

Policy and Procedure Manual	Section A 12.1
Operation of Library-Owned Vehicles for Library Business Procedures	<p>Issued: July 2, 2008 Revised: March 18, 2009; Revised March 20, 2018; Revised September 6, 2024</p> <p>Approving Authority: Administration</p>

Driving Library-Owned Vehicles for Library Business

Introduction

The following overview provides a guideline for usage of the Library Van. The Library Van is used for Home Delivery, offsite programs, community events, conferences, and supply runs. Refer to policy A 12 *Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business* for a clear understanding of enforceable policies.

Forms

- A. Website Library Calendar *Create an Event* form
- B. Van sign-out sheet, posted on Outreach Department garage door

Scheduling

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

2. Scheduling Procedures
 - a. Check the library calendar to see if van is available at desired time
 - b. If available, contact the Outreach Department with van booking request
 - c. Outreach will book the van by creating a private event in the library calendar, using "Van" as the event location.
 - d. For same day requests, please call or speak to Outreach in person to check availability

Using the Van

1. Operation Guidelines

- a. Before you use the Library vehicle, you must obtain permission from your supervisor, have an acceptable Motor Vehicle Record (MVR), sign off on the vehicle use agreement, have a valid driver's license, and proof of insurance on file with Administration.
- b. Fill out the sign out sheet on the Outreach garage door even if you have booked the van in advance. Exceptions include Outreach and Maintenance staff.
- c. The library van may not be taken home.
- d. If the library van needs to be taken overnight, i.e. conferences, permission must be obtained from the Library Director.
- e. The library vehicle is to be kept in the garage when not in use.
- f. No smoking or pets in the van.
- g. If you have a beverage, please keep it covered. If you eat in the van, please clean up after yourself.
- h. When returning to the library, please back the van into the garage, closing the garage door with the remote.
- i. If the fuel gauge shows 1/3 tank or less, please notify the Maintenance or Outreach Department staff.

2. Safety

- a. The driver and all passengers must use their seat belts.
- b. No cell phone use by the driver will be allowed while operating the van.
- c. An annual training will be provided to library staff who are permitted to use the van.
- d. The emergency road kit is kept in the back of the van.
- e. If you are in an accident, there is a copy of the Accident Packet (Policy and Procedure manual Section A 12.2) in both the glove box and the emergency road kit.

3. Maintenance

- a. The Maintenance Department is responsible for routine and non-routine maintenance of the van i.e. oil changes, gas, washes, responding to manufacturer service letters etc.
- b. Maintenance will let Outreach know when non-routine maintenance will disrupt the regular outreach schedule
- c. Report any damage or malfunction to both Maintenance and Outreach

4. Equipment

- a. Key Fob is located in the Outreach Department
- b. Garage Door Remote located on center console of van
- c. Spare Key Fob located in the Maintenance Department
- d. Roadside Emergency Kit located in back of van.

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