



---

## AUHR 4.13 VEHICLE USE

### Purpose

The purpose of this rule is to limit the City's financial risk and to maximize the safety of drivers, passengers, and the public when vehicles are driven on Auditor's Office business. This rule applies to all Auditor's Office employees, volunteers and others authorized to drive on Auditor's Office business in any vehicle. This rule covers only the driving of vehicles; it is not intended to cover the operation of equipment.

Auditor's Office managers and supervisors are responsible for enforcing these rules and shall ensure that all employees who drive are notified of these rules and the potential consequences of violation.

Unless otherwise provided by a collective bargaining agreement or noted in this rule, this policy defines the minimum standards for all Auditor's Office employees. Requests to deviate from this policy must be submitted in writing, reviewed by the Risk Manager and Fleet Services, and approved by the City Auditor.

### Use of City Vehicles

Except as noted below, employees of the Auditor's Office are prohibited from authorizing or allowing the use of any vehicle for any purpose except official Auditor's Office business. Generally, use of City vehicles to commute to and from work is prohibited.

#### Exceptions:

1. The Auditor's Office allows the use of City vehicles to accomplish brief personal tasks or business incidental to official use within an area nearby the official use, such as a stop for a personal errand or a meal between business appointments that is on the way.
2. Temporary use of a City vehicle to commute to and from work will be considered by the City Auditor on a case-by-case basis in compliance with [CityFleet Take Home Vehicle Policy](#).

### Driver Qualifications

The Auditor's Office shall allow only qualified drivers to drive City, Fleet, or other designated vehicles on Auditor's Office business. The Auditor's Office shall

ascertain that all of the following eligibility criteria are met before authorization to drive on Auditor's Office business is granted to an individual.

The qualified driver must:

1. Possess a valid, unrestricted driver's license, free of interlocking or other monitoring device requirements; and
2. Be at least 18 years old; and
3. Possess the necessary license or certification for the vehicle being driven; and
4. Successfully complete a defensive driving course approved by Risk Management within three months of receiving driving privileges and every three years thereafter; and
5. Follow all Oregon and Washington rules for obtaining a driver's license upon relocating and notify their supervisor of the new license number; and
6. Have and maintain an acceptable motor vehicle record as determined by Risk Management.
  - a. The Auditor's Office may require non-City employees or job candidates to submit motor vehicle records to City Risk for evaluation per **Administrative Rule 3.09 Driving Records**;
  - b. Current Auditor's Office employees who will drive on Auditor's Office business must be entered into the City Motor Vehicle Record monitoring system before they are allowed to drive on City business;
  - c. Risk Management monitors employee's Motor Vehicle Record and notifies the Auditor's Office if the employee's driving record fails to meet the City's eligibility criteria per **Administrative Rule 3.09 Driving Records**;
  - d. It is the responsibility of drivers to restore their drivers licenses or rehabilitate their Motor Vehicle Record to restore their qualifications.

City vehicles may be driven by qualified drivers, authorized by the Auditor's Office, who are:

1. Current Auditor's Office employees.
2. An officer or legal agent representing the Auditor's Office.
3. A volunteer or other person acting on behalf of the Auditor's Office, specifically authorized to drive a City vehicle.

## Driver Responsibilities

The following apply to anyone who drives a City, Fleet, or other designated vehicle on Auditor's Office business.

1. **Inspect Vehicle.** Inspect the vehicle prior to each trip to ensure the vehicle is in safe operating condition prior to use
2. **No Smoking or Vaping.** No person shall smoke or carry any lighted smoking/vaping instrument in any City owned or leased motor pool vehicle. See **Administrative Rule on Smoking and Tobacco.**
3. **Wear seat belts.** The driver and all passengers must wear seat belts when the vehicle is in motion.
4. **Obey All Driving Laws.** Be familiar with and comply with all applicable state and local driving laws. Oregon Driver Manuals for the operators of commercial and non-commercial vehicles, motorcycles, mopeds, and bicycles are available at any DMV office or on the [DMV website](#).
5. **Obey All Parking Regulations.** Be familiar with and comply with all applicable parking regulations. Note: City vehicles identified by public registration plates may park without fee for the maximum time limit allowable at metered spaces. City vehicles are subject to ticketing:
  - a. If the vehicle remains past the maximum time allowed on the meter; and/or
  - b. The vehicle does not have public registration plates.Report any parking violations in a City or Fleet vehicle to your supervisor by the beginning of the next work shift. Drivers are personally responsible and liable for any fines. Fines shall be paid or otherwise resolved promptly by the driver.
6. **Obey City and Auditor's Office safety policies and rules.**
7. **Mobile Communication Device Limitations\*.** No person shall drive on Auditor's Office business while operating a cell phone or other mobile communication device either with or without a hands-free accessory except as follows:
  - a. Making or receiving calls for emergency dispatch, reporting illegal activity or to prevent injury to people or property are allowed, but drivers shall make every effort to safely park the vehicle if possible before making such calls.

- b. Employees who use fixed mounted two-way radios are permitted to monitor the radio and to briefly respond. If a longer response is needed, the driver is expected to park the vehicle before making the call.

