

Reference:	Title:
Loss of Driving Privileges Policy HR Bulletin 2025-4 Commercial Driver's License Policy HR Bulletin 2025-2 AR-4 – Mileage Reimbursement Rates Policy AR-20 – Expenses for Education, Training, or Travel Policy Fleet Safety Policy Supersedes Administrative Regulation (AR) 9 – Use of City Vehicles by City Employees Policy and AR-23 – Smoking, Tobacco and Electronic Nicotine Delivery System Free City-Owned Vehicle	Driving and Motor Vehicle Policy

## I. PURPOSE

- A. To safeguard drivers and the public, reduce risk, and minimize City liability by establishing standards and procedures for individuals authorized to operate City or personal vehicles in the course of performing their assigned duties in compliance with applicable laws, City Insurability Standards, and City policies.

## II. DEFINITIONS

- A. **Driving Privilege:** Authorization for an employee, volunteer, or contractor to operate a motor vehicle in performing assigned duties or official City business.
- B. **Insurability Standards:** The City of Lincoln criteria in this Driving and Motor Vehicle Policy an individual must meet to be granted and maintain driving privileges.
- C. **Major Traffic Violations:** Serious infractions (see Appendix A) that result in an immediate suspension of City driving privileges per the Loss of Driving Privileges Policy.
- D. **Minor Traffic Violations:** Lesser infraction (see Appendix A) that cumulatively result in a suspension of City driving privileges per the Loss of Driving Privileges Policy.

## III. POLICY PROVISIONS

- A. Only individuals who meet the Insurability Standards and have an appropriate valid motor vehicle license are allowed driving privileges.
- B. Failure to meet insurability Standards and maintain an appropriate state-issued motor vehicle license will result in losing driving privileges.
- C. City-owned vehicles are restricted to City business use with the following exceptions:
  - 1. Specially Equipped Vehicles:

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- a. Individuals required to perform after-hours work with specially equipped vehicles may be authorized to have these vehicles at their residence with written approval from their Department Head.
2. Public Safety Department Authorization:
  - a. Police Chief, Assistant Police Chief, and command-level officers are authorized to take unmarked police vehicles home for after-hours duties.
  - b. Fire Chief, Assistant Fire Chief, and department approved command-level officers are authorized to take marked vehicles home for after-hours duties.
  - c. Chaplains may be authorized with written approval from the Fire Chief or Police Chief to take City vehicles home for after-hours duties as needed.
  - d. The Department Head has the authority to approve a City vehicle to be taken home for limited business purposes.
  - e. Employees assigned a take-home vehicle may use the vehicle for commuting between home and work locations.
- D. Limited, infrequent personal (such as brief errands, medical appointments, or picking up lunch) are permitted if the use is minimal ("de minimis") and does not interfere with City operations.
- E. Passengers in City-owned vehicles must be City employees or individuals participating in official City business. This may include program participants, members of authorized task forces, City volunteers, or other work-related affiliates. Transporting family members, friends, or any individuals not directly involved in City business is not permitted.

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- F. Individuals will abide by all local, state, and federal traffic laws while operating a City vehicle.
- G. All vehicle occupants will use seat belts in a City vehicle.
- H. Smoking, the use of tobacco products, or electronic nicotine delivery systems (e.g., e-cigarettes) is strictly prohibited in all vehicles owned or leased by the City.
- I. Vehicle operators will take appropriate precautions and adjust driving behavior accordingly in inclement weather or hazardous road conditions.
- J. Individuals are required to report any off-duty traffic violations or changes to license status that may affect their driving privileges to their supervisor and Human Resources within one working day of the occurrence.
- K. Individuals who drive under this policy are required to provide updated licenses to their supervisor and Human Resources within one working day of the updates.
- L. Individuals may use their personal vehicles for City business in compliance with the provisions of this policy and with approval from the Department Head.
- M. Individuals using personal vehicles are required to maintain proper motor vehicle insurance according to law and adhere to the same safety and conduct standards outlined in this policy.
- N. Individuals are required to report accidents, property damage, and/or injuries to any person while driving a City or personal vehicle in the performance of assigned duties or official City business to law enforcement officials immediately. Individuals are also required to report the accident to a supervisor, Human Resources, and Fleet Management within one working day of the accident.

