

WEST CHICAGO PUBLIC LIBRARY DISTRICT
PERSONAL AUTO USE WHILE ON LIBRARY BUSINESS

Policy

Employees who drive personal vehicles on library business must provide evidence of automobile insurance as required by the state of Illinois. The Library requires that employees carry personal liability insurance and uninsured motorist coverage that meet the State requirements. A current certificate or proof of insurance must be kept in the employee's file. Employees must follow basic safety rules for the operation of vehicles.

Library business is defined as driving at the direction of and for the benefit of the employer. It does not include normal commuting to and from work.

Procedures

- Any employee who has a driver's license revoked or suspended shall immediately notify the Library Director and immediately discontinue driving any vehicle for Library purposes. Failure to do so may result in disciplinary action, including termination of employment.
- Accidents in personal vehicles while on Library business, regardless of severity, must be reported to the Library Director. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible).
- Accidents involving the employee's personal injury must be reported to the Library Director. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
- Any employee who uses his own vehicle while on Library business is expected to verify on the mileage reimbursement form that he has a valid Illinois driver's license and a current certificate or proof of insurance on file.

Approved by Board of Library Trustees: 9/23/2013; 11/22/2021; 11/25/2024