

Organizational Policies and Procedures



Vehicle

Effective: Current

Created: Portions created September 1996

Revised: February 2001, July 2006

A. Vehicle Purchase

SELCO will purchase or lease a new vehicle for use by SELCO staff when conducting agency business at a price not to exceed the standard unit cost as determined by the Executive Committee. The unit cost may fluctuate on a year-to-year basis in accordance with average automobile retail sticker price variations. The amount paid for the vehicle will be left to the discretion of the Executive Director, but should not exceed the cost of a fully equipped, medium price automobile. The standard unit cost includes the vehicle, normal optional equipment, delivery and preparation charges. Normal option equipment includes AM/FM radio, air conditioning, cruise control and similar options that enhance the resale value of the car. Registration, title, and license fees shall be paid by the organization.

Upon approval by the Executive Committee, equipment prices exceeding the standard unit cost may be purchased. The type of equipment (make, model, accessories, etc.) shall be left to the discretion of the Executive Director in consultation with the Executive Committee; however, equipment with anticipated low resale value is to be avoided.

B. Insurance

SELCO will purchase adequate automobile bodily injury and property damage liability insurance protection and shall provide its drivers with identification cards and accident reporting instructions. Physical damage (collision and comprehensive) insurance shall be purchased by the organization. If the SELCO vehicle is involved in an accident while being used for SELCO business, and said accident requires payment of a deductible, SELCO assumes responsibility for the deductible amount.

Any individuals who are employed or volunteering for SELCO and using their own auto must have their own automobile insurance covering liability.

C. Vehicle Operational Expenses

All drivers are responsible for proper care and safe operation of SELCO vehicles, and responsible for reporting needed maintenance. SELCO will pay all normal operating, maintenance, and repair costs. Towing and starting charges will be paid by SELCO. Fines resulting from traffic citations involving either moving vehicle or parking violations are the obligation of the driver responsible for the vehicle involved. Locksmith expenses due to lockout or lost keys are the responsibility of the driver.

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D. Replacement

Vehicles shall be replaced at the time deemed most advantageous to SELCO - generally at five years or 100,000 miles, whichever comes first, and in accordance with market conditions. When the vehicle is replaced, SELCO employees will have an opportunity to purchase the vehicle at a price not lower than the established wholesale price of similar models. If more than one SELCO employee is interested in purchasing the vehicle, the employees will be requested to submit a sealed offer, at or above the previously established trade-in price, to the SELCO Board. The SELCO Board will then decide whether it is more advantageous to sell the vehicle to an employee or trade the vehicle.

E. Use by Staff

Staff members qualifying for use of a SELCO vehicle will be required to acknowledge this policy and sign an "Acceptance of Responsibility" form prior to using a SELCO vehicle. The following guidelines must be observed:

- a) Staff should make every effort to use a SELCO owned vehicle for all business travel if a vehicle is available. Exceptions include when the vehicle is needed outside of normal working hours and it is not possible to pick up or return the car during working hours, or the employee's destination is such that fewer miles will be traveled by leaving from home. If a vehicle is not available, SELCO will reimburse an employee for business mileage at the IRS approved rate. The reimbursement request must indicate the reason, such as no SELCO vehicle available, left from home, etc. If a staff member uses his or her own vehicle for business travel, when a SELCO vehicle is available, SELCO has the right to decline payment of mileage.
- b) SELCO staff will reserve a vehicle through the on-line calendar, listing destination and approximate time the vehicle will be in use. Keys and cell phones for SELCO vehicles are maintained in the delivery area and are to be returned to that location upon return from a business trip.
- c) If more than one staff member requires the use of a vehicle on the same day, unless there are extenuating circumstances, the individual going the furthest distance or if distance is equal, whoever booked the vehicle first, will use the SELCO vehicle. (Note: This is to be negotiated between the employees. No one can "bump" another employee without discussing the circumstances.)
- d) Staff using the vehicle must have a valid driver's license. Staff will be required to provide proof on an annual basis.
- e) As a SELCO vehicle is considered SELCO premises, no smoking is allowed in the vehicle. There shall be minimal use of cell phones while driving a SELCO vehicle. SELCO vehicles are not to be used by staff if they have consumed alcoholic beverages or used illegal drugs prior to driving the vehicle.
- f) The driver must wear a seatbelt and it is the driver's responsibility to see that all occupants wear a seatbelt. All applicable state and federal laws must be observed while using a SELCO vehicle.
- g) With the prior approval of the Executive Director, an individual other than SELCO staff may drive the vehicle if attending a library related event. This individual must possess a valid driver's license.

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- h) Every effort should be made to return a vehicle to the SELCO premises with a minimum of a half tank of gas. SELCO staff who have SELCO credit cards may charge necessary operational and/or maintenance vehicle expenses to the credit card. If it is necessary for a staff member to personally pay for an expense required for the operation and/or maintenance of a vehicle, SELCO will reimburse the employee. The employee must have a receipt for said expense.
- i) SELCO maintains parking spaces and a garage. Vehicles are to be returned to these areas. If it is necessary to use a SELCO vehicle on an overnight business trip, the vehicle shall be parked in a safe location.
- j) It is recognized that there may be circumstances of genuine emergency that prevent compliance with this policy. Requests for exceptions to the Travel and Vehicle Policy must have the Executive Director's approval. Misuse of the Travel and Vehicle Policy may result in disciplinary action.

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ACCEPTANCE OF RESPONSIBILITY

For

SELCO OWNED VEHICLE

I have received and reviewed a copy of the *SELCO Vehicle Policy*. I understand the conditions therein and accept the responsibilities of using a SELCO owned vehicle.

Name _____

Date _____