

WESTCHESTER PUBLIC LIBRARY

LIBRARY VEHICLE POLICY

Revised January 12, 2017

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 and any employee's personal vehicle being used during official library business, specifically in conjunction with the Homebound program.

RESPONSIBILITY

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

LIBRARY 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. Mileage must be accurately recorded and turned in after the use of a personal vehicle for official library business.

VEHICLE OPERATORS

Operators of any vehicle owned by the Westchester Public Library and any operators of personal vehicles for official library business 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 or personal vehicle for official library business. Employees authorized to operate library vehicles or a personal vehicle for official library business 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 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 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 library vehicle damage or theft to the Library Maintenance Supervisor.
9. Report any damage or theft of a personal vehicle while it's being used for official library business to the Library Director.

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 or personal 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. The owner of a personal vehicle that is used for official library business will be responsible for maintaining their vehicle in a safe and sound working condition through a program of regular internal maintenance and external repair when necessary or desirable. The vehicle owner is required to pay the costs associated with maintaining their personal vehicle.

INSURANCE

The owner of a personal vehicle that is used for official library business is required to keep their auto insurance current on that vehicle. The vehicle owner is required to pay the costs associated with maintaining their auto insurance.

ACCIDENT REPORTING

Any accident involving a library owned vehicle or personal vehicle being operated during official library business 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.