

**ADMINISTRATIVE REGULATIONS Document ARM 60-20-50
Number**

Tab: Facilities
Section: Furnishings and Equipment
Subject: VEHICLES

SUMMARY This document describes the Library Board's policy regarding the administration and use of vehicles in the possession of the Library.

Effective Date: July 12, 2012
Reviewed October 2017

PRIVATE USE b. Private use of vehicles possessed by the Library is forbidden. (K.S.A. 8-301, 8-307)

LABELING c. All vehicles owned or leased by the Library will be labeled in accordance to the provisions of K.S.A. 8-305.

KEPT AT HOME d. Vehicles possessed by the Library may be kept at the home of library employees under conditions described in K.S.A. 8-307 only with the written permission of the County Librarian.

PROCEDURES e. The County Librarian will ensure the establishment of procedures governing the use of library vehicles.

October 4, 2017

ARM 60-20-50 End