



## **STAFF VEHICLE USE POLICY**

**Policy:** The Pioneer Library System provides a vehicle for use by staff on library business. The staff vehicle should be used by all staff when available. The staff vehicle will be locked and kept at the Pioneer Library System when not in use.

**Scheduling:** Pioneer Library System staff will schedule required usage on a shared calendar. Employees traveling to multiple-day conferences or those traveling the farthest will have priority use privileges.

**Usage:** The Business Manager will provide a key, gas card and log for each trip. Staff will inform the Business Manager of any accident or maintenance issues when returning the vehicle and the previously listed items.

- Staff must have a valid NYS Driver's license and will provide a copy to the Business Manager
- Receipts for fuel only should be charged to the PLS gas card only. The receipt should be initialed and returned with the keys.
- The system vehicle will have AAA fleet coverage.
- In case of an accident, staff will contact the police and obtain a police report to turn in to the Business Manager.

**Maintenance:** The Business Manager will arrange necessary maintenance and repairs.

*Reviewed: September 9, 2020*

*Adopted: September 14, 2019*