



Vehicle Use Policy

Kuna Library District

1. PURPOSE

- a. This Policy outlines the use of vehicles for work (including personal vehicles) used on behalf of Kuna Library District.
- b. Employees who drive for business for the Kuna Library District shall always drive safely, legally and courteously.
- c. Employees are expected to operate vehicles safely. It is the policy of Kuna Library District to provide a safe working environment that protects our employees and our citizens from injury and property loss. The Kuna Library District is committed to safe responsible employee driving behavior that reduces the risk of personal injury and property loss.

2. USE

Personal Vehicles on Agency Business

Employees who drive their personal vehicles on District business are subject to the requirements of this policy including:

- a. Maintaining auto liability insurance with at least minimum state limits.
- b. Providing proof of liability insurance to the Administration Dept. on an annual basis.
- c. Maintaining vehicle in a safe operating condition when driven on District business.
- d. Employees who drive their personal vehicles on District business are eligible for reimbursement at current IRS standard mileage rates by filling out KLD Travel Expense Reimbursement form and turning in to Director.

3. SEATBELT USE

All drivers and passengers are required to utilize seatbelts as mandated by law.

4. PROHIBITED ACTIVITIES

1. The driver of a vehicle being used for Kuna Library District business, is prohibited from using a mobile communication device, cell phone or computer of any type while the vehicle is in motion. Drivers must be safely parked before using a phone or mobile computer equipment. A mobile communication device is defined as “a text messaging device or a wireless, two-way communication device designed to receive and transmit voice or text communication”.
2. The driver must not operate a vehicle when his/her ability to do so is impaired or influenced by: alcohol, illegal drugs or other illegal substances, prescribed or over-the-

counter medication, or illness, fatigue or injury.

The employee driver is obligated to report to his/her supervisor any reason that may affect his/her ability to drive safely.

5. PROOF OF INSURANCE

Employee drivers must make sure that the current insurance card is kept in the vehicle at all times.

6. ACCIDENT REPORTING

- a. In the event of an accident, the driver shall, when possible, first check on the safety and welfare of all persons involved and seek immediate medical attention should it be required for themselves or others. If possible, move the vehicle to a safe location out of the way of traffic.
- b. Drivers shall always have a police officer investigate any accident that involves a Kuna Library District employee. This will help ensure that Kuna Library District is protected from unwarranted claims. Do not discuss fault with, or sign anything from anyone except for a police officer, a representative from ICRMP or an authorized representative of Kuna Library District.
- c. Drivers shall notify the library as soon as possible of the accident and report the extent of the injuries and property damage involved.
- d. Drivers shall cooperate fully with ICRMP Claims Department in the handling of the claim.

7. TRAFFIC VIOLATIONS

All fines and other criminal penalties due to violations of the law by the driver are the personal responsibility of the driver of his/her personal car. These costs are not reimbursable by Kuna Library District and must be paid promptly by the driver.