

Warren-Newport Public Library District

Staff Manual

508 Use of Equipment and Vehicles

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The Warren-Newport Public Library District (WNPLD) equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using WNPLD property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Employees who drive a WNPLD vehicle on library business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on library business is strictly prohibited. Employees are responsible for any driving or parking infractions or fines as a result of their driving. Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in WNPLD vehicles.

When no WNPLD vehicles are available, employees may use their own vehicles for business purposes with prior approval of their supervisor. Employees who use their personal vehicles for approved library purposes will receive a mileage allowance equal to the Internal Revenue Service mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. Employees who operate personal vehicles for library business should obtain auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary as determined by their personal insurance agent.

Employees must report any accident, theft, or malicious damage involving a WNPLD vehicle to their supervisor and the Executive Director, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers.

Employees are not permitted, under any circumstances, to operate a WNPLD vehicle or a personal vehicle for library business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any WNPLD vehicle at any time or operate any personal vehicle while on library business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

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The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.