

Policy 3-1	Vehicle Fleet	Created: 1/10/2019 Revised: 12/18/2024 Approved: 12/18/2024
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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”) with the goal to promote safety and limit risk. The Operations Coordinator, under the direction of 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.

II. Vehicle Use

Any vehicle owned or leased by the District may be used by authorized drivers and for official library business only. Official business includes the transport of library materials and property between library facilities and program locations, and the delivery of library materials to home bound residents in the District. Official business also may include the transport of library personnel (employees, board members, or contractors) to library facilities, library related conferences, workshops, seminars, and travel to Outreach events, Under no circumstances will any library vehicle be used for personal business or activities.

III. Vehicle Operators

Operators of any vehicle owned or leased by the Jackson County Library District must be current employees of the District and must have provided a copy of their Driving Record from the DMV prior to approval as operators. Vehicle Operators must also carry a valid, current Driver License from the State of Oregon while operating a library vehicle. A photocopy of the employee’s driver license will be placed in their 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 Operations Coordinator and their supervisor immediately. Employees authorized to drive District vehicles may be asked to verify that they are in good standing and provide an updated copy of their Driving Record on an annual basis. Use of any District vehicle by unauthorized persons is strictly prohibited.

IV. Vehicle Operation

All vehicle operators must:

1. Operate the vehicle in a safe, courteous, and efficient manner.
2. Assess the library vehicle for safe operating condition 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 while in a library vehicle
6. Keep the library vehicle clean.
7. Lock the vehicle when unattended.
8. Immediately report any traffic accident to their supervisor and the local police.
9. Report any vehicle damage or theft to the Operations Coordinator and their supervisor.

All vehicle operators must not:

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

V. Vehicle Maintenance and Care

Vehicle operators are responsible for maintaining any library owned or leased vehicle in a safe and sound working condition, as directed by the Operations Coordinator, and through regularly scheduled maintenance and external repair when necessary. The manufacturer's manual and established maintenance schedules (within warranty guidelines) must be followed. As part of seasonal maintenance and safety, select library vehicles may be equipped with additional safety features. The District may utilize digital connectivity technology to monitor vehicle status and location.

A monthly *Vehicle Mileage and Maintenance Log* shall also be kept in each vehicle and submitted to the Operations Coordinator 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 and the Operations Coordinator. 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 or their supervisor should also promptly complete an incident report. If appropriate, Workers Compensation paperwork will be provided to the vehicle operator.

Along with a current Special Districts Insurance Services' (SDIS) *Proof of Insurance* card, the 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 Operations Coordinator 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.

Standard gasoline and flex-fuel vehicles	
Mileage Range	Replacement Schedule
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

Hybrid, ZEV, and CNG vehicles, 150,000 miles for all	
Mileage Range	Replacement Years Schedule
1,250 or less miles per month	10
1,251 to 1,389 miles per month	9
1,390 to 1,563 miles per month	8
1,564 to 1,786 miles per month	7
1,787 to 2,083 miles per month	6
2,084 to 2,500 miles per month	5
2,501 to 3,125 miles per month	4
3,126 to 4,167 miles per month	3

VIII. Vehicle Procurement

When purchasing new vehicles, the Operations Coordinator 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 Library Director, vehicle selection may be based on a best value determination.

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, included in the adopted Public Contracting Rules and Procedures*.

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 promote the JCLS brand identity.