

**Geauga County Public Library
Operating Policy Manual**

SECTION: USE OF LIBRARY VEHICLES
NUMBER: 522
EFFECTIVE DATE: SEPTEMBER 18, 2018

All library vehicles are to be used solely for library purposes. Personal use of library vehicles is prohibited.

- With administrative authorization, an employee may drive a library vehicle to their personal residence when using the vehicle for a work-related activity the following day.
- The Facilities Manager or the Assistant Facilities Manager is permitted to take home a vehicle with tools due to their need to respond to building emergencies.

All drivers and passengers in moving library vehicles, including vans and Mobile Services vehicles, must wear seatbelts.

Employees are prohibited from talking on a cell phone while driving a library vehicle. Employees may use hands-free devices.

Employees are prohibited from driving a library vehicle while under the influence of alcohol or drugs.

See also: Personnel Policy 326 Vehicle Use

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