

Pamunkey Regional Library  
**SAFETY & MOTOR VEHICLE POLICIES**

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## **Pamunkey Regional Library Safety Policy**

### **MOTOR VEHICLE SAFETY**

#### ***I. Purpose***

- A. To establish eligibility criteria, including appropriate training, for assignment of employees to positions in which the operation of vehicles is required.
- B. To establish a mandatory review of driving records of certain applicants and employees of the Pamunkey Regional Library who operate Library vehicles or whose job descriptions require driving to ensure continued compliance with established criteria.
- C. To provide for the review of circumstances relating to motor vehicle accidents occurring during the operation of vehicles in the course of conducting Library business.
- D. To authorize the Director to issue and enforce additional regulations and directives consistent with this Policy promoting vehicle safety, including details of acceptable procedures for vehicle assignment, use and operation, education of drivers, and accident reporting and investigation.

#### ***II. Applicability***

This Policy applies to employees of Pamunkey Regional Library who operate Library vehicles or whose job descriptions require driving.

#### ***III. Driver Eligibility Criteria and Record Review***

##### ***A. Prospective Employees***

Candidates selected for interviews for positions which require driving or the possession of a driver's license shall give authorization for access to their driving records from the Department of Motor Vehicles ("DMV Record"). Those prospective employees must meet the criteria set out below as reflected by the DMV Record; provided that, if the Director deems it advisable to hire a candidate who does not meet the criteria, the Director may do so, with written documentation as to the rationale for the action to be placed in the employee's personnel file. The statement shall detail the reasons for a recommendation that the candidate be hired and indicate how the individual's ineligibility may be accommodated on a temporary basis.

B. Current Employees

Current employees who operate Library vehicles, or whose job descriptions require driving, must meet the criteria set out below, as reflected in the DMV Record.

C. Criteria for Eligibility

1. Prospective and current employees subject to this Policy shall be required to meet the criteria set out in this Section.
2. Employees subject to this Policy shall have valid Virginia driver's licenses for the appropriate class of vehicle. The privilege of driving a Library vehicle, or operating a vehicle in a position requiring a driver's license, shall be denied in the case of applicants, or suspended or terminated, for those individuals with any conviction of a felony involving the operation of a motor vehicle, or with a current DMV Record reflecting accumulation of DMV demerit points in excess of six, or whose pattern of driving or convictions or physical condition is found by the Director to jeopardize the safe performance of Library operations. Additional actions may be taken regarding any employee who fails to meet this standard, as determined appropriate by the Director, in accordance with the regulations governing personnel management.
3. The Director may suspend or terminate driving privileges of any employee charged with an offense involving operation of a motor vehicle, if the Director determines after suitable investigation that continued driving would jeopardize the safe conduct of Library operations.

**IV. *DMV Record Reviews***

- A. The Director shall obtain and review the record of all employees subject to this Policy, at least annually. The employee and the supervisor shall be notified of either continued eligibility or failure to meet the applicable criteria, and the employee shall be provided with a copy of the DMV Record upon request.
- B. The Director shall also obtain and review the DMV record of any employee subject to this Policy who is involved in an accident while driving a Library vehicle, and of any employee subject to this Policy who is involved in an accident in the course of conducting Library business.
- C. At the time of hire, new employees subject to this Policy shall provide authorization for access to DMV records. Current employees shall also provide authorization. Employees' authorization forms shall be maintained in the personnel files.
- D. All records obtained pursuant to this Policy shall be confidential personnel records.

**V. *Guidelines for Maintaining Eligibility***

- A. *Driver Training Requirements* - All employees subject to this Policy shall complete a driver training course approved by the Director at the time of initial employment and a minimum of once every 36 months, to maintain eligibility to drive. This program will be offered by the Library at no expense to the employee. Employees shall also complete any additional training required for operation of specific types of vehicles or other special purposes or prescribed as a remedial measure. The employee may be required to pay for training prescribed as a remedial measure.
- B. *Suspension/Revocation/Ineligibility* - Upon the suspension or revocation of an employee's license by any court or by the Department of Motor Vehicles, the privilege of the employee subject to this Policy to operate a Library vehicle or to drive in the course of carrying out job duties shall be immediately suspended. Such suspension shall last for the duration of suspension or revocation of the employee's license.
- C. *Accommodation* - The supervisor, in consultation with the Director, may elect to alter an employee's responsibilities or otherwise accommodate the employee during the period of a suspension or other ineligibility, for failure to meet the criteria established by this Policy. Prior to the end of any suspension or period of ineligibility, the employee must complete any training required by the Director, at the employee's own expense. The employee must send proof of successful completion to the Director.
- D. *Further Action* - If the employee's eligibility to operate a motor vehicle is suspended or revoked or if he/she becomes ineligible to drive pursuant to this Policy and the employee's restrictions cannot be accommodated, the Director will determine whether further disciplinary action up to and including termination is required.

**VI. *Responsibility for Compliance; Reporting Requirements***

All employees subject to this Policy shall be responsible for conducting themselves in accordance with this Policy and any regulations adopted and directives issued pursuant to the Policy.

All employees subject to this Policy shall immediately report all accidents involving a Library vehicle, or occurring during the course of Library business, to the supervisor, and shall adhere to the Accident Reporting Policy prescribed by the Director. All employees subject to this Policy shall immediately report the following to the supervisor who shall consult with the Director as to appropriate action:

- all license suspensions and revocations;
- all traffic and motor vehicle related charges and convictions.

***VII. Accident Investigation***

When an accident occurs involving an employee subject to this Policy while the employee is carrying out Library business or driving a Library vehicle, the Manager of Mobile Services, a Supervising Librarian or the Director shall obtain information from the investigating officer and other appropriate sources, and shall forward a report to the Director, who shall also obtain the current DMV Record and conduct any further investigation deemed necessary. The Director and the supervisor shall review the circumstances of the accident and any appropriate personnel actions shall be conducted in accordance with the policies governing personnel management.

***VIII. Regulations***

In order to promote the purposes of this Policy, the Director shall have the authority to promulgate and enforce regulations, directives and orders consistent with this Policy, governing implementation of this Policy and prescribing additional requirements and procedures for the assignment, use and operation of vehicles in the course of the conduct of Library business, for the investigation of accidents occurring during the course of the conduct of Library business, and for the purpose of promoting vehicle safety. This Motor Vehicle Safety Policy shall not be construed to supersede or limit the policies governing personnel management, nor the authority of the Library administration to take all actions necessary, including termination of employees, to promote the safe conduct of Library business.

***IX. Other Regulatory Requirements***

Library operations shall be conducted in accordance with all federal, State and local laws and regulations pertaining to motor vehicles, including those applicable to employees possessing commercial driver's licenses.

**WORKERS COMPENSATION AND ACCIDENT REPORTING**

Employees experiencing accidents or illness arising out of Library employment may be covered by Workers Compensation insurance. Reporting of incidents of illness or injury related to employment shall be made in accordance with requirements of the Library insurance carrier and of the Director. Failure to follow prescribed procedures for reporting and for obtaining medical treatment may result in denial of coverage. Decisions relating to coverage will be made by the insurance carrier.