:Policy.Coordinator@dnr.state.oh.us">Policy.Coordinator@dnr.state.oh.us</a>