

**Vehicle Use & Mileage Reimbursement Policy**

Pueblo City-County Library District provides vehicles for business use to drive on library designated business and to reimburse employees for business use of personal vehicles according to the guidelines below. PCCLD retains the right to amend or terminate this policy at any time.

1. Prior to approving a driver, the employee must have a valid driver’s license, a personal vehicle that is legally registered, must agree to running a motor vehicle record, and must further agree to inform Human Resources of any changes that may affect either their legal or physical ability to drive or their continued insurability. In the event of revocation or suspension of a driver license, the employee must immediately cease all driving on behalf of the library district until a determination of eligibility is reestablished.
2. Employees holding jobs requiring regular driving for library business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
3. Approved Employees who use their personal vehicles for designated library business will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. The allowance is to compensate for the cost of gasoline, oil, depreciation and insurance. Employees who operate personal vehicles for library business must maintain auto liability coverage for bodily injury and property damage with no less than the state minimum coverage requirement.
4. The use of hand held cell phones (including texting) while behind the wheel of a moving vehicle being used for library business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.
5. Employees must report any accident involving a library vehicle or a personal vehicle being driven on library business immediately to Human Resources, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of investigating officers. In the event of an accident while driving on library business in your personal vehicle, you should look to your own insurance to protect you and your vehicle.
6. Employees are not permitted, under any circumstances, to operate a library vehicle or a personal vehicle for library business when any physical or mental impairment causes the employee to be unable to drive safely, including the consumption of alcohol, illegal drugs or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication or intoxication.

**By signing below, you agree to maintain insurance coverage and abide by all policy conditions as set forth above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Date

***See Also:***

Policy 02.09.08 *Use of Equipment and Vehicles*

02.09.08. P1  *Vehicle Use Procedures*