

**Buffalo & Erie County Public Library**  
**PERSONNEL POLICIES AND PROCEDURES MANUAL**

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**SUBJECT: Motor Vehicles**

**CHAPTER: X**

**SECTION: 5**

**EFFECTIVE DATE: 3/90**

**REVISION DATE: 4/06, 9/07, Modified for the B&ECPL effective 1/1/15**

**I. STATEMENT OF POLICY**

Buffalo & Erie County Public Library vehicles shall be used only for B&ECPL business. Only authorized B&ECPL employees may operate a B&ECPL vehicle. Individuals who are not authorized are strictly prohibited from operating a B&ECPL vehicle.

**II. GUIDELINES**

**A. Operator**

1. The individual in whose charge a B&ECPL vehicle has been placed must possess a valid New York State Driver's License and an Employee Identification Card at all times when operating a B&ECPL vehicle.

2. At all times that an authorized employee is operating a B&ECPL vehicle, said operator shall be responsible for the vehicle as if it were his or her own.
3. The operator is responsible for checking the vehicle for visible damage before beginning the trip and informing his/her supervisor of any damage.
4. The operator is expected to exercise the same care in the maintenance and use of said vehicle that is reasonably expected as if it were privately owned and operated.
5. The operator of any B&ECPL vehicle is personally responsible for the payment of any traffic or parking violations incurred in its operation, including the cost of any attorney's fees for any representation required.

B. Passengers

Passengers in B&ECPL vehicles shall include only employees of B&ECPL conducting official B&ECPL business.

C. Accidents

1. If an accident should occur, it shall be the responsibility of the driver to ensure that the proper authorities are notified, including calling medical personnel, if needed, and notifying the police or sheriff's department.

2. In the event of an accident, it shall also be the responsibility of the driver to inform his/her department supervisor of said accident immediately, or as soon as possible.
3. In the event of an accident, the driver must also completely fill out an Accident Report form (MV-104) as well as the appropriate B&ECPL incident report.

D. Misuse of B&ECPL Vehicles

Misuses of B&ECPL vehicles, including violations of the terms of this policy, may result in disciplinary action, up to and including termination of employment.