

# Vehicle Use Policy

(Est. 12/17/2012; Revised 11/15/17, 11/18/2020; Reviewed 4/19/2023)

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## **A. Purpose**

The purpose of the Vehicle Use Policy is to outline the use of Library-owned or leased motor vehicles (Library Vehicles).

## **B. Use**

1. Operators of vehicles shall always drive safely, legally, and courteously, remembering that they are directly responsible for maintaining both Library-owned property and public trust.
2. Library Vehicles are for Library use only.
3. The Library Director/Assistant Director reserves the right to refuse/revoke driving privileges.

## **C. Driver and Passenger Requirements and Restrictions**

1. Prior permission from the Library Director/Assistant Director must be given in order to operate the vehicle.
2. Each Driver is required to have a valid driver's license. Should a Driver's license expire, be revoked or suspended, the Driver shall immediately notify the Director/Assistant Director, at which time, the Driver's vehicle-use privileges will be suspended until the license has been fully restored and validated.
3. Smoking is expressly prohibited in all Library Vehicles.
4. The Driver must not operate a Library Vehicle when impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-counter medication, illness, fatigue, or injury. The Driver is obligated to report to the Director/Assistant Director any circumstance that may affect their ability to drive safely.
5. Seatbelts must be worn by all persons in Library Vehicles.
6. The Driver is to follow state laws with regards to mobile devices.

## **D. Accident Procedures**

1. At the Time of an Accident:
  - a. The Driver shall, when possible, check on the safety and welfare of all persons involved and seek immediate medical attention as needed.
  - b. The Driver shall, if possible, move the Library Vehicle to a safe location out of the way of traffic.
2. Accident Investigation
  - a. The Driver shall always have a police officer investigate any accident that involves a Library Vehicle. This will help ensure that the Library is protected from unwarranted claims.
  - b. The Driver shall not discuss fault with, or sign anything from anyone, except for a police officer, a representative from ICRMP, or an authorized representative of the Library.

3. Notification

The Driver shall notify the Director/Assistant Director as soon as possible of the accident and report the extent of the injuries and property damage involved.

4. Claims

The Driver shall cooperate fully with the ICRMP Claims Department.

**E. Traffic Violations**

All fines and other criminal penalties due to violations of the law by the Driver are the personal responsibility of the Driver of any Library Vehicle. These costs are not reimbursable by the Library and must be paid by the Driver.

**F. Repairs and Maintenance**

1. The Driver must notify the Director/Assistant Director as soon as a problem is discovered.
2. The Director is entrusted with the care and keeping of the Library Vehicles and may assign that responsibility to an employee.

**G. Personal Vehicles**

The Director/Assistant Director will oversee approval of and reimbursement for the use of personal vehicles for library-related business.