



Library Vehicle Policy
ADOPTED DATE 4/23/2026
REVISED DATE
REVIEW DATE
REVISION # 0

LIBRARY POLICY

Library Vehicle Policy

PURPOSE

The Frankfort Public Library District owns and maintains a vehicle for use in the daily operations of the Library. This policy is intended to direct the use and operation of any Library vehicle.

POLICY

Authorized Use

Any vehicle owned by the Library may be used by duly licensed staff members authorized by the Library Director and for official Library business only. Official business includes, but is not limited to, delivery of Library materials to homebound residents living in the Library District; the transportation of Library materials, property, and personnel between the Library and outreach locations; the purchase of Library materials and supplies; and the transportation of Library personnel to Library-related conferences, workshops, and seminars. No personal use of Library vehicles shall be allowed, except that minimal personal use is permitted when a lunch period or break is necessary. Non-employee drivers or passengers are never permitted inside a Library vehicle, except with the written permission of the Library Director, Assistant Director, or their designee.

Library vehicle keys need to be returned to the Library whenever the vehicle is not in use.

Vehicle Drivers

Operators of any vehicle owned by the Frankfort Public Library District must be current Library employees at least 21 years of age and must have a valid, current driver's license in their possession appropriate for the vehicle they are operating.

Annually, Library staff members operating Library vehicles must provide documentation indicating that they are duly licensed and have auto liability insurance in effect in the amount of \$100,000 per occurrence/\$300,000 aggregate for combined property damage and bodily injury liability limits. If documentation is not provided, that person will not be allowed to drive Library vehicles or private vehicles on Library business. Any loss of auto liability coverage must be reported to the Library Director or designee within 24 hours.

Motor Vehicle Reports

Library staff operating Library vehicles must authorize the Library to obtain a motor vehicle report (MVR) concerning their driving record. A motor vehicle record check must be completed and reviewed by the Library Director or designee before staff may be authorized as drivers of Library vehicles. The Library will conduct annual motor vehicle record checks for all authorized drivers. The Library reserves the right to conduct random checks of motor vehicle records, or to conduct a check if they have reasonable suspicion of reckless driving.

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In reviewing motor vehicle records and determining if a staff member may be an authorized driver, the Library Director shall consider the severity, frequency, and recency of infractions. However, certain infractions that are disqualifying include, but are not limited to reckless driving, leaving the scene of an accident, and driving under the influence of alcohol, cannabis, drugs or intoxicating compounds. Any such infractions must be reported to the Library Director or designee within 24 hours. Employees authorized to operate Library vehicles must report any change in the status of their license, such as restrictions or suspensions, to the Library Director or designee within 24 hours.

Library staff members taking medication that impedes driving ability are not permitted to operate a Library vehicle.

Motor vehicle record checks will be run by the Library Director or designee, and results will generally only be shared with the Library Director, unless there is a business or security need for additional disclosures. All information obtained from such checks will be kept confidential to the extent required or permitted by law.

The Library shall pay all associated fees for the motor vehicle record check.

Regulations

- Drivers must observe all federal, state, and local laws and regulations and posted speed limits. Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including parking violations. The Library will not reimburse for such fines unless there are extenuating circumstances, such as unknowingly driving a Library vehicle with defective equipment.
- Staff members should inspect the vehicle for safe operating condition (brakes, exhaust, tires, fuel, and visibility) prior to each use.
- Library vehicles must be operated in a safe, courteous, and efficient manner.
- Drivers must wear a seat belt and ensure that each passenger wears a seat belt.
- The Library vehicle should be locked when unattended, and the vehicle should never be left unattended with the motor running.
- The use of tobacco products, smokeless tobacco, vape pens, e-cigarettes, and any other products listed in the Smoke-Free Illinois Act (410 ILCS 82) is prohibited in Library vehicles.
- Drivers should drive to a safe location and park the vehicle prior to using a cellular telephone or sending/reading text messages. See "Use of Cellular Phones While Driving" in the Employee Handbook for more information.
- Library vehicles must be returned to the Library parking lot following any official use. Library vehicles should never be kept at personal employee residences overnight.
- Following use, Library vehicles should be left clean and empty for the next user.
- If a Library vehicle gas gauge is under half a tank, this should be reported to the Library Director or designee, to arrange a fill-up.

Maintenance

The Head of Facilities and Library Director are responsible for maintaining any Library-owned vehicle in a safe and sound working condition through regularly scheduled internal maintenance and external repair when necessary.

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Drivers should immediately notify the Head of Facilities and/or Library Director should they detect any unsafe or hazardous conditions or need for maintenance in or upon a Library vehicle.

Accident Reporting

Any accident involving a Library-owned vehicle must be reported immediately to the local police. After an accident is reported to the police, it must then be reported to the Library Director who will inform the Library Board and insurance company.

Penalties

Failure to comply with the Library Vehicle Policy may be cause for disciplinary action or immediate dismissal from employment.

Received & Acknowledged:

Employee Name

Signature

Date