

Academic Library Services Procedure Manual

400.15

Title: Use of Vehicles Owned by Academic Library Services

Administrative Procedure – Date Issued by Administration: 11/20/1985

Director: Kenneth Marks, Carroll Varner, Darryl Davis

Revised: September 1994; September 2000; August 2006; January 9, 2020

Academic Library Services owns and operates several vehicles to support its programs and activities.

1. The library vehicles may not be loaned out to non-library personnel except with documented approval from senior Library Administration.
2. Library vehicles are State-owned vehicles shall be used for official State business only. See G.S. 14-247.
3. All drivers are expected to read and follow the guidelines for use of state vehicles. Golf carts are not approved for road driving and are to be used ONLY for main campus deliveries, etc.
4. Vehicle doors must be locked at all times when not in use.
5. Using tobacco products, including smokeless tobacco and electronic cigarettes, is prohibited in Academic Library Services' vehicles.
6. 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.
7. The vehicle's driver bears responsibility for violations of applicable laws and payment of fines assessed for such violations.