

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

March 16, 2021

RESOLUTION TO REVISE THE HUMAN RESOURCES MANUAL

WHEREAS, Pursuant to Section 121.2 of the Human Resources Manual, the Board of Library Trustees must approve all changes to the Human Resources Manual; and

WHEREAS, The Library's Human Resources Department is in the process of conducting a comprehensive review and revision to the Human Resources Manual to reflect the prevailing practices in today's workplaces; and

WHEREAS, The Library Administration recommends that the Human Resources Manual be revised to include a new Section 270, titled "Drivers Policy", as set forth in Exhibit "A" to this Resolution; now therefore be it

RESOLVED, That the Cleveland Public Library Board of Trustees hereby approves the proposed revisions to the Human Resources Manual as set forth in Exhibit "A" of this Resolution to create a new Section 270, and to become effective March 19, 2021, and instructs the Library's management to be responsible for implementation and execution of the provisions of these policies and procedures.

Exhibit "A"

EMPLOYMENT PRACTICES – 200
DRIVERS POLICY - 270

This policy applies to all employees who operate a Cleveland Public Library fleet or privately owned motor vehicle for purposes of conducting CPL business. All such employees are subject to all traffic laws of the United States, the State of Ohio and all relevant municipalities. Bargaining unit employees are also governed by applicable language in their collective bargaining agreement. Violation of the Drivers Policy may result in discipline, up to and including termination.

CPL employees are prohibited from engaging in distracted driving while operating a motor vehicle to conduct CPL business.

If an employee is convicted or receives a traffic citation while driving a motor vehicle to conduct CPL business, any fees or fines shall be solely the responsibility of the driver.

Post-accident drug testing

If a collision/accident results in (1) a fatality; or (2) the employee receives a citation and (a) a person is medically evacuated from the scene or (b) a vehicle is towed from the scene, a post-accident drug test will be required.

Regular Drivers

A Regular Driver is an employee that:

- Is required by his/her Library position assignment to drive a CPL fleet vehicle;
- Requests to drive a CPL fleet vehicle; or
- Drives his/her own personal vehicle on Library business more than 24 times in a calendar year.

Occasional Drivers

An Occasional Driver is an employee that drives his/her own personal vehicle on Library business 24 or fewer times in a calendar year. The classification of an Occasional Driver will reset each January 1.

CPL Fleet Vehicles

All CPL employees driving a CPL fleet vehicle must have a valid driver's license and a driving record that is acceptable to CPL. Under no circumstances shall any CPL employee having six (6) or more points on his/her motor vehicle registry record be permitted to drive a CPL fleet vehicle. Personal usage of fleet vehicles is governed by Human Resources Manual, Section 431.

Privately Owned Vehicles

All CPL employees driving a privately owned motor vehicle for purposes of conducting CPL business must have a valid driver's license, a driving record that is acceptable to CPL and liability automobile insurance that complies with all applicable laws and regulations.

See also HR Manual 431 Fleet Vehicles and 432 Employee-Provided Transportation (Personal Vehicle and Public Transportation.)