

# WESTCHESTER PUBLIC LIBRARY

## LIBRARY VEHICLE POLICY

February 1999

### INTRODUCTION

The Westchester Public Library owns and operates a vehicle for the purpose of fulfilling the library's mission. This policy is intended to direct the use and operation of any library owned vehicle.

### RESPONSIBILITY

The Library Director will be responsible for directing and administering the use of any library vehicle.

### VEHICLE USE

Any vehicle owned and operated by the Westchester Public Library may only be used for official library business, but not for personal benefit. Official business includes purchasing library materials and supplies, the transport of library property between library facilities and program locations, and the transport of library personnel (employees, board members, etc.) to conferences, workshops, and seminars.

An employee may be authorized to take a vehicle home providing it is more efficient and cost effective to the library for the employee to take the vehicle home at the end of the day than it would be to return the vehicle to the library for storage.

### VEHICLE LOG

A trip log shall be maintained for each library owned vehicle.

### VEHICLE OPERATORS

Operators of any vehicle owned by the Westchester Public Library must be library employees and must have a valid, current motor vehicle operator license from the State of Indiana in their possession while operating a library vehicle. Employees authorized to operate library vehicles must report any change in the status of their license, such as restrictions or suspensions, to the library immediately.

### VEHICLE OPERATION

All vehicle operators must:

1. Inspect the library vehicle for safe operating condition (brakes, exhaust, tires, fuel, and visibility) prior to each use.
2. Wear a seat belt and ensure that each passenger wears a seat belt.
3. 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.
4. Keep the library vehicle reasonably clean.

5. Check the oil level when refueling.
6. Lock the vehicle when unattended.
7. Immediately report any traffic accident to the local police.
8. Report any vehicle damage or theft to the Library Maintenance Supervisor.

All vehicle operators must not:

1. Transport persons not on official business.
2. Transport hitchhikers or strangers.
3. Leave the vehicle unattended with the motor running.
4. Leave the keys in an unattended vehicle.
5. Leave library property (other than emergency equipment) in an unattended vehicle overnight.
6. Operate the vehicle when under the influence of alcohol, drugs, or narcotics.
7. Leave the scene of an accident.
8. Willfully misuse or operate a library vehicle in a reckless manner.

#### **MAINTENANCE**

The library Maintenance Department will be responsible for maintaining any library owned vehicle in a safe and sound working condition through a program of regular internal maintenance and external repair when necessary or desirable.

#### **ACCIDENT REPORTING**

Any accident involving a library owned vehicle must be reported immediately to the police. After an accident is reported to the police, it must then be reported to the employee's immediate supervisor and the library's insurance company.

#### **PENALTIES**

Failure to comply with the vehicle policy may be cause for disciplinary action or immediate dismissal from employment.