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- O. The City assumes no responsibility as a result of this policy for damages or liabilities for injury or any property damage incurred when using a personal vehicle in the performance of assigned duties or official city business.

#### **IV. PROCEDURES**

A. Fleet Vehicle Usage:

1. Before authorization of driving privileges, a Motor Vehicle Records (MVR) check will be conducted by Human Resources to verify eligibility.
2. The individual is responsible for performing a pre-trip and post-trip inspection before operating a city vehicle.
3. No modifications may be made to City vehicles without written permission from either Fleet Management, Human Resources, or Department Heads.

B. Driving as an Assigned Duty:

1. An MVR check will be conducted by Human Resources to verify eligibility for driving privileges. MVR checks will be conducted at least annually or as needed for business reasons, for cause, or individuals on the watch list as defined in Appendix A.
2. Volunteers must obtain authorization to drive from the Department Head and will be asked to complete a background check form provided by Human Resources. Volunteers will adhere to the same MVR checks, verifications, and requirements as outlined within this policy.
3. City vehicles must be properly serviced and maintained for cleanliness. Service, pre-, and post-trip logs may be required.
4. No modifications may be made to City vehicles without written permission from Fleet Management, Human Resources, or the Department Heads.

**Human Resources Policy Bulletin**  
**City of Lincoln**

Number: 2025-10  
Date: October 2, 2025

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C. Use of Personal Vehicles:

1. Individuals must obtain prior written authorization from their Department Head before using their personal vehicle for City business.
2. An MVR check must be conducted by Human Resources, and the operator must meet the provisions of this policy prior to utilizing their personal vehicle for City business.
3. Operators must provide proof of current insurance for their personal vehicle to Human Resources prior to authorization.
  - a. High-risk or SR-22 insurance does not meet the standard for operating a city owned vehicle in performing assigned duties or official city business.
  - b. A personal vehicle with interlock installed may be utilized for City business upon approval from both the Department Head and HR Director.
4. Individuals may be eligible for mileage reimbursement according to current City policy when using personal vehicles for approved City business.

The City has the exclusive right to interpret this policy.

  
Barb McIntyre  
Human Resources Director

10/2/2025  
Date

  
Leirion Gaylor Baird  
Mayor

10/21/2025  
Date

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## Appendix A

The following represents the City of Lincoln's standards for determining operator insurability. These standards are subject to change by Human Resources.

**Insurable Standards:** Be 18 years of age, maintain the appropriate valid motor vehicle license for the vehicle, have a minimum of 6 points and no major violations.

**Driving Record Points:** Loss of too many points will result in the loss of your driving privileges.

- **Prohibited:** an individual with five points or fewer assessed against their driving record.
- **Watch List:** an individual with six to eight points assessed against their driving record.
- **Acceptable:** an individual with nine points or more assessed against their driving record.

**Major Violations Within Past 5 Years:** 1 or More violations places individuals into Prohibited status.

**Watch List:** Motor Vehicle Report will be checked every 3 months until the individual moves into an Acceptable status; acceptability is subject to no deterioration in the record.

**Prohibited:** A driver is prohibited from driving City vehicles or using personal vehicles on City business until the number of assessed points against their license is six or more, or five years for major offenses.

### Major violations:

No valid or current license  
No insurance on a personal vehicle  
Driving under the influence  
Willful reckless driving  
Leaving the scene of an accident  
Failure to render aid in an accident  
Speeding of >35 MPH over posted limit  
Motor vehicle homicide  
Or actions State DMV defines as such

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**CDL operators:**

- Must have proper endorsements as required by law for the vehicle being operated.
- Must be in compliance with the Federal/State requirements.
- Must be able to meet applicable physical qualifications and certifications.

**Minor violations:**

- Speeding <34 MPH over the limit
- Using a handheld wireless communication device
- Negligent Driving
- Violating a school bus crossing
- Failure to yield to a pedestrian with no bodily injury
- Failure to yield to a pedestrian with bodily injury to the pedestrian
- Failure to submit to an alcohol test
- Or actions State DMV defines as such