

900 - Library Vehicle Policy

Date Policy Approved: September 1, 2006

An employee who drives a Library vehicle must have a valid driver's license in his/her possession at all times while using that vehicle. The license must be the type required by law for the type of driving.

If the employee's license is suspended or revoked for any reason, he/she must not drive any Library vehicles; he/she must also inform the supervisor that the license is no longer valid. The administration and/or appropriate supervisor may require a photocopy of the employee's license to make sure it is valid and current.

Employees who drive a Library vehicle must operate it in a safe manner at all times and wear seat belts when the vehicle is moving. The driver is responsible for his/her own traffic violations. The driver is responsible for seeing that the vehicle is properly maintained and for filling in the appropriate entries in the Vehicle Log, which is kept within the vehicle. A Trip Sheet, listing passengers and other pertinent information, must be completed for all out-of-parish travel. A copy of the Trip Sheet will be kept in the vehicle at time of use, and an additional copy will be left at the Library.

All employees who drive a Library vehicle must maintain a driving record that is acceptable to the Library's insurance company. A staff member must realize that his/her off-duty driving as well as "library" driving affects his/her driving record and "insurability." The insurance company may request that the Library not let a particular employee drive Library vehicles if there are numerous tickets and/or accidents listed on that staff member's Motor Vehicle Report. The insurance companies may refuse to let those they consider "bad risks" drive Library vehicles or they may add surcharges to the Library's vehicle insurance premiums. In such a case, the employee will not be able to drive a Library vehicle until he/she establishes a safe driving record to the insurance company's satisfaction.

The Library vehicle is a non-smoking vehicle and is to be used for Library business only, not for personal use. While it is necessary for some employees to drive a vehicles to (and park at) a private residence, after-hours use (except for Library purposes) is prohibited. However, an employee may stop on the way to or from work (e.g., at the store) without violating this prohibition against personal use. When a Library vehicle is taken to out-of-town meetings, conferences or workshops, the staff may use the vehicle for other reasonable purposes if they have no other form of transportation without incurring unnecessary and additional Library and/or personal expense.

If an employee prefers they may choose to drive their own vehicle with the approval of the administration. Mileage will be paid at the approved rate per mile.