

## SERVICE VEHICLE USE

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**Purpose:**      *Fire Department service vehicles are used by many persons for many needs. This policy establishes guidelines for use of service vehicles, to ensure their availability and care.*

### Procedure:

1. Check with on duty career supervisor to see if vehicle is available for use.
2. Keys shall be left in locations as directed by the fire chief when they are inside stations or garage. Otherwise, the vehicles must be locked unless the vehicle is at a scene or the person driving the vehicle can ensure the security of the vehicle.
3. Sign the log book in the vehicle with the information requested. If vehicle is dirty, low on fuel or has damage, advise the on-duty career supervisor immediately when discovered. The presumption will be that the last user caused the condition.
4. Upon return the service vehicle shall be cleaned and at least  $\frac{3}{4}$  full of fuel. Log-book entries must be completed with the keys being returned to the on-duty supervisor. The on-duty career supervisor is to check the vehicle for cleanliness, fuel level, log-book completion and other damage.
5. The use of the Expedition (8090) shall be limited to:
  - A. Travel to school by four or more members.
  - B. Other travel as approved by the fire chief.
  - C. Use by officers who are covering the 8009 position (and a reasonable amount of time just before and just after).
  - D. Use by chief officers if their assigned vehicles are out of service.
  - E. Other uses as approved by the fire chief.
6. We all are humans and from time to time humans can scratch, dent, tear, soil or otherwise damage a vehicle. If that happens, please bring this to the attention of the on-duty career supervisor. The fire department understands these things can happen, and unless the damage was the result of gross negligence or deliberate, punishment is unlikely. Punishment is more likely for the person who caused the damage and failed to report the damage.