

APPALACHIAN REGIONAL LIBRARY
Vehicle Use for Library Business Policy
Board Approved 1-16-2014

The purpose of this policy is to assure that all Appalachian Regional Library vehicles are operated in a safe and professional manner. Library business use shall be defined as *activities that involve performance of one's duties for the benefit of the Library in accordance with the directives and instructions received from Library management*. Library vehicles shall be defined as *all vehicles owned, leased, or otherwise provided for by the Library and used in the furtherance of Library business activities or interests*. No Library vehicle is to be used for any reason other than Library business. Library owned or leased vehicles are not intended for personal use (defined as any vehicle operation outside the scope of Library business use).

Library Owned Vehicle Use

- All employees who operate library vehicles for library business must supply administration with a copy of their valid North Carolina driver's license. Driving records for these staff will be checked annually. ARL reserves the right to deny a staff member the ability to operate a library vehicle.
- All accidents or traffic violations involving a library vehicle must be reported immediately to the Director of Libraries, the County Librarian, and the Finance Officer. Use of a library vehicle will be immediately suspended for a violation such as DWI, excess speeding of 20 mph and over, and reckless driving.
- Seat belts must be used at all times by all occupants of a library vehicle.
- While operating a library vehicle, drivers must observe all laws and regulations governing the use of motor vehicles. Non-compliance is grounds for disciplinary action.
- While operating a library vehicle, employees may not transport any persons, including off-duty library employees, unless those persons are on official library business.
- Smoking is not permitted in a library vehicle.
- Use of cell phones for calls or texting is prohibited while operating a library vehicle.
- Driving a library vehicle under the influence of alcohol or any illegal drug is prohibited. Employees may be subject to post-accident or reasonable suspicion drug or alcohol tests if such influence is suspected.
- Driving a library vehicle while taking a prescribed medication which impairs mental or motor reflexes is prohibited.
- Appalachian Regional Library will not reimburse parking fines and fines for moving violations for any driver of a library vehicle.
- Appalachian Regional Library will not reimburse surcharges to insurance premiums resulting from additional coverage, accidents, and/or violations while using library vehicles.

Privately Owned Vehicle Use for Library Business Purposes

- On an annual basis, all employees operating their personal vehicles for library business must receive written permission for this activity from the Director of Libraries after supplying administration with proof of insurance for their personal vehicle(s) and a copy of their valid North Carolina driver's license. Driving records for all staff using personal vehicles for library

business will be checked annually. ARL reserves the right to deny staff permission to use their personal vehicle(s) for library business.

- All employees operating their personal vehicles for library business shall maintain liability coverage at the minimum required by North Carolina law. While on library business, ARL's commercial auto insurance policy will cover liability claims in excess of the individual's personal auto policy.
- If a library-owned vehicle is available to be driven, and a library employee opts to drive his or her personally owned vehicle for library business, mileage reimbursement will not be made.
- When a library-owned vehicle is not available to be driven for library business and an employee uses a personal vehicle for library business, mileage reimbursement will be at a rate of \$0.50 per mile. This reimbursement is considered by the library to be complete payment for all operational expenses associated with personal vehicles used for business purposes.
- All accidents or traffic violations while using a personal vehicle for library business must be reported immediately to the Director of Libraries, the County Librarian, and the Finance Officer. Permission to use a personal vehicle for library business will be immediately suspended for a violation such as DWI, excess speeding of 20 mph and over, and reckless driving.
- While operating a personal vehicle, drivers must observe all laws and regulations governing the use of motor vehicles. Non-compliance is grounds for disciplinary action.
- Seat belts must be used at all times by all occupants of a personal vehicle being used for library business.
- While operating a personal vehicle, employees may not transport any persons, including off-duty library employees, unless those persons are on official library business.
- Use of cell phones for calls or texting is prohibited while operating a personal vehicle for library business.
- Driving a personal vehicle while on library business under the influence of alcohol or any illegal drug is prohibited. Employees may be subject to post-accident or reasonable suspicion drug or alcohol tests if such influence is suspected.
- Driving a personal vehicle on library business while taking a prescribed medication which impairs mental or motor reflexes is prohibited.
- Appalachian Regional Library does not provide insurance for a personally owned vehicle because it does not own the vehicle and therefore has no insurable interest.
- Appalachian Regional Library does not assume liability for damage to personal vehicles used on library business and does not assume liability for deductibles or any other uninsured loss to the vehicle.
- Appalachian Regional Library is not responsible for maintenance or repairs of a personally owned vehicle used for business purposes.
- Appalachian Regional Library will not reimburse parking fines and fines for moving violations for personally owned vehicles used for business purposes.
- Appalachian Regional Library will not reimburse surcharges to insurance premiums resulting from additional coverage, accidents, and/or violations while on library business.

Employee Statement of Acceptance:

I have read and agree to the above guidelines.

Employee Signature _____

Date _____