

VEHICLE USE AGREEMENT-LIBRARY VEHICLES

All employees operating a library owned vehicle agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of an employee's privilege to operate library vehicles or termination under some circumstances.

- Employee must maintain a proper and current driver's license for the type of library vehicle that they are operating and notify supervisor immediately if they no longer have a valid license.
Employee will notify supervisor of any citations received while operating a library vehicle.
Employee is responsible for maintaining a MVR within established guidelines.
Employee must follow generally accepted safe driving practices and obey traffic regulations.
All occupants of vehicle must properly wear safety belts while the vehicle is in motion.
Cell phone use (calls, texts, etc.) is prohibited while operating the vehicle.
Employee is responsible for ensuring the vehicle is properly maintained.
Employee is financially responsible for any parking or traffic violations while operating library vehicle.
Employee must report all accidents within 12 hours of the occurrence to their supervisor.
Employee will be responsible to pay any deductible in the event an accident is deemed avoidable.
Employee will not make any modification or add equipment to any library owned vehicles.
No hitchhikers are allowed in vehicles.
Towing of mobile homes, travel trailers, or any type of recreational or utility trailer is prohibited.
The use of tobacco products, alcohol and controlled substances prior to and during operation of any vehicle is prohibited.
Any hazardous substances, chemicals or dangerous goods (as defined by law) are prohibited from being carried in a library owned vehicle.

I understand and agree that my use of any library owned vehicle shall be exclusively for official library business. I understand and agree that personal use of a library owned vehicle is prohibited. I agree to operate this vehicle in a safe, prudent and lawful manner at all times. I will not permit any other person to operate the vehicle while it is in my control, unless the person is an authorized user of library vehicles. I will not drive the vehicle out of Madison County, MS without prior approval. I do truthfully state that I have a valid, non-conditional driver's license and that my privilege to drive is not currently under suspension. I grant permission to the Library to verify my license information and motor vehicle driving record and willingly offer the following license information:

Date of Birth \_\_\_\_\_ License No (If SSN, list last 4 digits) \_\_\_\_\_

One of the following MUST be checked:

- I do truthfully state that in the past three years: my license has not been suspended, I have not been convicted of any alcohol related driving violations, nor have I been convicted of any offense related to the use or operation of a motor vehicle.
I do truthfully state that in the past three years I have been issued a ticket or citation for the following violations related to the use or operation of a motor vehicle (list):

Type of violation: \_\_\_\_\_ Date: \_\_\_\_\_
Type of violation: \_\_\_\_\_ Date: \_\_\_\_\_
Type of violation: \_\_\_\_\_ Date: \_\_\_\_\_

I UNDERSTAND THAT FALSE STATEMENTS OR THE USE OF A LIBRARY OWNED VEHICLE NOT PERMITTED BY THIS AGREEMENT WILL RESULT IN DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION AND REQUIRE ME TO ASSUME THE FULL LEGAL AND FINANCIAL CONSEQUENCES OF MY ACTIONS.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_