

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	HR19 – Vehicle Use & Safety		
Approval Date	05/21/2024	Revision Date	N/A
Related Policies	HR02 Hiring and Employment HR06 Employee Conduct HR12 Searches and Inspections		
Related RCW	RCW 46.04 RCW 46.20 RCW 46.25 RCW 46.30 RCW 46.52 RCW 46.61		
Purpose	To set forth the Spokane County Library District (District)'s policies for use of District vehicles and the use of personal vehicles on District business.		
Scope	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Failure to comply with the provisions of this policy will result in the suspension of driving privileges of District vehicles and for District business. Failure to comply may also result in discipline up to and including termination of employment.

19.01 Use of District Vehicles

Use of District-owned vehicles is limited to activities directly related to District business. Minimum use of assigned vehicles for personal purposes, such as purchasing lunch or dinner while on business away from the worksite, or personal stops enroute to or from work, or while traveling between facilities, is allowed. Transporting individuals who are not District employees in a District-owned vehicle is prohibited.

Employees authorized to use District-owned vehicles shall operate the vehicle in a safe, courteous, and efficient manner and shall at all times conform to all Federal, State and local laws governing the use and operation of motor vehicles.

Employees shall not use District-owned vehicles outside of the employee's scheduled work shift, except as otherwise expressly allowed herein.

19.02 Use of Personal Vehicles for District Business

Use of personal vehicles for District business is permitted. Eligible mileage reimbursement for personal vehicles is limited to activities directly related to District purposes. While using a personal vehicle for District business, minimum use of the vehicles for personal purposes,

such as purchasing lunch or dinner while on business away from the worksite, or personal stops while traveling between facilities, is allowed, and mileage will be reimbursed as applicable.

Employees operating personal vehicles for District business shall operate the vehicle in a safe, courteous, and efficient manner and shall at all times conform to all Federal, State and local laws governing the use and operation of motor vehicles.

See the Training & Travel policy for information regarding mileage reimbursement for use of personal vehicles operated for District business.

19.03 Loss of Authorization

Circumstances which may result in loss of an employee's authorization to operate a District-owned vehicle, or a personal vehicle for District business include, but are not limited to, the following:

- The employee is observed to be unfit to drive for health reasons.
- The employee is determined to have operated a vehicle while impaired by drugs, alcohol or any substance that could interfere with their ability to drive responsibly.
- The employee is determined to have operated a personal vehicle in a reckless, negligent, or careless manner while on District business.
- The employee has a history of failure to follow traffic regulations or of willfully disobeying District policy and/or procedure relating to the use of motor vehicles.
- The employee is determined to have operated a District-owned vehicle in a reckless, negligent, or careless manner.

19.04 Driver License Requirements

Employees who operate a District-owned vehicle or a personal vehicle for District business must have a current, valid driver license, must carry that while driving, and have a driving record with no more than three serious traffic violations as defined by WAC 308-100-130, as amended.

Employees who operate either a District-owned vehicle or a personal vehicle for District business shall notify their supervisor and the Human Resources Director of any change in license status. Failure to report a change in license status may result in disciplinary action, up to and including termination.

If an employee who is expected to drive as a normal job activity loses their driver license, the employee shall notify their supervisor immediately and shall not operate any vehicle for District business.

The District will determine if any modifications to job duties, transfer to a similarly situated position that does not required driving for District business, and/or disciplinary actions up to

and including termination are necessary due to the suspension or revocation of a driver license or loss of District permission to drive due to violation of this policy.

If transferring the employee to a similarly situated position that does not require driving for District business or termination of employment is deemed appropriate, this decision shall be at the sole discretion of Executive Director and may be based upon the employee's inability to perform an essential job function.

19.05 Insurance Coverage Requirements

For District-owned vehicles, the District is responsible for ensuring that current insurance coverage is maintained. Employees assigned to operating District-owned vehicles are responsible for ensuring that proof of current insurance coverage is present in the vehicle before operating it.

Employees who operate a personal vehicle for District business must have proof of current insurance coverage with coverage amounts determined by the Executive Director to be sufficient, and must carry that while driving.

Employees who operate a personal vehicle for District business shall notify their supervisor and the Human Resources Director of any lapse, suspension, or revocation in insurance coverage. Failure to report a lapse, suspension, or revocation in insurance coverage may result in disciplinary action, up to and including termination.

If an employee who is expected to operate a personal vehicle as a normal job activity has a lapse, suspension, or revocation in insurance, the employee shall notify their supervisor immediately and shall not operate the vehicle for District business.

