

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 09 Finance and Budget SECTION: 01 Reimbursement for Expenses SUBJECT: 03 Use of Personal Vehicle	POLICY #: 09.01.03
	OFFICE/DEPARTMENT: Finance/Risk Management
	EFFECTIVE DATE: 09/01/08
	CITY MANAGER: Michael S. Levinson
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PURPOSE

The City of Coral Springs allows use of and provides mileage compensation to employees for their privately owned vehicle when it is used to conduct official City business. An employee must obtain prior written approval through a Travel Authorization Request. Commuting is not considered City business and therefore, commuting mileage is not reimbursable.

SCOPE

All employees who use their privately owned vehicle to conduct official City business.

POLICY

The following standards must be met in order for employees to use their personal vehicle for City business:

1. A privately owned vehicle must be a conventional, four-wheel, enclosed vehicle, and be in sound mechanical condition and adequate to provide safe transport. Vehicle equipment must conform to State of Florida requirements. Registration and the employee's driver's license must be valid.
2. The driver of a privately owned vehicle must be insured against liability (person and property) in an amount not less than the minimum requirements of the State of Florida. The driver's insurance is primary with respect to bodily injury and property damage; the City's insurance is excess. The vehicle owner is responsible for any comprehensive and collision coverage the owner may elect to carry. In the event a motor vehicle accident occurs while the employee is driving a privately owned vehicle on City business, the employee would be covered for their injuries under workers compensation.
3. At the City's discretion and with the Department Head and City Manager's approval, the City may pay the employee's automobile insurance deductible up to \$500 in the event of a motor vehicle accident.

