

Community Library Network[®]

KOOTENAI & SHOSHONE COUNTIES

VEHICLE USE POLICY Board Approved 1-14-20

Staff driving a library owned or private vehicle while on paid time are required to drive safely, legally and courteously. The District is committed to safe driving to reduce the risk of personal injury and property loss. This policy applies to all employees and elected trustees who operate vehicles for library business.

Responsibilities

Administrative or facilities staff are responsible for:

1. Maintaining, licensing and insuring District vehicles.
2. Policy compliance.

Employees are responsible for:

1. Proper and safe operation of the vehicle.
2. Participation in District vehicle safety and defensive driving training as required.
3. Completing and following vehicle-use procedures.
4. Reporting any maintenance issues via PropertyTrak (on the workroom page) or by emailing the Facilities Manager. All repairs must be authorized by Administration or the Facilities Manager.
5. Accurately filling out the vehicle log books.
6. Maintaining a valid license appropriate for the vehicle type.
7. Participating in drug and alcohol tests, as required by Department of Transportation, if holding a Commercial Driver's License (CDL).
8. Completing pre-and post-trip inspections and inspection logs for the Bookmobile and Discovery Bus as required by federal law
9. Using, and making sure passengers use, seat belts at all times.
10. Maintaining vehicle liability insurance (with minimum state limits) when driving a private vehicle for library business.

General use vehicles

The following vehicles are available for general use by library employees, based upon scheduled availability:

- 2007 Dodge Grand Caravan Van
- 2007 Ford Fusion Sedan
- 2010 Dodge Grand Caravan Van

Vehicles requiring special training or licenses

1. Library vehicles requiring a current CDL license with appropriate endorsements:
 - Bookmobile
 - Discovery Bus

2. Library vehicles requiring special training:
 - Sprinter Van
 - Nissan Maintenance Van

Driver Restrictions and Evaluation

All drivers, including those with a CDL requirement, must report any state-imposed or other driving restrictions to the Director immediately. At the time of the restriction, the employee's library vehicle-use privileges will be suspended until the employee's driver's license has been fully restored.

Prior to driving a District vehicle, employees may be evaluated based upon the following:

1. Employee's Driver's License Record.
2. Evidence of a valid driver's license.
3. Qualifications to operate the type of vehicle he/she will drive.

Prohibited Activities

1. Using a mobile or electronic device while driving.
2. Smoking or vaping in library vehicles.
3. Driving while impaired or influenced by alcohol, drugs or illegal substances, prescribed or over-the-counter medication, or illness, fatigue or injury. The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

Accident Reporting

When involved in an accident, the driver should:

1. Check on the welfare of those involved, and if necessary, seek immediate medical attention.
2. Move the vehicle out of the way of traffic as permitted.
3. If the accident results in injuries, call 911.
4. If the accident results in property damage only, exchange information with the parties involved, and call law enforcement through the non-emergency line.
5. Notify the Supervisor or Administrator and report injuries or property damage.
6. File a written report to Administration within 24-hours.
7. Not discuss fault or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of Community Library Network. Drivers shall cooperate fully with ICRMP Claims Department in the handling of claims.