

Policy and Procedure Manual	Section A 12.1
Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business Procedures	Issued : July 2, 2008 Revised: March 18, 2009; Revised March 20, 2018 Approving Authority: Administration

Driving Library-Owned Vehicle and Use of Private Vehicles for Library Business

Introduction

With the purchase of the Orland Park Public Library Grand Caravan, the Library has developed and will begin implementing the following procedures for operation of the vehicle. The following overview provides a guideline for usage. However the reader should thoroughly read and refer to the policy regarding driving on Library business for a clear understanding of enforceable policies. Only staff that have been cleared to drive on library business may drive the library vehicle.

Forms

- A. Evanced events calendar
- B. Online Mileage form tracked by Outreach Services

Scheduling

1. Priority List for Scheduling:
 - a. Outreach Services Department
 - b. Maintenance Department
 - c. Other Departments

2. OS Departmental Schedule
 - a. Nursing home delivery
 - b. Township and Cultural Center
 - c. Market in the Park
 - d. Offsite Senior programs
 - e. Homebound deliveries - random usage
 - f. Various supply runs

3. Vehicle Scheduling Procedures:

- a. Reserve vehicles through Outreach Services during regular Library business hours
- b. Department Managers must make reservations for the use of the van for their departments
- c. Reservations may be made several weeks in advance but must follow the priority list and must be at least 24 hours in advance. The only exception is homebound delivery
- d. Locate Evanced events calendar
- e. Locate date desired
- f. Enter reservation in Evanced following the template

Procedures for Use

- a. Vehicle keys are located in the drawers of desk station X5113. Drivers should plan accordingly for any early morning, late evening, and weekend travel
- b. The Library vehicle may not be taken home
- c. If the Library vehicle needs to be taken overnight, prior permission must be obtained from the Library Director
- d. The Library vehicle is to be kept in the garage when not in use
- e. Before you use the Library vehicle:
 - Conduct a walk-around vehicle inspection
 - Clear frost, snow or other obstructions from windows
 - Fill in the beginning mileage on the notepad located in the vehicle console
 - Locate the emergency road kit items to make sure everything is there
 - The driver and ALL passengers must use their seat belts
 - Check the gas gauge; if necessary, fill the gas tank at the Village of Orland Park depot on Ravinia Ave. by accessing the pump with a Village of Orland Park key and code. If not available you must use a service station that features "Pay at the Pump" service and request a receipt. Fill the vehicle's gas tank with regular unleaded gasoline
 - Check to make sure you have all paperwork filled out
 - Bring Library Nextel
- f. If a conflict arises and you discover you will be delayed, contact the Outreach Services Department (708-428-5114 or 5113)

immediately so alternative arrangements can be made for the next user

g. The use of cell phones while driving the vehicle is limited. When making a phone call, the driver must put the vehicle in park. Incoming phone calls may be answered, but prolonged conversations are prohibited

h. Drivers and passengers will take precaution while eating and/or drinking in the vehicle

i. Returning Vehicle

- Park vehicle in the Library garage via the north garage door
- Make sure to close garage doors after parking and turning off van
- Record ending mileage, purpose of trip and destination on pad and remove page
- Give to Outreach Services staff to record
- Outreach Services staff will complete the online mileage log
- Report any problems/concerns, emergency equipment used
- Check the car carefully, remove all litter, close windows (and latch them if applicable), and DO NOT lock the doors
- Conduct a walk-around vehicle inspection; report any damage
- Return the car key, gas pump key, any gas receipts, immediately to Outreach Services
- For after hours or weekend returns place key in workstation 5113 desk drawer and recorded mileage in Outreach Services Manager's mailbox or workstation 5113
- Report any damage, malfunction, or accident to Administration or the PIC immediately and in accordance with Library policy and procedures

Equipment

The van is equipped with an emergency road kit, including accident packet, flashlight, windshield scraper/brush, tire change tools, and first aid kit located in the tote.

Also located in the van are the north and south garage door openers. These need to stay in the van and are located in the console between the front seats.

Violations of any of the above procedures may result in loss of driving privileges.