

4761:1-9-05

Personnel.

The license holder shall:

- (A) Employ appropriate staffing to handle the scope of equipment sold, rented and maintained and to appropriately meet the demands of the business;
- (B) Ensuring that all staff members are trained and supervised by qualified persons;
- (C) Maintain personnel records for each employee, which shall include:
 - (1) Job description for the position held by the employee;
 - (2) Application qualifications;
 - (3) Criminal background checks by the Ohio bureau of criminal investigations for any employee working within the state of Ohio;
 - (4) Orientation and training records;
 - (5) Verification of competence;
 - (6) Performance plan to be completed annually by employer;
 - (7) Copy of any of the following:
 - (a) A birth certificate;
 - (b) Driver's license;
 - (c) Social security card; or
 - (d) Passport or green card of licensee and each staff member.
 - (8) Copy of DOT evaluation, if applicable.