



Library Vehicle Usage Policy

PURPOSE

The Fort Vancouver Regional Library District (FVRL) maintains a fleet of vans, trucks, bookmobiles and passenger vehicles for use in the daily operations of the library. This policy is intended to direct the use and operation of any library vehicle. Any employee driving on behalf of FVRL is a representative of our organization and expected to follow all driving rules and regulations.

POLICY

This policy applies to the driver of any vehicle owned or leased by FVRL driven by authorized employees for official library business including travel between locations, travel for assigned duties, travel for meetings or training, and travel as a condition of employment.

Personal use of library vehicles is strictly prohibited per RCW 46.08.065 for any activity other than taking a required break or mealtime or in an emergency. When a library vehicle is taken to out-of-town meetings, conferences or workshops, employees may use the vehicle for other reasonable purposes if they have no other form of transportation. **Specific rules for operating library vehicles are outlined in Chapter 2 of the FVRL Personnel Manual.**

The transport of library personnel (FVRL employees, Foundation employees, board members, volunteers and official guests) to library related events, meetings and conferences, workshops, and seminars, and the delivery of library materials to homebound residents and bookmobile patrons living in the library's district and other tasks are subject to FVRL's rules when traveling as passengers in FVRL vehicles.

FVRL's Facilities and Fleet Division will be responsible for maintaining any library owned or leased vehicle in a safe and sound working condition through regularly scheduled maintenance and repair. When necessary, Facilities and Fleet will recommend replacement of vehicles based on need and availability of funds.

DEFINITIONS

Official library business is defined as activities such as purchasing library materials and supplies, maintenance and repair functions, transport of library materials and property between library facilities and program locations.

ADMINISTRATION

The Executive Director is responsible for the administration of this policy, for establishing administrative procedures and rules for its implementation and for making the policy available to the public.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE

The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a continuation of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such continuous application.

RESOURCES

Applicable laws or references

- RCW 46.61 Rules of the Road
- RCW 46.08.065 Publicly Owned Vehicles to be Marked
- RCW 43.19.637 Clean-fuel Vehicles - Purchasing Requirements

Relevant policies

- Personnel Policy

BOARD APPROVAL

- 05/17/2021