



City of Everett City-owned Vehicle Use Policy

(Published June 15, 2026)

1. **Purpose.** The policy addresses employee-assigned vehicles for daily, municipal use and for commuting purposes. Each employee assigned a City vehicle for uses described herein shall sign a vehicle acknowledgement statement, attached hereto as **Appendix A**.
2. **Scope.** Effective August 3, 2026, this policy shall govern the use and assignment of City of Everett vehicles. This policy supersedes any previous executive policies on this subject.
3. **General Policy.** City vehicles are *not* personal vehicles and are *not* for personal use. The City believes that its vehicles should be viewed as taxpayer assets solely used for providing municipal services. To that end, City vehicles may not be used for personal use or personal business under any circumstances. Further, employees operating City vehicles are representing the City when doing so, and must comport to professional conduct and safe driving at all times.
4. **Applicability.** This policy applies to all City non-union full-time and part-time employees.
5. **Positions eligible to commute work-to-domicile.**
 - a. City-owned vehicles are assigned to positions, not to specific employees. The following positions have been deemed to be in the public interest to allow commuting with a City vehicle:
 - i. City of Everett Police Chief; and
 - ii. City of Everett Fire Chief; and
 - iii. City of Everett Director of City Services; and
 - iv. Employees performing seasonal snow removal duties.
 - b. The Mayor has the sole discretion to make exceptions to this Section, subject to the needs of the public and business, management and/or operational needs.
6. **Direct route required.** City vehicle shall be driven over the most direct route taking into account road and traffic conditions. Employees shall not drive City vehicles outside the direct route for personal reasons.
7. **Requirement to maintain City vehicle cleanliness.** All operators and passengers of a City vehicle are required to keep both the inside and outside of the vehicle clean and free of debris.
8. **Idling prohibited.** With the exception of public safety vehicles following department protocols and certain diesel-fueled City Services vehicles as identified by the Director of Public Services, all City vehicles shall be turned off upon reaching their destination. Under no circumstances



should vehicles remain idling for more than two (2) minutes during a brief stop. The Police Chief shall have the authority to promulgate and enforce protocols for parking enforcement of public safety vehicles, as well as parking enforcement vehicles.

9. **Limitations.**

- a. Passengers shall be limited to City employees and individuals who are directly associated with City work activity (e.g. committee members, consultants, contractors, etc.). Friends or family members *shall not* be transported in City vehicles. Police officers transporting individuals in the performance of their normal job duties are exempt from this provision.
- b. City vehicles shall carry only those items, supplies and safety equipment, for which the vehicle is designed or utilized. City employees shall only transport City property in City vehicles, and employees are solely responsible for any damage or loss to their own property which may occur while in a City vehicle.

10. **Compliance with traffic regulations and laws.**

- a. The operators of City vehicles must observe and obey all traffic ordinances, rules, and regulations, including having and maintaining a valid driver's license kept on file with the Department of Human Resources. Fines or penalties for moving, parking, or any other violations are the responsibility of the operator.
- b. Operators and passengers shall wear seatbelts at all times in accordance with state law. This sub-section shall not apply to operators of and passengers in police and fire vehicles.
- c. Employees shall not operate City vehicles while under the influence of alcohol, illegal drugs, prescription drugs or any medication that may interfere with safe and alert operation of the vehicle. In no event is a City vehicle ever to be utilized to transport alcoholic beverages, controlled or illegal substances, or weapons, except in the case of police officers acting in their official capacity. Smoking is prohibited in all City vehicles.
- d. Employees are not allowed to use cell phones while driving City vehicles.

11. **No distracted driving.** Operators of City vehicles are prohibited from engaging in any activities which impede safe driving, such as texting, talking on the cell phone for extended periods of time while driving, operation of hand held devices such as GPS units and MP3 players, putting on cosmetics and/or grooming themselves, putting on (or taking off) clothing, and changing the radio station while driving. If any employee needs to use their cell phone while driving a City vehicle, then the driver must use a hands-free phone device. Operators of City vehicles must not remain on the cell phone for extended periods of time.

12. **Emergency road service.** City employees authorized to use a City vehicle for commuting outside the city limits are responsible for emergency road service. It is recommended that



employees acquire AAA or some other appropriate emergency road service membership. For City vehicles other than sedans, the Director of City Services or their designee will make a case-by-case determination as to the type of emergency road service required.

13. **Break in assignment.** At the discretion of the Mayor, whenever an employee who is assigned a City vehicle is on vacation or any other absence for any length of time, the vehicle may be temporarily reassigned and parked in the appropriate City lot for that period of time.
14. **City seal on vehicles.** All vehicles, except appropriate public safety vehicles shall be identified with the standard City seal and vehicle identification number.
15. **City vehicle use reconciliation.** City vehicle use will be reconciled on a monthly basis by the City of Everett Fleet Manager. Employees assigned vehicles may be required to document reasons for significant month-to-month variances. Vehicle use may also be monitored.
16. **Disciplinary action.** In the event any of the above guidelines are not observed, an employee using a City vehicle may face disciplinary action. In addition, the employee may be required to reimburse the City at the prevailing mileage rate for any personal use of a City vehicle.
17. **Taxable Fringe Benefit.** Employees who have City vehicles assigned for commuting may be subject to the tax provisions of the 1984 Tax Reform Act. Such employees shall file annually in accordance with Internal Revenue Service Publication 15-B, Employers Tax Guide to Fringe Benefits, Section 3, with the City Treasurer to report of usage for commuting purposes, unless exempted from taxation by the Act.
18. **Governing Law.** This Policy is authorized in accordance with the Mayor of Everett's executive authority under Section 3-2 of the City of Everett Charter and shall be subject to any other applicable laws.



Appendix A: Vehicle Acknowledgment Statement

I hereby acknowledge that I received a copy of the City of Everett Vehicle Policy. I understand it is my obligation to read and abide by its terms and procedures. I understand that a copy of this acknowledgment statement will be placed in my personnel file.

Print Full Name

Signature

Date

Department