

Joyner Library Procedure Manual

400.15

Title: Use of Vehicles Owned by Academic Library Services

Operational Procedure - Date Adopted by the Library Services Faculty:

Administrative Procedure – Date Issued by Administration: 11/20/85

Director: Kenneth Marks, Carroll Varner, Darryl Davis

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Academic Library Services owns and operates three minivans and one “golf cart” to accomplish its missions. The vehicles are to support the programs and activities of Academic Library Services.

Guidelines for using Academic Library Services vehicles:

- 1) The library vehicles may not be loaned out to non-Joyner persons except with written approval from the Library Director.
- 2) Library vehicles are State-owned vehicles shall be used for official State business only. see G.S. 14-247 . All drivers are expected to read and follow the guidelines for use of state vehicles. The “golf cart” is not approved for road driving and is to be used ONLY for campus deliveries, etc.
- 3) Library vans may not be taken to a staff member’s place of residence unless the vehicle is required for a trip the following workday and the employee’s home is closer to the destination than the regular work. Exceptions only with written approval of the Library Director
- 4) On campus, except when being loaded or unloaded, vans must be parked in spaces designated for State-owned vehicles, the “golf cart” is to be placed in the loading dock.
- 5) Vehicle doors must be locked at all times when not in use.
- 6) Smoking in Academic Library Services’ vehicles is prohibited.
- 7) Academic Library Services’ vehicles should be kept clean of all trash. Each driver is responsible for removing trash and personal belongings from the vehicle at the end of each trip.
- 8) The vehicles driver--not Academic Library Services--bears responsibility for violations of applicable laws and payment of fines assessed for such violations.