\*A Mobile Communication Device is defined under state law as a cellular phone, text messaging device or wireless two-way communication device designed to receive and transmit voice or text communication.

- 8. **Report Traffic Crimes, Violations and/or Offenses.** Employees must notify their supervisor by the beginning of the next work shift after receiving a notice of a traffic crime, violation and/or offense while driving on Auditor's Office business.

- a. Drivers are personally responsible and liable for any traffic crimes, violations, and/or offenses.
- b. Fines shall be paid or otherwise resolved promptly by the driver.

- 9. **Crash Reporting.\*** In the event of a crash while driving a City, Fleet, or other designated vehicle, drivers shall notify the vehicle owner. Employees must immediately notify their supervisor.

- a. Each City vehicle carries a Vehicle Crash Reporting Kit containing an insurance card, report form and instructions.
- b. When driving a non-City owned vehicle on Auditor's Office business, employees must immediately notify their supervisor and fill out the Vehicle Crash Reporting Kit available on-line as soon as possible.
- c. Drivers are responsible to complete and submit any DMV or other state reports or forms.

\*Note the definition of a crash is: any unintentional collision involving a motor vehicle and another vehicle, person, or object that results in property damage, personal injury or death. The crash may occur on public or private property.

- 10. **License Restrictions.** Drivers must notify their supervisor of any license restriction, suspension or revocation no later than the beginning the next work shift.

- 11. **Passengers.** Drivers are responsible to assure that any passengers who ride in any vehicle while on Auditor's Office business are authorized by this Administrative Rule as noted below.

- 12. **Vehicle Fueling.** When City vehicles are used, City Motor Pool fueling facilities must be used whenever possible. Drivers are required to complete training before using the fueling system. Training is provided

through written materials that drivers must read before they dispense fuel. The information is updated every year.

13. **Weapons.** Weapons are not permitted in City vehicles. This section does not apply to sworn police officers. **See Administrative Rule on Workplace Violence.**
14. **Make City vehicles available for scheduled service.**
15. **Maintain a clean vehicle.**
16. **Report** City vehicle damage, safety issues, or mechanical problems to Fleet Services.
17. **Vehicle Modifications.** Fleet Services is responsible for providing all vehicle modifications to City vehicles. The Auditor's Office and drivers may not make modifications or have them made in any other location.

## Prohibited Activities

In addition to potential disciplinary action (see **Administrative Rule on Discipline**) violation of any of the following may also result in the withholding of driving privileges:

1. Driving while impaired.
2. Preventable crash(es) while driving in the course and scope of employment whether in the employee's private vehicle or while using a City vehicle.
3. Citation(s) while driving in the course and scope of employment whether in the employee's private vehicle or while using a City vehicle.
4. Restrictions, suspensions or revocation of a Motor Vehicle License by a state Department of Motor Vehicles.
5. Declaration by the Oregon Department of Motor Vehicles as a Habitual Offender. The Washington Department of Licensing as a Habitual Traffic Offender or an equivalent declaration from another state.

## City-wide Motor Vehicle Record Monitoring System

Drivers' licenses and Motor Vehicle Records of all Auditor's Office employees and non-employees who drive on Auditor's Office business are monitored. Drivers will be entered into the City-wide Motor Vehicle Record monitoring system at the time of hire or upon receiving driving privileges. Driver records will

be reviewed by Risk Management in accordance with Supplement A in Administrative Rule 3.09 Driving Records.

1. All drivers will notify Management Services of changes to the state that issued their license within 30 days.
2. Management Services will notify Risk Management of driver changes within 60 days. Changes include new license numbers, reassignment to non-driving duties, terminations, retirements, end of season and end of appointment for temporary workers.
3. Upon notification, Risk Management will update the City-wide driver tracking system.

### **Privately Owed Motor Vehicles**

Use of a personal vehicle for official Auditor's Office business is voluntary unless stated as a condition of employment. An employee's supervisor may authorize use of a private vehicle for transportation to alternative work locations or for local or out of town travel. Drivers are responsible for ensuring the vehicle is in sound mechanical condition and adequate for providing the required transportation in a safe manner.

### **Out of Town Rental Vehicles**

See FIN **6.13 Out of Town and Overnight Travel and Related Procedures.**

### **Passengers**

Only authorized passengers are allowed to ride in City vehicles and other vehicles used for Auditor's Office businesses.

Authorized passengers are:

1. Auditor's Office employees conducting Auditor's Office business.
2. Officers and legal agents representing the Auditor's Office.
3. Volunteers acting on behalf of the Auditor's Office.
4. Vendors and contractors working on behalf of the Auditor's Office.
5. Participants in official Auditor's office business and programs.
6. Representatives of other governmental agencies working with the City Auditor's Office.
7. Anyone with prior authorization by the Auditor's Office.

## **Crash Analysts Review**

Crashes involving vehicles used to conduct Auditor's Office business are subject to a Crash Analysis Review.

---

## **Human Resources Rule Information and History**

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 4.13 Vehicle Loss Control.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.