

# Vehicle Use Policy

Approved by Library Board: 3/8/2021

## Purpose and Scope

The purpose of this policy is to set forth guidelines under which Baker County Library District vehicles will be authorized to district personnel, the guidelines under which district vehicles may be used and guidelines for reimbursement or compensation for employee use of personal vehicles. Employees seeking clarification of or exemption from the provisions of this policy should contact the Library Director who may authorize exceptions to the policy under mitigating circumstances.

## Policy

### *District Vehicles*

It is the policy of the district that certain positions require employee access to district vehicles, either during the work shift or on a 24-hour on-call/ emergency basis.

### *Vehicle Use Requirements*

The use of a district vehicle must be related to a particular job responsibility. That concept applies to employees, board members and volunteers. Where the use of the vehicle is for an activity not directly related to a particular job responsibility, deviations from normal use must be pre-approved by the employee's supervisor.

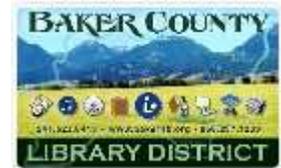
Where the district has agreed to extend the driver's use of a vehicle beyond the normal work requirements it will be the responsibility of the supervisor to document, in writing, all such allowed use. Any use not documented can be viewed as a situation where the driver is operating outside the scope and course of employment and the driver may be personally liable for any accidents that might occur. Any protections for the driver under the Oregon Tort Claims Act may not be available for such unauthorized vehicle use.

### *Expense Reimbursement – Personal Vehicles*

It is the policy of the district to reimburse employees for expenses which they incur as a result of personal vehicular use on behalf of the district.

Expense reimbursement for use of personal vehicles requires advanced approval by the employee or volunteer's supervisor.

- When an employee is authorized to use a personal vehicle for work-related travel, he or she will be reimbursed at the current mileage rate established by the Library Board.
- In addition to the mileage rate, the district will reimburse employees authorized to travel outside of the district, driving personal or district



## Vehicle Use Policy

Approved by Library Board: 3/8/2021

- vehicles, for tolls and reasonable parking expenses, when receipts are provided.
- The district retains the right to require employees to purchase Oregon's minimum liability insurance in accordance with ORS 806.010, Oregon's mandatory insurance law.

### *General Rules Governing District Vehicle Use*

District vehicles may only be used for legitimate district business.

District vehicles will not be used to transport any individual who is not directly or indirectly related to district business. Passengers shall be limited to district employees, volunteers, and individuals who are directly associated with district work activity. Family members shall not be transported in district vehicles, except in cases of an employee traveling out of town for a conference may, with approval from their supervisor, be allowed to take his or her spouse.

Vehicles should contain only those items for which the vehicle is designed. The district shall not be liable for the loss or damage of any personal property transported in the vehicle.

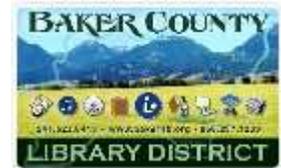
Employees assigned to operate district vehicles are responsible for the operation, care, and condition of such vehicle and are also expected to keep district vehicles clean.

Employees may not operate district vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications which may interfere with effective and safe operation.

Employees who operate district vehicles must have a valid Oregon driver's license and may be required to provide proof of a valid license once every six (6) months. To operate certain district vehicles the law requires a Commercial Driver's License (CDL) and/or a hazmat endorsement. The District will cover the costs associated with obtaining and maintaining a CDL, including test, license fees and medical exams. Receipts must be submitted for reimbursement of these costs.

Employees driving district vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.

- Employees who incur fines in district vehicles will be personally responsible for payment of such fines.
- Employees, who are issued citations for any offense while operating a district vehicle, must notify their supervisor immediately, when practicable, but in no case later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- An employee who is arrested for or charged with a motor vehicle offense for which the punishment includes suspension or revocation of their license, whether in his or



## Vehicle Use Policy

Approved by Library Board: 3/8/2021

her personal vehicle or in a district vehicle, must notify his or her supervisor immediately, when practicable, but in no case later than 24 hours. Conviction for such an offense may be grounds for loss of district vehicle privileges and/or further disciplinary action.

### *Reporting and Investigating Accidents*

When any district vehicle is involved in an accident resulting in property damage or injury to any person, the following procedures shall be observed:

Employee shall immediately report the accident to their supervisor and remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative. Do not remove any vehicle until authorized by your supervisor unless non-removal creates an undue hazard.

In cases where the vehicle(s) suffer only minor damage, other people should not be delayed any longer than is necessary to exchange the required information. All vehicles should carry a list of the necessary information to collect from the other driver and the information the employee would need to collect from them. The operator should also promptly complete the accident report upon returning to the district office.

The supervisor or other designated individual shall respond to the scene and request and facilitate a police investigation. The driver of the district vehicle may be subject to a drug and alcohol test as part of the investigation in the event the incident involves

- fatalities,
- injuries that require medical assistance away from the scene,
- police citations,
- towing a vehicle from the accident scene, or
- damages to a vehicle or property of more than \$500.

The supervisor shall gather information for the district's insurance carrier, submit independent reports, and report all findings and conclusions to the Library Director.

In the event that an employee's personal vehicle is damaged during an approved, work-related trip and the damage is not due to the negligence of that individual, the district will reimburse the employee up to a maximum of \$250 or the amount of the deductible (comprehensive or collision), whichever is less, per occurrence. A receipt verifying payment of a deductible or payment for repairs is required.

Failure to comply with any and all provisions of this policy may result in disciplinary action up to and including removal of district vehicle privileges, suspension, and/or termination from district service.