

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

Purpose:

The intent of this policy is to establish guidelines for individuals who drive a personal vehicle on City business.

Scope:

This regulation applies to all individuals who meet eligibility 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 follow the requirements in the Use of a City Vehicle administrative regulation and their vehicle must be insured. Responsibility for maintenance, traffic violations, and accidents is the responsibility of the driver. The City is not responsible for any physical damage. The driver/vehicle's personal auto insurance is the primary insurance. The employee bears the expense of any personal auto policy claims and deductibles.

Procedure:

1. Insurance

- 1.1. Private vehicle insurance must be maintained at or above 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 such as fuel, maintenance, and insurance shall remain the personal obligation of the employee.
 - 2.1.1. Drivers may be eligible for mileage reimbursement per the Mileage Reimbursement Administrative Regulation.

2.2. No City petroleum products, services, or property are to be used in the maintenance of operation of private vehicles.

2.3. Any expenses as a result of an accident, break-down, 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 shall be 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. “DMV” means the Department of Motor Vehicles.
3. “City Vehicle” is a vehicle owned and operated by the City of Springfield.
4. “Private Vehicle” (aka. Personal vehicle) is a vehicle not owned and operated by the City of Springfield and under the control of a representative of the City.

Resources:

Administrative Regulations:

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

Misc. Resources:

1. [Oregon DMV](#)