



Vehicle Use Policy 8.1

Date: 11/28/2011

This policy applies to the use of NOLS vehicles and the use of personal vehicles on NOLS business by all NOLS departments and to all NOLS employees.

The purpose of this policy is to provide uniform and consistent guidelines for the use of personal or NOLS vehicles while on NOLS business, and to ensure NOLS vehicles are used only while in the course of doing NOLS business, and in accordance with the vehicle's intended use.

Employees who drive their personal vehicle for NOLS business, or a NOLS vehicle, must have a valid Washington State drivers' license, carry it while driving, and provide proof of insurance. NOLS also reserves the right to require employees driving NOLS vehicles to produce a driving record abstract upon request.

Employees whose job description requires them to drive either their personal vehicles for NOLS business or a NOLS vehicle shall notify their Supervisor and the Administrative Services Manager of any change in license status, and all traffic violations. Failure to report a traffic violation or change in license status to the NOLS official is a violation of this policy.

If an employee who is expected to drive a NOLS vehicle as a normal job activity loses his/her driver's license, the employee will notify their Supervisor immediately and shall not operate any vehicle. NOLS will determine if any personnel actions are necessary relative to employment status due to the loss of the driver's license.

Use of NOLS Vehicles. NOLS vehicles may be used only by employees for NOLS business. Branch Managers and department heads are responsible for ensuring compliance with this vehicle use policy for their branch or department. An employee may be assigned a vehicle on a regular basis, or for special needs due to work requirements which require a vehicle to provide services.

Employees authorized to use NOLS vehicles shall operate the vehicle in a safe, courteous, and efficient manner and shall conform at all times to all State and local laws governing the use and operation of motor vehicles.

Prior to the authorized use of a NOLS vehicle, the driver shall perform a general inspection of the vehicle in accordance with NOLS' driving checklist, and promptly report any equipment problems, deficiencies or failures to the employee's Supervisor and Facilities Manager. The vehicle shall not be driven if operational or safety problems are found. If a maintenance need arises during use of the vehicle, report it to the Supervisor and Facilities Manager upon return, or, if the problem is significant, as soon as the vehicle is safely removed from the road.

NOLS vehicles may not be operated if the employee has consumed any amount of alcohol or is under the influence of any substance which may impair one's ability to operate the vehicle safely. It is the responsibility of the employee to notify his/her Supervisor of any possible impairment so he/she does not operate equipment or vehicles while impaired.

Any accident or injury occurring in a NOLS vehicle shall be reported immediately to the employee's Supervisor and the Library Director. Proper steps shall be taken as required by law and in accordance with established NOLS guidelines. The employee operating the vehicle at the time of the incident must complete the necessary accident report forms, which may be obtained from the employee's Supervisor, Facilities Manager, Administrative Services Manager or from NOLS online resources.

An employee may transport non-NOLS employees in NOLS vehicles during the execution of NOLS business only. Only individuals directly engaged in activities which are associated with official NOLS business may ride as passengers in a NOLS vehicle. This action requires advance approval from the employee's Supervisor. Family members may not be transported in a NOLS vehicle without prior approval from the Library Director, Assistant Director, or Supervisor. If young children are approved to ride in the vehicle, they must ride in child safety seats as required by state/federal regulations and they must be accompanied by at least two adults.

NOLS vehicles will be parked in a secure manner at NOLS facilities when not in use unless otherwise permitted by the Library Director, Assistant Director, or Supervisor. Keys shall be returned promptly in accordance with current procedure. Vehicle users are responsible for lost keys, including the cost of making duplicate keys. Duplicating keys requires prior approval from the Director or Assistant Director.

Employees using NOLS vehicles must take adequate precautions to protect the vehicle from damage or theft by locking doors and windows as necessary.

Employee use of NOLS vehicles outside of the employee's scheduled work shift requires prior approval from the Library Director or Assistant Director.

Smoking is not allowed at any time in NOLS vehicles.

The Director or Assistant Director shall determine if an employee is permitted to take home an assigned vehicle, or if the employee is permitted to report to a NOLS facility before or after hours to pick up the vehicle for use. This determination shall be based upon, but not limited to, the following criteria:

1. The employee must use the vehicle to respond directly to library business needs.
2. It is the most efficient method of operation in performing the services needed.

Circumstances which may result in loss of an employee's authorization to drive a NOLS vehicle include but are not limited to, the following:

1. The employee is considered unfit to drive for health reasons.
2. The employee is determined to have operated a vehicle while impaired by drugs, alcohol or any substance that could interfere with his/her ability to drive responsibly.

3. The employee is determined to have operated a NOLS vehicle in a reckless, negligent, or careless manner.
4. The employee is deemed to be "accident prone" which is defined by NOLS as involvement in three or more (vehicle related?) accidents in a period of two years.
5. The employee has a history of failure to follow traffic regulations or of willfully disobeying NOLS policy and/or procedure relating to the use of motor vehicles.

NOLS gasoline credit cards. The use of NOLS gasoline credit cards is permitted only for NOLS owned vehicles. The employee shall submit receipts of all expenses charged on the credit card to the employee's Supervisor for approval. Supervisors shall submit receipts of all approved expenses charged on the credit card to the Administrative Services Department for payment processing and record keeping.

Recordkeeping required. Employees must keep records for miles driven in NOLS-provided vehicles. Recordkeeping procedures shall be prescribed by the Administrative Services Department.

Use of personal vehicles. Employees are encouraged to use a NOLS vehicle for NOLS business whenever possible. However, an employee may be authorized to use his/her private vehicle for conducting NOLS business as determined by the Supervisor. If a NOLS vehicle is not available, reimbursement for mileage shall be based upon the NOLS mileage reimbursement rate. In the event the employee prefers to use his/her private vehicle for out-of-town travel in lieu of an available NOLS vehicle, the employee shall receive prior approval from his or her Supervisor to be reimbursed for mileage at the NOLS reimbursement rate.

If an employee is authorized to use his/her private vehicle for NOLS business, it is the responsibility of the Supervisor to ensure the employee has a valid driver's license and vehicle insurance to protect NOLS in the event of an accident. It is the responsibility of the employee to carry these documents in the vehicle at all times.

Employees are personally responsible for any fines related to traffic violations while operating a NOLS vehicle. Any such infractions shall be immediately reported by the employee to the employee's Supervisor.

Loss of ability to drive due to suspension or revocation of a driver's license, or loss of NOLS permission to drive due to violation of this policy, are grounds for the individual being removed from his/her position if driving has been identified as an essential job function of that position. If termination of employment under such circumstances is warranted, this decision shall be the sole discretion of NOLS and may be based upon the employee's inability to perform an essential job function.

Failure to comply with the provisions of this policy will result in suspension of driving privileges for NOLS vehicles. Failure to comply may also result in discipline up to and including termination of employment.