

Use of Library Vehicle Policy
(Adopted 12/19/05, 6/20/16, 4/19/21)

1. The Library's vehicle is to be used for business purposes only. Examples of such use would be purchasing materials or goods for the Library, and for transportation to library meetings.
2. Only personnel authorized by the Director or the Assistant Director may operate the vehicle. A photocopy of the license of each authorized staff member must be faxed and approved by the Library's insurance broker prior to the use of the vehicle.
3. All personnel must operate the vehicle in a safe, courteous, and efficient manner.
4. Personnel must observe all federal, state, and local laws and regulations and posted speed limits. Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations.
5. Personnel must immediately report any traffic accident to the local police. Additionally, personnel who experience any mechanical problems or observe any damage to the vehicle are to notify the Head of Maintenance, the Director or the Assistant Director as soon as practicable.
6. It will be the responsibility of the Head of Maintenance in consultation with the Director, or in the Director's absence the Assistant Director to see that preventive maintenance and repairs are addressed in a timely fashion.
7. When fuel is purchased locally, the driver shall do so at a gas station to be determined by the Director; the name of which will be kept in the Driving Log located in the vehicle. All receipts must be turned into the Library's business office immediately upon returning to the Library.
8. The driver is to complete and sign the Driving Log, which is kept in the vehicle to record the date, mileage, purpose/destination, and the driver's name.
9. The Head of Maintenance, the Director or the Assistant Director must approve each use of the vehicle in advance.
10. Keys to the vehicle may be obtained from the Head of Maintenance, the Director or the Assistant Director.