

SH 600 Responsibilities of Employees

SH 670 Fleet Safety

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Purpose

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

Policy

The Library System expects any employee authorized to drive a Fleet vehicle to drive in a safe and courteous manner pursuant to all applicable state motor vehicle regulations relating to driver responsibility. Employees who drive a Library System vehicle are required to:

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