The District will determine if any modifications to job duties, transfer to a similarly situated position that does not require driving for District business, and/or disciplinary actions up to and including termination are necessary due to the lapse, suspension, or revocation of insurance coverage or loss of District permission to drive due to violation of this policy.

If transferring the employee to a similarly situated position that does not require driving for District business or termination of employment is deemed appropriate, this decision shall be at the sole discretion of Executive Director and may be based upon the employee's inability to perform an essential job function.

19.06 Infractions

Employees are personally responsible for any fines or penalties related to traffic violations while operating any vehicle for District business. Any such infractions shall be immediately reported by the employee to the employee's supervisor.

Employees who operate any vehicle for District business shall notify their supervisor and the Human Resources Director of any traffic violations incurred while on District business.

Failure to report a traffic violation may result in disciplinary action, up to and including termination.

19.07 Use of mobile devices

The use of mobile devices, or other similar devices, while driving any vehicle for District business is prohibited, unless using hands-free technology in compliance with Washington state law.

19.08 Driving under the influence

An Employee shall not operate a District-owned vehicle or a personal vehicle for District business if the employee is under the influence of any substance or any condition which may impair their ability to operate the vehicle safely in any way. It is the responsibility of the employee to notify their supervisor of any possible impairment and refrain from operating any vehicle.

Operating any vehicle while under the influence of any substance or any condition which may impair ability to operate the vehicle safely while on District business, and/or failure to notify their supervisor of such possible impairment may result in disciplinary action, up to and including termination.

See HR06 Employee Conduct for additional information regarding use of controlled substances. (HR06.9)

19.09 Consumption of Food and Drink

No food or drink may be consumed while driving any vehicle for District business.

19.10 Smoking

Use of tobacco products, vaping or similar activities are not allowed inside of any District-owned vehicle, at any time.

19.11 Pre-Trip Inspection

Prior to the authorized use of a District-owned vehicle, the driver shall perform a general inspection of the vehicle in accordance with District's driving checklist, and promptly report any equipment problems, deficiencies or failures to the employee's supervisor and the Finance Director. The vehicle shall not be driven if operational or safety problems are found. If a maintenance need arises during use of the vehicle, the employee shall report it to their supervisor and the Facilities Manager upon return, or, if the problem is significant, as soon as the vehicle is safely removed from the road.

19.12 Post-Trip Inspection

Following the authorized use of a District-owned vehicle, the driver shall perform a general inspection of the vehicle in accordance with District's driving checklist, and promptly report any equipment problems, deficiencies or failures to the employee's supervisor and the Finance Director. If any problems, deficiencies or failures are identified, the vehicle shall not be further driven until all are resolved.

19.13 Accidents or Injuries

Any accident or injury occurring in a District-owned vehicle shall be reported immediately to the employee's supervisor and the Finance Director. Proper steps shall be taken as required by law and in accordance with established District guidelines. If the accident involves personal injury or damage to another vehicle or property, the employee shall contact emergency services at the scene as soon as possible.

The employee operating the vehicle at the time of the incident must complete the necessary accident report form. The Finance Director shall report any accident or injury occurring in a District-owned vehicle to the Executive Director as soon as practicable.

19.14 Securing District Vehicles

District-owned vehicles shall be parked in a secure manner at District facilities when not in use unless otherwise authorized by the responsible department director. Keys shall be returned promptly in accordance with current procedure. Vehicle users are responsible for lost keys, including the cost of making replacement keys. Replacing or duplicating keys requires prior approval from the responsible department director.

Upon the recommendation of the responsible department director, the Executive Director shall determine if an employee is permitted to take home an assigned vehicle. This determination shall be based upon, but not limited to, the following criteria:

- The employee must use the vehicle to respond directly to library business needs.
- It is the most efficient method of operation in performing the services needed.

Employees using District-owned vehicles must take precautions to protect the vehicle from damage or theft by locking doors and windows as necessary.

19.15 District Credit Cards

The use of District credit cards to purchase fuel is permitted only for District-owned vehicles. The employee shall submit receipts of all expenses charged on the credit card to the employee's Supervisor for approval.

Supervisors shall submit approval for all expenses charged on the credit card to the Finance Office for payment processing and record keeping.

19.16 Training

All employees will complete driver training from the District upon initial hire and annually thereafter. For employees assigned to Mobile Services, large vehicle practical training will also be required upon initial hire and annually thereafter.

19.17 Recordkeeping required

Employees must keep records for miles driven in District-owned vehicles. Recordkeeping procedures shall be prescribed by the Finance Office.

Records of training completed by employees will be kept in the District's Learning Management System (LMS).

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of the Executive Direction action and/or decision will be made to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.