


<b>Name of Policy:</b> <u>Driving Instructor Requirements</u> <b>Policy Number:</b> 3364-137-PT-02 <b>Department:</b> Rehabilitation Services <b>Approving Officer:</b> Chief Operating Officer - UTMC <b>Responsible Agent:</b> Director, Therapy Services <b>Scope:</b> Rehabilitation Services	  <b>Effective Date:</b> 12/1/2022 Initial Effective Date: 3/29/2004
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy	

**(A) Policy Statement**

Driving instructors will meet all of the requirements as defined by the University of Toledo, the Ohio Revised Code and Ohio Administrative Code.

**(B) Purpose of Policy**

To promote the safety of participants in the behind-the-wheel-driving program, by ensuring the qualification of the instructors.

**(C) Procedure**

1. In addition to the requirements of all drivers of University of Toledo vehicles, driving instructors must possess the following:
  - a. valid driving instructor's license
  - b. current license from their respective discipline (i.e. Occupational Therapy)

Copies will be maintained in the staff member's personnel file located in Rehabilitation Services.

2. All staff members connected with the Driver Rehabilitation Program shall be of good character and fitness as defined by section 4501-7-03 of the Ohio Administrative Code.
  - a. If reasonable evidence is presented that questions an instructor's ability to teach due to their physical or mental health, the Driver Rehabilitation Program Manager will remove the individual from teaching until cleared by a medical examination.
  - b. An instructor and/or training manager will notify the Driver Rehabilitation Program Manager if they deem themselves physically or mentally unfit to perform their duties.
3. An instructor and/or training manager will notify the Driver Rehabilitation Program Manager in writing within 10 days of any of the following occurrences
  - a. Conviction of a moving traffic violation or any other charge that results in points against their driver's license
  - b. Involvement in a chargeable crash
  - c. Receipt of a driver license suspension, cancellation or revocation
  - d. Conviction of a misdemeanor or felony as defined in sections 2929.11 and 2929.21 of the Ohio Revised Code

The Driver Rehabilitation Program Manager will notify the Director of Public Safety within ten days upon receipt of this information.

