

FISCAL ACCOUNTABILITY RULES

RULE 10.5 – CITY BUSINESS VEHICLE USE

Purpose

City and County of Denver (City) officers and employees engage in many activities which may require them to use a City-owned or leased vehicle, or their personal vehicle, to conduct City business. A top priority of the City is the safety of its officers and employees. Therefore, the City is committed to safeguarding the individuals who operate City-owned or leased vehicles or use their personal vehicle while conducting City business. **This rule applies to any officer or employee who operates a City-owned or leased vehicle or uses his/her personal vehicle while conducting City business.**

This rule shall be read in conjunction with the associated [City Business Vehicle Use Procedure](#) to ensure compliance and understanding.

Each officer and employee driving a City-owned or leased vehicle or using his/her personal vehicle while conducting City business shall also comply with all applicable provisions of:

- [Fiscal Accountability Rule 10.6 – Take-Home Vehicles and Carpooling](#);
- [Fiscal Accountability Rule 10.7 – Use of Personal Vehicles for City Business](#);
- [Executive Order 3 – Motor Vehicle Program](#);
- [Executive Order 65 – Operational Safety and Health Program](#);
- [Executive Order 74 – Parking by City Employees While on Official Business \(OCB\)](#);
- [Executive Order 94 – Alcohol and Other Drugs Policy for City and County of Denver Employees](#); and
- [Career Service Rule 15 – Code of Conduct](#)

Some officers and employees may not generally be subject to Executive Orders (XO). Nonetheless, all officers and employees subject to this Fiscal Accountability Rule (FAR) shall comply with all XOs referenced in this FAR irrespective of the general applicability of XOs to those persons.

FISCAL ACCOUNTABILITY RULES

RULE 10.5 – CITY BUSINESS VEHICLE USE, CONTINUED

Definitions

City Vehicle – Owned or Leased:

- **Motor Center Vehicle – Vehicles available for officers and employees to use to conduct City business on an infrequent or irregular basis.**

Officers and employees should request motor center vehicles whenever practical before using their personal vehicles to conduct City business.

- **Regularly Assigned Vehicles – Vehicles that are assigned on a regular basis to an employee for an entire work day or shift.**

Written approval of the employee's immediate supervisor and Expending Authority is required before a vehicle may be assigned to an employee. One or more of the following conditions shall exist to qualify for a regularly assigned vehicle:

- ✓ The employee frequently delivers or carries special equipment or materials during daily work assignments; or
- ✓ The employee drives other City personnel on City business during the normal workday; or
- ✓ The employee's Expending Authority has requested that the employee be assigned a City vehicle for daily work tasks due to special work requirements, safety requirements, or other work circumstances.

Infrequent or irregular basis – Not more than once per month.

Take-Home Vehicles and Carpooling – City vehicle assigned to an officer or employee for both commuting and City-business use, and the use of a vehicle for carpooling. The employee must meet requirements established in [Fiscal Accountability Rule 10.6 – Take-Home Vehicles and Carpooling](#).

Taxable – Taxable means the benefit is included in an employee's wages and reported on Form W-2, Wage and Tax Statement, and generally is subject to withholding for Federal income tax, social security, and Medicare.

Use of Personal Vehicle for City Business – An employee uses his/her personal vehicle to travel on a daily or regular basis to perform his/her respective duties and represent the City.

FISCAL ACCOUNTABILITY RULES

RULE 10.5 – CITY BUSINESS VEHICLE USE, CONTINUED

Rules

1. City vehicles are to be used only for City business and shall not be used for personal use, except for vehicles authorized as take-home vehicles. Personal use is limited to commuting as set forth in [Fiscal Accountability Rule 10.6 – Take-Home Vehicles and Carpooling](#).
2. Only authorized officers and employees of the City with a valid operator's license of the appropriate class for the type vehicle being driven shall operate a City vehicle in accordance with [Executive Order \(XO\) 3, Motor Vehicle Program – Chapter V – Employee License Review](#).
3. Every officer and employee shall operate a City vehicle, or his/her personal vehicle, while conducting City business in a safe and responsible manner. This includes, but is not limited to:
 - a. carrying a valid driver's license;
 - b. ensuring that passengers are only sitting in seats with a safety belt, and that the passengers are using the safety belt when the vehicle is moving except in a vehicle that is not required by law to have safety belts;
 - c. checking the vehicle for safety;
 - d. reporting a problem immediately if a City vehicle needs repair;
 - e. operating a City vehicle, or a personal vehicle when conducting City business, at or below posted public speed limits and at a speed appropriate for road conditions; and
 - f. not eating, smoking, or driving under the influence of alcohol or drugs, or any other practice which would constitute a distraction.
4. An employee shall immediately notify his/her supervisor of any change in his/her license status in accordance with [Career Service Rule 15 – Code of Conduct](#).
5. Every officer and employee shall attend a defensive driving training program every three years. The defensive driving training program shall be conducted by Risk Management or by an individual agency safety department, or he/she may attend an equivalent outside training program, prior to operating a City vehicle or using his/her personal vehicle to conduct City business. The defensive driving training program requirements are established in [Executive Order 3 – Motor Vehicle Program – Chapter VII – Defensive Driving Training](#).

