

Safe Driving Policy
adopted November 17, 2023

Responsibilities:

While driving your own, or a rented vehicle, for work purposes, employees must comply with the following conditions:

- Maintain a valid and current driver's license and provide a copy for the Library's records.
- Ensure your vehicle is properly registered.
- Maintain motor vehicle insurance and provide a copy of your insurance card for the Library's records.

Inform the Executive Director of any change in the above, such as a suspension, lapse, or revocation of your driver's license and/or insurance.

Vehicle safety:

While driving your own, or a rented vehicle, for work purposes, employees are expected to comply with the following driver safety protocols:

- To comply with standard safe driving rules and regulations.
- To not engage in distracted driving behaviors, including but not limited to: cell phone use, texting or surfing the web on cell phones, eating, grooming or other unsafe driving conduct.
- To not use illegal drugs or intake alcohol which would interfere with safely operating a motor vehicle.

The Library's insurance extends to your vehicle usage only for the time engaged in the specific work related activity and subject to adherence to the above standards and conditions.