



BOARD OF TRUSTEES POLICY VEHICLE SECURITY

Vehicles owned by Euclid Public Library shall be operated by library employees only or with the approval of the Library Director. Library vehicles shall be used for the transaction of library business. The procedure to maintain vehicle security to prevent theft and damage of Library-owned vehicles is as follows:

1. Keys to Library vehicles shall be kept in a secure area within the Library
2. Vehicles shall be secured in a manner to ensure against theft
3. When a Library vehicle is parked, not in use or left unattended, the vehicle shall be turned off, locked, and keys removed from the ignition, whether at the Library or elsewhere. An unattended vehicle is defined as any vehicle that has been parked and not in direct observation of the operator.
4. Library vehicles shall be operated and parked in accordance with applicable Ohio laws.
5. Mobile communication devices can only be used when the vehicle is safely parked.

Adopted by the Board of Trustees 03-15-11