

DEPARTMENT ISSUED VEHICLES

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Purpose: *To fulfill the department's mission in a safe and expeditious manner, selected members have been issued fire department vehicles. This procedure establishes the assignment of and use of department issued vehicles.*

Procedure:

1. Fire department vehicles are issued to members for emergency response or so that certain department functions can be fulfilled as expeditiously as possible. Vehicles are not issued as a fringe benefit.
2. Assignment of department vehicles is at the discretion of the fire chief.
3. When operating a department vehicle, the operator must consider him/herself as "on-call" and available for and subject to emergency response or other department assignment as described below. Otherwise, members are not permitted to use the issued department vehicle.
4. Members operating department vehicles may use department vehicles for personal use subject to the following:
 - A. Member shall be available for, and respond to any Third Alarm fire within Okolona, or any Level Three Hazardous Materials Incident within Okolona. Response time shall be 30 minutes or less in normal traffic while responding with lights and siren.
 - B. Member shall be available for response during extreme weather emergencies. Examples of extreme weather emergencies are major flooding, tornadoes and heavy snow. (Severe thunderstorms are not considered extreme weather emergencies.)
 - C. Member shall be available, within sixty (60) minutes of notification, for response to any other major public safety emergencies as directed by the fire chief.
5. Members may operate department issued vehicles to and from fire department sponsored or approved training and education; meetings relating to the member's assignment; participation in technical rescue teams and to other appropriate activities as approved by the fire chief. During these events, the response times described above are not applicable. If any of the above described events occur, the member should contact the fire chief or duty officer for instruction on whether to respond.
6. Members shall not operate department issued vehicles within eight (8) hours of consuming alcoholic beverages regardless of alcoholic content. This time may be lengthened depending upon the quantity consumed. In no case shall a member operate a department issued vehicle when his or her judgment may be impaired.
7. Members issued department vehicles shall ensure the vehicles are kept clean (both interior and exterior).

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

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8. Members issued department vehicles are responsible for ensuring scheduled maintenance is performed when due.
9. Members operating department issued vehicles shall be reachable by fire pager or assigned cell phone number.
10. Members operating department issued vehicles shall take prudent security measures, such as locking vehicles, while members are away from the vehicle.
11. Members issued department vehicles unable to respond to incidents due to vacations, out of town travel, illnesses or other reasons in excess of 72 hours shall do one of the following. Pass the vehicle on to other officer or other suitable person, or secure the vehicle at one of the fire stations. For absences of less than 72 hours, the member may leave the vehicle at his or her home.
12. Members assigned fire department vehicles shall make sure one key to their vehicle is reasonably accessible to shift supervisors at stations one, two and three. This is to ensure that the vehicle may be retrieved if it is needed for fire department purposes, or if keys are inadvertently locked in vehicle.
13. Most importantly, those issued department vehicles shall understand that personal use is a privilege and not a right, and the vehicle is for the benefit of the department and not the individual member.
14. To conserve fuel, vehicles shall not be left idling while at scenes, unless the vehicle is doing traffic control functions, parked in the roadway or during adverse weather such as high or low temperatures.
15. During summer months, or any other time when the temperatures exceed 85 degrees, vehicles that must be left idling shall have the hoods partially raised. The purpose of this is to avoid excessive heat buildup, which is detrimental to electrical components, such as alternators.
16. Usually department issued vehicles will have two (2) gasoline credit cards assigned, one from Thornton's, the other from Speedway. When fuel is needed and there is a greater than five cents (\$0.05) per gallon difference, then the lower cost fuel must be purchased.

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