

## **Library Vehicle Usage Policy**

### **Purpose**

The Rochester Public Library District maintains a passenger vehicle for use in the daily operations of the library. This policy is intended to direct the use and operation of any library vehicle.

### **Vehicle Use**

Any vehicle owned by the Library may be used by authorized drivers and for official library business only and under no circumstances will any library vehicle be used for personal business. Official business includes purchasing library materials and supplies, the transport of library materials and property between library facilities and program locations, the transport of library personnel (employees, board members) to library related conferences, workshops, and seminars, and the delivery of library materials to home bound residents living in the library's district. The library's Director will be responsible for scheduling vehicle usage.

### **Authorized Drivers**

Library Director  
Youth Services Director  
Patron Services Manager  
Adult Services  
Library Services Assistant  
Cataloger

### **Vehicle Log**

A trip log will be maintained for the library vehicle.

### **Vehicle Keys**

The Director will maintain a key log. All vehicle keys will be distributed by and returned to the Director.

### **Vehicle Operators**

Operators of any vehicle owned by the Rochester Public Library District must be current library employees and must have a valid, current motor vehicle operator license from the State of Illinois in their possession while operating a library vehicle. A photocopy of the employee's license will be placed in his/her employee file. Employees authorized to operate library vehicles must report any change in the status of their license, such as restrictions or suspensions, to the library Director immediately.

## **Vehicle Operation**

All vehicles operators must:

1. Operate the vehicle in a safe, courteous, and efficient manner.
2. Inspect the library vehicle for safe operating condition (brakes, exhaust, tires, fuel, and visibility) prior to each use.
3. Wear a seat belt and ensure that each passenger wears a seat belt.
4. 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. Keep the library vehicle clean.
6. Lock the vehicle when unattended.
7. Immediately report any traffic accident to the local police and to the Library Director.

All vehicle operators must not:

1. Transport persons not on official library 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 Director will be responsible for maintaining any library owned vehicle in a safe and sound working condition through regularly scheduled internal maintenance and external repair when necessary.

## **Accident Reporting**

Any accident involving a library owned vehicle must be reported immediately to the local police. After an accident is reported to the police, it must then be reported to the Library Director who will inform the library's board members and insurance company.

## **Penalties**

Failure to comply with the Library Vehicle Usage Policy may be cause for disciplinary action or immediate dismissal from employment.

*Adopted 04/15/2021*