DELAWARE COUNTY TRANSIT BOARD

Policy Name	Resolution Number	Origin Date	Approval Date
Policy Governance and Review	24-04-06	04-17-2024	04-17-2024

NOTE: *The Delaware County Transit Board (DCTB) is the governing body of Delaware County's Public Transit System established by the Delaware County Commissioners under the authority of Ohio Revised Code sections 306.01 and 306.02. Delaware County Transit (DCT) is the common name given to the public transit system. This policy is established and set forth under the authority of the Delaware County Transit Board. DCT and DCTB may be used interchangeably in this policy or used separately to distinguish responsibilities.*

PURPOSE

The purpose of this policy is to establish a structured framework for the creation, management, and periodic evaluation of policies within Delaware County Transit.

SCOPE

This policy applies to all DCTB employees

DISTRIBUTION

To all DCTB management, administrative, and operational staff.

DEFINITIONS

Policy - A formalized set of principles or rules established by an organization, government, or institution to guide decision-making and behavior within a particular context or area of activity. They outline acceptable procedures, practices, and expectations regarding various aspects of operations, such as personnel conduct, financial management, security protocols, or organizational governance.

POLICY STATEMENT

Delaware County Transit is committed to ensuring effective governance and review processes to maintain compliance, transparency, and efficiency in its operations. This policy outlines the principles and procedures for governing the creation, implementation, and periodic review of policies within the organization.

POLICY OBJECTIVES

A. To establish a framework for the development, approval, and review of policies within Delaware County Transit.
B. To ensure that policies are aligned with organizational goals, legal requirements, and best practices.
C. To facilitate transparency, accountability, and consistency in policy management.
D. To promote continuous improvement through regular policy review and updates.

POLICY GOVERNANCE

A. Policy Development:
   a. Policies shall be developed in accordance with relevant laws, regulations, and organizational objectives.
   b. The responsible department or unit shall draft new policies or revise existing ones, ensuring clarity, coherence, and comprehensiveness.

B. Policy Approval:
   a. The Delaware County Transit Board shall approve all new policies and revisions to existing policies.
   b. Approval shall be based on the alignment of the proposed policy with organizational goals, legal requirements, and the best interests of Delaware County Transit.

C. Policy Implementation:
   a. Upon approval, policies shall be communicated to all relevant personnel through appropriate channels.
   b. Training and resources shall be provided as necessary to ensure understanding and compliance with the policies.

D. Obsolete Policies:
   a. If a policy is deemed obsolete and no longer necessary, it shall be formally retracted or archived.
   b. The responsible department or unit shall document the rationale behind the decision to update or remove a policy.

POLICY REVIEW

A. Regular Review Schedule:
   a. A schedule for the periodic review of policies shall be established, considering factors such as regulatory changes, organizational priorities, and emerging risks.
   b. The Delaware County Transit Board shall oversee the review schedule and ensure timely compliance.

B. Review Process:
   a. Policies shall be reviewed by the responsible department or unit to assess their effectiveness, relevance, and compliance with current standards.
   b. At the discretion of the DCTB chair, a committee may be formed consisting of no more than three DCTB Board Members and pertinent staff members including the Executive Director to review recommendations for policy revisions, updates, or removal.
   c. Policies will be reviewed every two years or as necessary to ensure its effectiveness and relevance.

C. Policy Revision and Approval:
   a. Revised policies shall undergo the same approval process as new policies, with final approval resting with the Delaware County Transit Board.

b. Approved revisions shall be communicated to all relevant stakeholders, and necessary actions shall be taken to ensure compliance.

POLICY DOCUMENTATION:

A. All approved policies, including their development, approval, and review history, shall be documented and maintained in a centralized repository accessible to all employees.
B. Documentation shall include the policy title, purpose, scope, approval date, revision history, and any associated procedures or guidelines.

POLICY TRAINING AND AWARENESS:

A. Training sessions, workshops, or online modules shall be conducted periodically to educate employees on new or revised policies and their implications.
B. Awareness campaigns or electronic updates shall be utilized to reinforce policy compliance and foster a culture of accountability.

POLICY COMPLIANCE AND ENFORCEMENT:

A. Compliance with policies shall be monitored through regular audits, inspections, or performance evaluations.
B. Non-compliance shall be addressed promptly through appropriate administrative measures or corrective actions, up to and including discipline as per established procedures.

POLICY DISSEMINATION:

A. This policy shall be disseminated to all employees through the agency's official communication channels and made available in the policy repository.

POLICY REVIEW:

A. This policy shall be subject to periodic review to ensure alignment with evolving organizational needs, legal requirements, and best practices.

POLICY REVISION DATES

- Version 1.0 – 04/17/2024: Initial Policy Establishment