

	<i>Administrative Regulation</i>		
	Policy #:	13.03	
	Effective:	05/14/2019	
	Revised:	06/27/2025	
PERSONAL VEHICLE USE		Owner:	Human Resources

Note: Terms that are ***bolded and italicized*** the first time they appear in this regulation are defined below. After the first occurrence, defined terms appear in *italics only*.

PURPOSE:

The purpose of this administrative regulation is to establish guidelines for individuals who operate 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*** using a personal vehicle.

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 the vehicle must be properly 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, damages, or losses.

The employee bears responsibility for any personal auto insurance claims and deductibles.

PROCEDURE:

1. Insurance

- a. ***Drivers*** must maintain private vehicle insurance that meets or exceeds the minimum coverage requirement established by the State of Oregon.
- b. ***Drivers*** may be required to provide proof of insurance upon request by the City.
- c. Employees must carry proof of automobile liability insurance in the vehicle.

2. Vehicle Expenses

- a. All expenses associated with operating privately-owned vehicles (including fuel, maintenance, and insurance) are the personal responsibility of the employee.
- b. ***Drivers*** may be eligible for mileage reimbursement in accordance with r the Mileage Reimbursement Administrative Regulation or collective bargaining agreement.
- c. City petroleum products, services, or property may not be used for the maintenance or

operation of private vehicles.

- d. 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

- a. Traffic or parking citations are the responsibility of the driver and vehicle owner, as applicable.
- b. *Drivers* must follow established state and City DMV accident reporting procedures.

DEFINITIONS:

Authorized to Drive:

An individual who has met all eligibility, licensing, and insurance requirements established by the City to operate a vehicle on City business.

Driver:

Any employee, volunteer, intern, independent contractor, or other individual who has been authorized to operate any vehicle while on City business.

City Business:

Official activities conducted on behalf of the City that are directly related to assigned job duties or authorized City programs.

City Vehicle:

A vehicle owned and operated by the City of Springfield.

Primary Insurance

The insurance policy that responds first to a claim or loss before any other available coverage.

Private Vehicle:

Also known as a “personal vehicle,” refers to any vehicle not owned or operated by the City but used by a City representative for conducting City business.

RESOURCES:

Administrative Regulations:

- [City Vehicle Use](#)
- [Driver Eligibility](#)
- [Mileage Reimbursement](#)

Misc. Resources:

- [Oregon DMV](#)