

Policy and Procedure Manual	Section A 12
Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business Policy	<p>Issued: December 19, 2005;  Revised July 21, 2008; Revised January 16, 2012; Revised April 19, 2021</p> <p>Approving Authority: Library Board of Trustees</p>

**Operation of Library–Owned Vehicles and Use of Private Vehicles for Library Business**

**1. Purpose for driving on library business**

Only authorized and duly licensed staff members may drive a library-owned vehicle. Library staff may use private vehicles for library purposes including, but not limited to: traveling to conferences and meetings, providing homebound and outreach services, and picking up supplies from local stores. Library trustees using private vehicles for library business are included in this policy.

**2. Requirements for driving on library business**

a. To operate a library-owned vehicle and/or use a private vehicle for library business, library staff must be at least 18 years of age and have a valid driver’s license appropriate for the vehicle they are operating.

b. On an annual basis, library staff members operating library-owned vehicles and/or using private vehicles for library business must complete a Certification of Automobile Liability Insurance and Valid Driver’s License statement and provide documentation indicating that they are duly licensed and have auto liability insurance in effect in the amount as mandated by the Illinois Mandatory Insurance Law (625 ILCS 5/Ch.7 Art. VI). If this Certification is not completed as required, that person will not be allowed to drive library-owned vehicles or private vehicles on library business.

c. Library staff operating library-owned vehicles and/or using private vehicles for library business must authorize the Library to obtain a motor vehicle report concerning their driving record. The Library will conduct random checks of motor vehicle records of staff driving library-owned vehicles or private vehicles on library business. Infractions disqualifying staff from driving on library business include, but are not limited to conviction of 2 or more moving violations within a 12 month period, reckless driving, leaving the scene of an accident, driving under the influence of alcohol, drugs or

intoxicating compounds, or transportation or possession of alcohol in a motor vehicle. Any such infractions must be reported to the Library Director within 24 hours.

d. Library staff operating a library-owned vehicle and/or using private vehicles for library business must notify the library of any changes in insurance coverage or in the status of their driver's license.

e. Library staff operating a library-owned vehicle and/or using a private vehicle for library business must obey all applicable motor vehicle laws and operating regulations in the jurisdiction where driving and practice safe driving at all times during the operation of a vehicle. The driver and all passengers must wear safety belts at all times while in and/or driving a vehicle on library business.

f. Library staff members taking medication that impedes driving ability are not permitted to operate a library-owned vehicle and/or use a private vehicle for library business.

### **3. Requirements for staff operating library-owned vehicles**

Staff operating a library-owned vehicle must participate in a minimum of 4 hours of driver safety training annually. This training will be provided by the library.

### **4. Requirements for staff using library-owned vehicles or private vehicles for library business**

a. Staff operating a library-owned vehicle or a private vehicle for library purposes must follow the Library's procedures for operation of library-owned vehicles and use of private vehicles for library business. Staff violating procedures may lose the privilege of driving a library-owned vehicle.

b. Administrative staff and/or management team members must authorize staff to use private vehicles for library business in advance of the activity.

### **5. Reimbursement of expenses**

a. Staff members driving private vehicles for library business will be reimbursed by the Library at the per mile Internal Revenue Service business rate.

b. Tolls and parking costs will be reimbursed by the Library. See Resolution 2016-07 Resolution for Reimbursement of Travel, Meal and Lodging Expenses and Appendix H of the Employee Handbook

c. Penalties, fines, towing costs etc. for traffic and/or parking violations will not be reimbursed by the Library.

## **6. Failure to comply with policy**

Failure to comply with any part of this policy will be grounds for discipline, including dismissal.

**Approved by the Board of Library Trustees on December 19, 2005; Revised July 21, 2008; Revised January 16, 2012; Revised April 19, 2021.**