



<b>Policy 3-1</b>	<b>Vehicle Fleet</b>	<b>Approved: 01/10/2019</b>
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**I. Purpose**

This policy is intended to direct the use, operation, maintenance, disposition, and replacement of motor vehicles purchased, leased, or controlled using funds of the Jackson County Library District (“District” or “Library”). The Assistant Director of Support Services will be responsible for overseeing proper vehicle usage, operation and maintenance of library vehicles and for ensuring adherence to this policy. Disposition and replacement of library vehicles will be the responsibility of the District Administrator.

**II. Vehicle Use**

Any vehicle owned or leased by the District may be used by authorized drivers and for official library business only and under no circumstances will any library vehicle be used for personal business. Official business includes the transport of library materials and property between library facilities and program locations, the transport of library personnel (employees, board members) to library related conferences, workshops, and seminars, and the delivery of library materials to home bound residents living in the Library’s district.

**III. Vehicle Operators**

Operators of any vehicle owned or leased by the Jackson County Library District must be current employees of the District or Library Systems and Services, LLC and must have a valid, current motor vehicle operator license from the State of Oregon in their possession while operating a library vehicle. A photocopy of the employee’s license will be placed in his/her employee file and provided to the District’s insurance company. Employees authorized to operate library vehicles must report any change in the status of their license, such as restrictions or suspensions, to the Library Business Office immediately. Employees authorized to drive District vehicles must verify that they are in good standing and have clean driving records on an annual basis. Use of any District vehicle by unauthorized persons is strictly prohibited.

**IV. Vehicle Operation**

All vehicles operators must:

1. Operate the vehicle in a safe, courteous, and efficient manner.

2. Inspect the library vehicle for safe operating condition (brakes, exhaust, tires, fuel, and visibility) prior to each use.
3. Wear a seat belt and ensure that each passenger wears a seat belt.
4. 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.
5. Notify supervisor within 24 hours following a traffic citation.
6. Keep the library vehicle clean.
7. Check the oil level when refueling.
8. Lock the vehicle when unattended.
9. Immediately report any traffic accident to their supervisor and the local police.
10. Report any vehicle damage or theft to the Library Business Office.

All vehicle operators must not:

11. Transport persons not on official library business.
12. Transport hitchhikers or strangers.
13. Leave the vehicle unattended with the motor running.
14. Leave the keys in an unattended vehicle.
15. Leave library property (other than emergency equipment) in an unattended vehicle overnight.
16. Operate the vehicle when under the influence of alcohol, drugs, or narcotics.
17. Leave the scene of an accident.
18. Willfully misuse or operate a library vehicle in a reckless manner.

## **V. Vehicle Maintenance and Care**

Vehicle operators will be responsible for maintaining any library owned or leased vehicle in a safe and sound working condition through regularly scheduled maintenance and external repair when necessary. The manufacturer's manual and established maintenance schedules (within warranty guidelines) must be followed.

A preventive maintenance quick reference sheet shall be kept in each vehicle to help vehicle operators determine the manufacturer-recommended services based on vehicle type and mileage.

A monthly *Vehicle Mileage and Maintenance Log* shall also be kept in each vehicle and submitted to the Library's Business Office on the last day of the month.

## **VI. Accident Reporting**

Vehicle operators involved in an accident resulting in property damage or injury to any person shall immediately report the accident to their supervisor. In the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative, the vehicle operator must

remain at the scene until a police report is made. The vehicle operator should also promptly complete an incident report upon returning to the Library’s Business Office.

Along with a current *Proof of Insurance* card, the Special Districts Insurance Services’ (SDIS) brochure entitled *If You Have an Accident* shall be carried in every vehicle to assist drivers in dealing with a vehicular accident and, if applicable, exchanging the necessary information with the other driver(s).

Upon being notified of the accident, the District Administrator shall immediately report the accident to the District’s insurance agent and SDIS and, if required, ensure that an Oregon *Traffic Accident and Insurance Report* is filed with the Oregon Department of Motor Vehicles (DMV) within 72 hours or as soon as possible.

**VII. Vehicle Replacement/Retention Thresholds**

The District’s replacement criteria appear in the tables below. The criteria are designed to replace vehicles in a manner that maximizes safety, efficiency and cost effectiveness. The District will strive to meet the replacement criteria as the budget allows. The District may retain vehicles past the replacement mileage or age thresholds if the cost effectiveness, operating conditions and safety features of the vehicle warrant continued use of the vehicle.

<b>Standard gasoline and flex-fuel vehicles</b>	
<b>Mileage Range</b>	<b>Replacement Schedule</b>
1,354 or less miles per month	115,000 or 8 yrs
1,355 to 1,548 miles per month	120,000 or 7 yrs
1,549 to 1,806 miles per month	125,000 or 6 yrs
1,807 to 2,167 miles per month	130,000 or 5 yrs
2,168 to 2,708 miles per month	135,000 or 4 yrs
2,709 to 3,611 miles per month	140,000 or 3 yrs

<b>Hybrid, ZEV, and CNG vehicles, 150,000 miles for all</b>	
<b>Mileage Range</b>	<b>Replacement Years Schedule</b>
1250 or less miles per month	10
1251 to 1389 miles per month	9
1390 to 1563 miles per month	8
1564 to 1786 miles per month	7
1787 to 2083 miles per month	6
2084 to 2500 miles per month	5
2501 to 3125 miles per month	4
3126 to 4167 miles per month	3

## **VIII. Vehicle Procurement**

When purchasing new vehicles, the District Administrator shall adhere to the latest *Buyers Guide for Fleet Vehicles* published by the Department of Administrative Services (DAS). The District is a member of Oregon's cooperative procurement program (ORCPP) that allows units of local government to benefit from Price Agreements negotiated by DAS, including agreements with auto dealers across the State of Oregon.

As a general rule, vehicle selection shall be based on the lowest cost vehicle meeting all required specifications. At the discretion of the District Administrator, vehicle selection may be based on a best value determination. This shall be accomplished by considering a vehicle's capital and operating costs, as well as the vehicle's fuel type, efficiency and emissions; and by factoring industry and market pricing with the expected value and quality of the vehicle, solutions and services to be purchased. Written justification and a cost benefit analysis must be provided for a best value determination selection.

## **IX. Vehicle Disposal**

District vehicles that reach the end of their efficient life cycle shall be disposed of according to the District's policy for *Disposal of Surplus Property*.

## **X. Vehicle Marking and Wrapping**

District-owned vehicles shall be identified with appropriate markings. The intent is to ensure quick and accurate public identification of library vehicles and uniformity of appearance. The Assistant Director of Support Services shall approve the marking scheme for each new vehicle type, make, and model.

If approved by the Library Director and included in the District's budget, vehicle wraps are allowed for situations in which recognition is critical to support a Library program, mission and/or goal.