

Policy and Procedure Manual	Section A12. 1
Operation of Library-Owned Vehicles and Use of Private Vehicles for Library Business Procedures	<p>Issued : July 2, 2008</p> <p>Approving Authority: Administration</p>

## **Procedures for Driving Library-Owned Vehicle**

### **Introduction**

With the purchase of the Orland Park Public Library Grand Caravan, the Library has developed and will begin implementing the following procedures for operation of the vehicle. The following overview provides a guideline for usage. However the reader should thoroughly read and refer to the policy regarding driving on Library business for a clear understanding of enforceable policies. Only staff that have had DMV checks may drive the library vehicle.

### **Forms**

- A. Scheduling Log
- B. Fuel Log
- C. Maintenance log
- D. Mileage form
- E. Accident packet with disposable camera
- F. Travel roster

### **Scheduling**

1. Priority List for Scheduling:
  - a. Outreach Services Department
  - b. Maintenance Department
  - c. Other Departments
  
2. OS Departmental Schedule
  - a. Nursing home delivery
  - b. Township and Cultural Center
  - c. Stories in the Park
  - d. Farmer's Market
  - e. Senior computer classes
  - f. Remember When @ Sunrise

- g. Homebound deliveries - random usage
- h. Various supply runs

### 3. Vehicle Scheduling Procedures:

- a. Reserve vehicles through Outreach Services during regular Library business hours.
- b. Department Heads must make reservations for the use of the van for their departments
- c. Reservations may be made several weeks in advance but must follow the priority list and must be at least 24 hours in advance. The only exception is homebound delivery.
- d. Locate the scheduling log on mars
- e. Locate date desired
- f. Write reservation on board including:
  - Name of authorized driver
  - Department
  - Anticipated beginning and ending times
  - End location
  - For trips that involve traveling in excess of eight hours or with more than three people, travel rosters with passenger names and emergency phone contacts (including home and work numbers) must be included in the reservation.

### Procedures for Use

- a. Vehicle keys are located in the drawers of desk station two and can be picked up during regular Library business hours. Drivers should plan accordingly for any early morning, late evening, and weekend travel.
- b. The library vehicle may not be taken home.
- c. If the Library vehicle needs to be taken overnight, prior permission must be obtained from the Library Director.
- d. The Library vehicle is to be kept in the garage when not in use.
- e. Before you leave:
  - Conduct a walk-around vehicle inspection.
  - Clear frost, snow or other obstructions from windows
  - Fill in the beginning mileage on the Mileage Log.
  - Locate the emergency road kit items to make sure everything is there.
  - The driver and ALL passengers must use their seat belts.
  - Check the gas gauge; if necessary, fill the gas tank at the Village of Orland Park depot on Ravinia Ave. by accessing the pump with a Village of Orland Park key and code. If not

available you must use a service station that features "Pay at the Pump" service and request a receipt. Fill the vehicle's gas tank with regular unleaded gasoline.

- Check to make sure you have all paperwork filled out.
- Bring Library Nextel

f. If a conflict arises and you discover you will be delayed, contact the Outreach Services Department (708-428-5114 or 5113) immediately so alternative arrangements can be made for the next user.

g. The use of cell phones while driving the vehicle is limited. When making a phone call, the driver must put the vehicle in park. Incoming phone calls may be answered, but prolonged conversations are prohibited.

h. Drivers and passengers will take precaution while eating and/or drinking in the vehicle.

i. Returning Vehicle

- Park vehicle in the Library garage via the south garage door.
- Make sure to close garage doors after parking and turning off van.
- Complete the online mileage log.
- Report any problems/concerns, emergency equipment used.
- Check the car carefully, remove all litter, close windows (and latch them if applicable), and DO NOT lock the doors.
- Conduct a walk-around vehicle inspection; report any damage
- Return the car key, gas pump key, any gas receipts, immediately to the Outreach Services workroom, desk station two paper tray.
  
- For after hours or weekend returns place key and paperwork in Outreach Services Head mailbox
- Report any damage, malfunction, or accident to Administration or the PIC immediately and in accordance with Library policy and procedures.

## **Equipment**

The van is equipped with an emergency road kit, including accident packet, flashlight, windshield scraper/brush, tire change tools, and first aid kit located in the forward glove compartments or tote

Also located in the van are the north and south garage door openers. These need to stay in the van and are located in the glove compartment

**Violations of any of the above procedures may result in loss of driving privileges.**