



Policy HR 8.10 Use of NOLS Vehicles and use of Personal Vehicles to Conduct Library Business

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

It is the policy of the Library to provide vehicles for business use, to allow employees to drive on Library business, and to reimburse employees for business use of personal vehicles according to this policy. Library-owned or leased vehicles shall be used exclusively for the conduct of Library business.

Unless otherwise authorized by the Library, only employees and/or qualified volunteers holding valid Washington State Driver's License and/or combination endorsement, if applicable, and who are insured by the Library's insurance carrier, will be allowed to operate Library vehicles.

1. Library-owned vehicles

Employees approved to drive a Library vehicle to conduct Library business are required to inform the Library Director of any change that may affect either the employee's legal or physical ability to drive or to continue to be insurable.

Passengers will be transported in Library vehicles only to the extent that their conveyance is directly related to official business.

Per Washington law, no smoking is allowed in Library-owned or leased vehicles, and all occupants must wear a seat belt. A child transported in a Library vehicle must be placed in approved child-safety seats. If a child is being transported, at least two adults are required to accompany the child.

Employees are to operate Library vehicles in a safe manner and maintain the security of the vehicle and its contents. Employees are also personally responsible for any driving infractions or fines incurred while operating the Library vehicle.

At no time is an employee to operate a Library-owned vehicle or any personal vehicle while conducting Library business, if using, consuming or under the influence of alcohol, illegal drugs, or prescription or over-the-counter medication that may adversely affect the employee's ability to drive.

2. Employee's use of personal vehicle

Employees who use their personal vehicles for approved business purposes will receive mileage reimbursement at the IRS rate in place at the time of travel. Employee is required to maintain auto liability coverage as required by state law and provide proof of the insurance to the HR Specialist annually.

3. In event of an accident, theft, or damage

Employees are to immediately report any accident, theft, or malicious damage involving a Library vehicle to their immediate supervisor and to the Library Director, regardless of the extent of damage or lack of injuries. In addition, the Employee is to complete a Washington State Accident Report Form.

The Library report and the State Accident Report are to be completed and filed with the supervisor no later than the next business day if circumstances require.

Employees are to cooperate fully with law enforcement and insurance authorities in the event of an accident involving an employee using their personal vehicle while conducting Library business or a Library-owned vehicle.

4. Administration

The Library Director is responsible for administering this policy.

See also Policy 14.8: Vehicle Safety.