



## Policy HR 14.8 Vehicle Safety

Adopted by the Library Board of Trustees: 01/24/2013

As required by Washington law, anyone operating or riding in Library vehicles must wear a seat belt at all times.

Any employee operating a Library vehicle, or using a motor vehicle for Library business, must be at least 18 years of age and have a valid driver's license.

As part of the requirements for certain Library positions, an employee may be required to hold a valid Washington State Driver's license and/or hold a valid commercial driver's license (CDL) and continue to meet all the requirements for maintaining such licenses. If such an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her supervisor and immediately suspend driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor. Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination. An employee's failure to notify his/her supervisor of such a license suspension, revocation or other license disqualification may also result in disciplinary action, up to and including termination.

Periodic checks of employee's driver's licenses through visual and/or formal State Department of licensing review checks may be made by supervisors or Administrative Services. Employees who do not hold a valid driver's license must not operate a NOLS vehicle until such time as a valid license is obtained.

### **I. Administration**

All managers and supervisors are responsible for administering this policy.

*See also Policy 8.10: Use of NOLS Vehicles and Use of Personal Vehicles to Conduct Library Business.*