FISCAL ACCOUNTABILITY RULES

RULE 10.5 – CITY BUSINESS VEHICLE USE, CONTINUED

6. Every officer and employee shall complete, and have authorized, a [City Business Vehicle Request and Status Change Form](#) before operating a City vehicle or using his/her personal vehicle for City business.

On or before June 15th of each year, the Expending Authority shall review all approved authorizations for use of a City vehicle or for using a personal vehicle for City business and shall confirm whether each authorized employee continues to meet the requirements of this Rule. If the authorization will be renewed, the Expending Authority shall submit a new [City Business Vehicle Request and Status Change Form](#) to the Controller's Office Payroll Division for each authorized employee whether newly approved or subject to a renewed approval.

Employees who hold a Colorado Commercial Drivers License (CDL) as a condition of employment, and who will be operating a City vehicle requiring a CDL, are exempt from completing a [City Business Vehicle Request and Status Change Form](#), unless they are assigned a take-home vehicle as well. Expending Authority's are responsible for compliance with this rule.

7. Officers and employees may use a City vehicle to transport others who are:
 - a. engaged in the same City business;
 - b. attending the same City or public activity or function;
 - c. in the care or custody of the officer or employee in the course of official business; or
 - d. being transported as a part of a City sponsored or co-sponsored event or program.
8. Each City vehicle shall be assigned through a Motor Center, as a regularly assigned vehicle, or as a take-home or carpool vehicle.
 - a. Using motor center vehicles to travel to and from work to home is prohibited.
 - b. Motor center vehicles that have been checked out for business commuting purposes shall be returned to the Motor Center at the end of each business day. If an Expending Authority determines that it is necessary for an employee to take home a motor center vehicle on an infrequent basis, a written request shall be submitted to the **Manager of Public Works** for approval. The take-home usage of the motor center vehicle will be documented and placed in the employee's personnel record.
 - c. No employee shall be authorized to use any motor center vehicle as a take-home vehicle more than once per month. Take-home assignment of different motor center vehicle to one employee during any one month to circumvent this Rule is prohibited. If an infrequent take-home use of a motor center vehicle is authorized by the **Manager of Public Works**, the employee's take-home use of the motor center vehicle will be considered taxable and subject to the rules of [Fiscal Accountability Rule 10.6 – Take-Home Vehicles and Carpooling](#).

FISCAL ACCOUNTABILITY RULES

RULE 10.5 – CITY BUSINESS VEHICLE USE, CONTINUED

9. Expending Authorities shall maintain a list of employees who have been delegated a regularly assigned vehicle.
10. Employees who have a regularly assigned vehicle shall park the City vehicle during non-work hours at the employee's main or regular place of work.
11. Take-home vehicles shall only be authorized in accordance with [Fiscal Accountability Rule 10.6 – Take-Home Vehicles and Carpooling](#).
12. Employees shall comply with the procedures detailed in [Executive Order 3 – Motor Vehicle Program – Chapter VIII – City Vehicle Accidents](#) in the event an accident or damage occurs to a City vehicle, or to a personal vehicle, when used for conducting City business.
13. An employee who uses his/her personal vehicle while conducting City business shall have and maintain personal automobile liability and property damage insurance with the minimum coverage limits allowed in [Executive Order 3 – Motor Vehicle Program – Chapter II – Title, Registration, License Plates, and Insurance of City-Owned Vehicles 2.1.b](#), but in no event lower than the minimum specified by the "[Colorado Auto Reparations Act](#)" as amended from time to time, or any greater coverage selected by the employee.
 - a. An employee shall provide proof of insurance upon request. Employees are advised to consult with their insurance agent or broker when purchasing insurance coverage for a personal vehicle which the employee uses or is required to use as a condition of employment for City business to confirm that the employee has sufficient and appropriate coverage for such usage. The City shall not be in the policy as a named insured. The Expending Authority shall ensure that this insurance is verified and documented on the [City Business Vehicle Request and Status Change Form](#).
 - b. An employee shall notify his/her supervisor of any decrease in his/her insurance coverage only if it goes below the minimum.
14. Possession of a firearm while operating a City vehicle, or when driving a personal vehicle while conducting City business, is not allowed except by authorized personnel.
15. Any fines for tickets issued to the driver, including parking tickets, are the responsibility of the driver.

Procedures and Forms

The **Controller's Office** is responsible for any procedures and forms associated with this rule.