

# **OHIO BOARD OF PSYCHOLOGY POLICY AND PROCEDURE MANUAL**

## **SECTION 10: ADMINISTRATIVE POLICY AND PROCEDURES**

### **POLICY 10.8: EMPLOYEE TRAVEL BY CAR; LIABILITY; PROOF OF INSURANCE**

**PRIOR DATE EFFECTIVE: MAY 10, 2006; JANUARY 18, 2013**

**AMENDED AND EFFECTIVE: JULY 18, 2019**

#### REVIEWED AND APPROVED



Ronald Ross, Ph.D.  
Executive Director

Brad Hedges, Ph.D.  
President

#### **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 and executive director must travel periodically to conduct interviews and other work for the benefit of the Board. In those circumstances, employees may reserve a State car through the Rhodes rental pool or use his or her personal automobile and claim reimbursement in Employee Self-Service in MyOhio.

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 may be denied by the executive director in the absence of evidence that the employee has current valid proof of insurance for a personal vehicle.