

Geauga County Public Library
Operating Policy Manual

SECTION: USE OF LIBRARY VEHICLES
SECTION NUMBER: 522
EFFECTIVE DATE: February 5, 2009
PAGE: 1 of 1

The purpose of the library vans is to serve as delivery vehicles and for maintenance and repair of buildings and grounds. A van will be used for daily deliveries of library materials among GCPL libraries. In addition a van is used for delivery services as instructed by the Facilities Manager.

All drivers and passengers in moving Library vehicles, including vans and Bookmobile, must wear seatbelts.

All Library vehicles are to be used solely for library purposes. Personal use of Library vehicles is prohibited.

The Facilities Manager and Assistant Facilities Manager are permitted to take a vehicle with tools to their homes each day due to their need to respond to building emergencies.

Storage of unused vehicles is determined by the Director on a case by case basis.

Revised February 5, 2009
Approved December 8, 1992