



Use of City Vehicle

Administrative Regulation | City Vehicles & Driver Eligibility | #13.02

Effective Date: October 1, 1996
Revised Date: June 27, 2025
Supersedes: May 14, 2019

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 regulation is to establish procedures and safety guidelines for driving a ***City vehicle***.

Scope

This regulation applies to all individuals who are authorized to operate a City-owned vehicle on ***City business***.

Policy

Driving is among the most hazardous tasks performed by individuals conducting *City business*. Therefore, individuals driving on *City business* shall 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 reasonably related to the intended *City business* trip.

Procedure

1. Driver Responsibility

- a. Successfully complete required ***pool vehicle*** or driver safety training prior to using City vehicles.
- b. Verify that the vehicle is in good operating condition before embarking on a trip.
- c. Avoid vehicle use that could reasonably create the appearance of impropriety or misuse of *City vehicles*.
- d. Comply with applicable state and local driving laws, parking regulations, and City safety policies, including but not limited to:
 - (1) Compliance with Oregon's cell phone law. Oregon law prohibits the use of cell phones while driving unless the use is:

- (i) An integral part of the individual's job duties;
 - (ii) A one-way communication device used within the scope of their employment; or
 - (iii) The employees is using a hands-free accessory.
- (2) Refraining from wearing headphones or earbuds while operating a *City vehicle*.
- (3) Ensuring that seat belts are always worn when the vehicle is in motion.
- e. *Drivers* shall not drive on *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:
 - (1) Intoxicant use;
 - (2) Sleep deprivation;
 - (3) Personal distraction; or
 - (4) Medical condition.
- f. Ensuring that, when a vehicle is unattended, the key is removed from the ignition and that the doors are locked.
- g. Refrain from using tobacco products, smoking of any kind, vaping, or engaging in similar activities while inside *City vehicles*.

2. Accident and Moving Violations

- a. Provide accurate, comprehensive, and timely reporting of all accidents and thefts of a *City vehicle*.
- b. All accidents involving City-owned property, regardless of severity or fault, must be reported to Risk Management using the City's incident report system.
- c. Traffic or parking citations are the responsibility of the *driver*.
 - (1) Exceptions may be made by the department director when circumstances are determined to be beyond the drivers control.
- d. *Drivers* must follow established State and City DMV accident reporting procedures.

3. Supervisor Responsibilities

- a. Ensure that only ***authorized drivers*** operate a *City vehicle*.
- b. Departments must comply with all driver safety training and initiatives established by Risk Management.
- c. Investigate the root cause of any driving accidents or incidents.
- d. 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

- a. Maintain a preventative maintenance schedule for each vehicle type.
- b. Maintain a record of vehicle repairs.

5. Passengers

- a. Except for emergency situations, only those passengers participating in *City business* are authorized to ride in *City vehicles*. These include:
 - (1) On-duty City officials, employees, volunteers, agents or independent contractors.
 - (2) Individuals being transported in public safety vehicles as part of a police, fire, or emergency medical service response.
 - (3) Participants in official *City business*, training, tours, and programs.
 - (4) Representatives of other governmental agencies working with the City.
 - (5) Anyone with prior authorization by the department director or City Manager.
- b. *Drivers* shall not transport passengers unless the passengers are wearing safety belts or other restraint devices in accordance with Oregon Revised Statutes.
- c. 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

- a. *City vehicles* shall not be taken to an employee's home overnight unless an **early departure** for out-of-town business is required or employee safety is a concern.
- b. *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.
- c. *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

- a. *Drivers* should use the City fuel depot whenever possible for fueling *City vehicles*.
 - (1) If the fuel depot is not accessible, employees should use a P-card or make a private purchase.
- b. Repairs of *City vehicles* must be authorized by the Development and Public Works Department.
- c. *Drivers* should contact the Development and Public Works Department for instructions.
- d. 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.

- e. The City will reimburse the *driver* for private expenditure through standard financial procedures, provided valid receipts are submitted.
- f. 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

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

Definitions

Term:	Definition
Assigned Vehicle:	A City vehicle assigned to a specific individual or position other than <i>pool vehicles</i> .
Authorized Driver:	An individual who has met all eligibility, training, and licensing requirements established by the City to operate a City vehicle.
City Business:	Official activities conducted on behalf of the City that are directly related to assigned job duties or authorized City programs.
City Vehicle:	Any vehicle owned, leased, rented, or otherwise provided by the City for use in conducting City business.
Driver:	Any employee, volunteer, intern, independent contractor, or other individual who has been authorized to operate any vehicle while on City business.
Early Departure:	When the employee must depart before 0700 or if they are unable to obtain the vehicle key before their required departure time.
Pool Vehicle:	A City vehicle that is not assigned to a specific individual and is available for shared use by authorized drivers.

Related Resources

Administrative Regulations:

- [Driver Eligibility](#)

On-line Resources:

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