

	<i>Administrative Regulation</i>	
	Policy#	11.3
	Effective:	05/14/2019
	Revised:	06/27/2025
Personal Vehicle Use		Owner: Human Resources

Note: Terms in ***bold and italics*** throughout this policy are defined below.

PURPOSE:

The purpose of this administrative regulation is to establish guidelines for individuals who drive a personal vehicle while conducting City business.

SCOPE:

This regulation applies to all individuals who meet eligibility requirements and are authorized to drive on City business.

POLICY:

Drivers are encouraged to use City-owned vehicles or public transportation. When driving a personal vehicle, drivers must comply with the requirements outlined in the Use of ***City Vehicle*** administrative regulation, and their vehicle must be insured. Responsibility for maintenance, traffic violations, and accidents rests with the driver. The City is not responsible for any physical damage to personal vehicles. The driver's personal auto insurance serves as the primary insurance for any claims or damages. The employee bears the expense of any personal auto policy claims and deductibles.

PROCEDURE:

1. Insurance

- 1.1. Drivers must maintain ***private vehicle*** insurance that meets or exceeds the minimum standard set by the State. The driver may be required to provide proof of insurance.
- 1.2. Employees must carry proof of automobile liability insurance in the vehicle.

2. Vehicle Expenses

- 2.1. All expenses associated with operating privately-owned vehicles (including fuel, maintenance, and insurance) are the personal responsibility of the employee. Drivers may be eligible for mileage reimbursement per the Mileage Reimbursement Administrative Regulation.
- 2.2. City petroleum products, services, or property may not be used for the maintenance or operation of private vehicles.

- 2.3. Any expenses resulting from an accident, breakdown, or other event are the responsibility of the employee. These include, but are not limited to, towing, repairs, meals and lodging.

3. Accidents & Traffic Code Violations

- 3.1. Traffic or parking citations are the responsibility of the vehicle owner.
- 3.2. Drivers must follow established State and City DMV accident reporting procedures.

DEFINITIONS:

1. **“Driver”** means any employee, volunteer, intern, independent contractor, or other individual who has been authorized to operate any vehicle while on city business.
2. **“City Vehicle”** is a vehicle owned and operated by the City of Springfield.
3. **“Private Vehicle”** also known as a “personal vehicle,” refers to any vehicle not owned or operated by the City but used by a C representative for conducting City business.

RESOURCES:

Administrative Regulations:

1. [City Vehicle Use](#)
2. [Driver Eligibility](#)
3. [Mileage Reimbursement](#)

Misc. Resources:

1. [Oregon DMV](#)