

## EXHIBIT B

### MOTOR VEHICLE USE

The use of Stark County Park District vehicles will be strictly controlled by the Stark County Park District Board of Park Commissioners. Use of Park District vehicles shall be restricted for official business only, except as otherwise provided by the Board of Park Commissioners. No employee is permitted to operate any County vehicle unless they have a proper, appropriate, and valid operator's license pertinent to the operation of that vehicle.

Except for in designated instances (as per the Board of Park Commissioners), employees are required to use their personal vehicles for commuting to and from work. Park District vehicles may be used for commuting if there are bona fide business reasons for permitting the employee to commute in the vehicle and the Park District specifically, Park Director or designee authorizes such use. The Park District when authorizing such use, in excess of 30 days, shall so inform the Park Board of Commissioners. The Board maintains the authority to refuse such permission, at its discretion.

Employees who are on call on a regular basis may be allowed to take a company vehicle home so they can respond as soon as possible. Such employees will be asked to provide a written acknowledgment that they fully understand that the vehicle is used only as part of emergency response and not for personal use.

Any authorized vehicle assignments will follow all IRS tax rules as outlined by the Finance department.

When operating a department vehicle, employees must exercise caution to drive safely and adhere to all rules, safety practices, regulations, and laws and avoid distractions while driving. Employees are expected to be courteous to other drivers and pedestrians. Careless, reckless, or destructive vehicle operation will result in disciplinary action, up to and including termination. Traffic fines and arrests for illegal or improper use of vehicles is the sole responsibility of the employee. All employees are required to wear seatbelts or restraints as provided in the vehicle. The use of cell phones while driving is restricted to hands-free devices, when necessary and text messaging is not allowed (see Devices, Cellular Policy).

Vehicle interiors and exteriors are to be kept in neat and clean condition. Each employee is accountable for removing trash and other items from the interior after use. Use of tobacco products in Stark Parks' vehicles is strictly prohibited.

Nonemployees and nonbusiness passengers (e.g., family and friends, volunteers) are prohibited from riding in or operating any Stark Parks' vehicles and equipment without prior approval from the Park Director.

When possible, company vehicles will be permanently assigned to departments that have demonstrated a continued need for them. Additional vehicles are maintained in a motor pool for use by individual employees, as needed.

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Employees must report any accident, theft or malicious damage involving a company vehicle to their supervisor and Human Resources, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 8 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

Employees are not permitted, under any circumstances, to operate a company vehicle or a personal vehicle for company business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any company vehicle at any time or operate any personal vehicle while on company business while having used or consumed alcohol, illegal drugs or prescription medications that may affect their ability to drive.

Employees should make every effort to use Park District vehicles whenever possible in the course of performing work duties. Use of personal vehicles is discouraged. Employees using their private vehicle while traveling on routine Park business are covered by the Park District's liability insurance – however, the employee's insurance carrier is the primary insurer.

Violation of this policy may lead to disciplinary action up to and including termination of employment.