

SH 600 Responsibilities of Employees

SH 670 Driver Safety

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Purpose

The Metropolitan Library System ("Library") is committed to providing favorable working conditions for its employees. The purpose of the Driver Safety policy is to ensure the safety of the public at large and those individuals who drive vehicles owned by the Library as well as those individuals who drive personal vehicles while on Library time.

Policy

The Library expects any employee authorized to drive a Fleet vehicle and any employee who drives a personal vehicle while on Library time to drive safely and courteously according to all applicable state motor vehicle regulations relating to driver responsibility.

Employees who drive a Library vehicle are required to:

1. Have a valid and current driver's license and ability to be insured.
2. Comply with Library Policy SH 671 Driver Safety - Drug and Alcohol Testing Policy.
3. Follow the procedures outlined in SH 670.1 Driver Safety Procedures.

Employees who drive a personal vehicle while on Library time are required to:

1. Have a valid and current driver's license.
2. Carry personal liability automobile insurance which meets the minimum requirements for the State of Oklahoma.
3. Follow the procedures outlined in SH 670.1 Driver Safety Procedures.