

5.12 VEHICLE USE--existing

Only staff members whose driver's licenses have been properly forwarded to the Library's insurance carrier for approval may operate any Library vehicle. Employees are prohibited from using the Library's vehicles for any purpose other than official Library business. Unless required by business necessity, passengers are prohibited from riding in any of the Library's vehicles or in an employee's personal vehicle while the employee is on Library-related business.

The driver and any passengers must use seat belts, as already required by state law, and a driver is prohibited from using a cellular phone, including hands-free devices. This requirement pertains to both the use of Library vehicles and the use of personal vehicles while on Library business.

Employees are not permitted to operate Library vehicles, or personal vehicles on Library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.

An employee must notify a supervisor or the Director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges; or, involved in an accident while on Library-related business using a Library or personal vehicle.

An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on Library business will be required to pay for the ticket (violation) and may be subject to disciplinary action up to and including termination.

PROPOSED January 12, 2022--

Only staff members who have been approved by the Chief Fiscal Officer may operate any Library vehicle. Employees are prohibited from using the Library's vehicles for any purpose other than official Library business.

Unless required by business necessity, passengers are prohibited from riding in any of the Library's vehicles or in an employee's personal vehicle while the employee is on Library-related business.

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An employee must notify a supervisor or the Executive Director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges; or, involved in an accident while on Library-related business using a Library or personal vehicle.

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