

Vehicle and Transportation Policy #17

The Jefferson County Library District owns and operates a vehicle that is used for the official library business.

Only District employees may operate Library vehicles. Drivers must possess a valid Oregon driver's license, comply with any operator's license restriction, and follow all state and local driving laws. Any accidents that occur must immediately be reported to the appropriate authorities and the Library Director.

Passengers who are not Library employees must have a completed Transportation Waiver on file before riding in the vehicle. Drivers and passengers must adhere to all laws and regulations.

If a personal vehicle is used for Library business, it must receive prior approval by the Director or designee, and mileage will be reimbursed at the federal rate; all policies herein shall apply.

Passengers are only transported via Library vehicles.