

	<i>Administrative Regulation</i>	
	<b>Use of City Vehicle</b>	
	Policy#	11.2
	Effective:	05/14/2019
	Revised:	06/27/2025
	Owner:	Human Resources

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

## PURPOSE:

The purpose of this policy is to establish procedures and safety guidelines for driving a ***City vehicle***.

## SCOPE:

This regulation applies to all individuals who are authorized to drive a City-owned vehicle.

## POLICY:

Driving is among the most hazardous tasks performed by City employees. Therefore, it is the policy of the City that individuals driving on City business will operate vehicles in a safe, courteous, and lawful manner to prevent avoidable vehicle-related accidents.

City vehicles shall be used for City business-related purposes only. De minimis exceptions include stopping at a rest area or using the vehicle at the destination point for meals, lodging, or other legitimate activities within the scope of the intended City business trip.

## PROCEDURE:

### 1. Driver Responsibility

- 1.1. Successfully complete pool car training before using vehicles.
- 1.2. Verify that the vehicle is in good operating condition before embarking on a trip.
- 1.3. Avoid vehicle use which might create the appearance of impropriety regarding public perception concerning misuse of City vehicles.
- 1.4. Comply with applicable state and local driving laws, parking regulations, and City safety policies, including but not limited to:
  - 1.4.1. Compliance with Oregon's cell phone law. "Oregon law prohibits the use of cell phones while driving unless the use is (a) an integral part of individual's job duties (b) a one-way communication device used within the scope of their employment, or (c) employees are using a "hands-free accessory."

1.4.2. Refraining from wearing headphones or earbuds while operating a City vehicle.

1.4.3. Ensuring that seat belts are always worn when the vehicle is in motion.

1.4.4. **Drivers** shall not drive in City business if they are subject to any condition that makes or could reasonably be expected to make them unfit to operate a motor vehicle. Examples include but are not limited to intoxicant use, sleep deprivation, personal distraction, or medical condition.

1.4.5. Ensuring that, when a vehicle is unattended, the key is removed from the ignition and that the doors are locked.

1.5. Refrain from using tobacco products, smoking of any kind, vaping, or engaging in similar activities while inside City vehicles.

## **2. Accident and Moving Violations**

2.1. Provide accurate, comprehensive, and timely reporting of all accidents and thefts of a City vehicle.

2.2. All accidents involving City-owned property, regardless of severity or fault, must be reported to risk management using the incident report.

2.3. Traffic or parking citations shall be the responsibility of the driver. Exceptions may be made by the department director in circumstances that are deemed to be beyond the employee's control.

2.4. Drivers must follow established State and City DMV accident reporting procedures.

## **3. Supervisor Responsibilities**

3.1. Ensure that only authorized drivers operate a City vehicle.

3.2. Departments must compliance with all driver safety training and initiatives established by Risk Management.

3.3. Investigate the root cause of any driving accidents or incidents.

3.4. Investigate all citizen complaints concerning driving habits such as speeding, recklessness, or other inappropriate behavior while operating a City owned vehicle.

## **4. City Fleet Responsibilities.**

4.1. Maintain a preventative maintenance schedule for each vehicle type.

4.2. Maintain a record of vehicle repairs.

## **5. Passengers**

- 5.1. Except for emergency situations, only those passengers participating in City business are authorized to ride in City vehicles. These include:
  - 5.1.1. On-duty City officials, employees, volunteers, agents or independent contractors.
  - 5.1.2. People are being transported in public safety vehicles as part of a police, fire, or emergency medical service response.
  - 5.1.3. Participants in official City business, training, tours and programs.
  - 5.1.4. Representatives of other governmental agencies working with the City.
  - 5.1.5. Anyone with prior authorization by the department director or City Manager.
- 5.2. Drivers shall not transport passengers unless the passengers are wearing safety belts or other restraint devices in accordance with Oregon Revised Statutes.
- 5.3. Family members may not be transported in City vehicles unless participating in a City-sponsored ride-a-long program.

## **6. Overnight & Out of Area Travel**

- 6.1. City vehicles shall not be taken to an employee's home overnight except when an **early departure** for out-of-town business is required. Exceptions to this rule may be permissible when employee safety is of concern.
- 6.2. Drivers may park their personal vehicle in the assigned pool vehicle space when traveling to a conference or meeting will require an overnight stay or longer.
- 6.3. City vehicles may be used for out of state travel only with prior approval from the Development and Public Works Director (or designee) and the Risk Manager to ensure out-of-state insurance coverage is arranged.

## **7. Repairs & Fuel**

- 7.1. Drivers should use the City fuel depot whenever possible for fueling City vehicles. If the fuel depot is not accessible employees should use their P-card or make a private purchase.
- 7.2. Repairs of City vehicles must be authorized by the Development and Public Works Department. Drivers should contact the Development and Public Works Department for instructions.
- 7.3. Any repair services necessary when a pool vehicle is outside of the Springfield-Eugene metropolitan area shall be paid for using a P-card or private purchase. The City will

reimburse the driver for private expenditure through standard financial procedures, provided valid receipts are submitted.

- 7.4. The driver should contact the Operations Division within the Development and Public Works Department for instructions when any emergency repair services are necessary for a City vehicle inside the Springfield-Eugene metropolitan area.

## 8. **Assigned Vehicles**

- 8.1. Employees may not use ***assigned vehicles*** while off-duty, except for commuting to and from work.
- 8.2. Eligibility for a take-home vehicle assignment should be based upon job function, not a title.
- 8.3. The City is not responsible for lost or damaged personal property.

## **DEFINITIONS:**

1. ***“Assigned Vehicle”*** is a City vehicle assigned to a specific individual or position other than pool vehicles.
2. ***“City Vehicle”*** is a vehicle owned and operated by the City of Springfield.
3. ***“Driver”*** means any employee, volunteer, intern, independent contractor, or other individual who has been authorized to operate any vehicle while on city business.
4. ***“Early Departure”*** is when the employee must depart before 0700 or if they are unable to obtain the vehicle key before their required departure time.

## **RESOURCES:**

### *Administrative Regulations:*

1. [Driver Eligibility](#)

### *On-line Resources:*

1. ORS 802.175 – 802.191 - Oregon’s Record Privacy Law
2. [Oregon DMV](#)