



## Policy HR 2.6 Driver's License and Insurance Requirements

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

As part of the job requirements for certain NOLS positions, an employee may be required to hold a valid Washington State Driver's License and/or a combination endorsement. An employee using a Library vehicle or his/her personal vehicle while conducting NOLS business is required to maintain viable vehicle insurance and provide proof of such annually to the Library Director.

### **1. Employee responsibilities**

If an employee's driver'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 immediate supervisor and will be immediately suspended from driving duties.

Employees required to drive as part of their job shall not resume driving until they provide proof of a valid, current driver's license and insurance to the Library Director.

Depending on the duration of the license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, up to and including termination.

### **2. Administration**

The employee's managing supervisor, the Administrative Operations Assistant, and the Library Director are responsible for administering this policy.