

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

SECTION ADMINISTRATION
Policy A-13

VEHICLE USE

13.0 INTRODUCTION:

This policy applies to and regulates the use of all vehicles owned by South Lane County Fire & Rescue including staff vehicles, equipment designated as emergency response apparatus, medical response vehicles, and Chief's use of personal vehicle.

13.1 Operation of District vehicles shall conform to state law as defined in the Oregon Revised Statutes.

13.2 All vehicles owned by the District shall have outside identification indicating it is the property of South Lane County Fire & Rescue.

13.3 No person other than Fire District personnel shall drive District owned vehicles except for mechanical maintenance, or technical evaluation purposes.

13.4 District personnel shall not transport civilians or other unauthorized persons in or on Fire District vehicles except as authorized by an officer, or in an official capacity.

13.5 Only Fire District personnel will be allowed in emergency vehicles (i.e.: Engines, Medics, Rescue), except for the following circumstances:

- A. Direct involvement with an alarm or emergency.
- B. Ride-a-long participant with proper forms recorded.
- C. Mutual aid personnel.
- D. Scheduled approved Public Relation Programs.

13.6 Civilians will be allowed to travel in staff vehicles under the following conditions:

- A. Civilians may accompany Fire District employees to official functions, outside the Fire District boundaries.
- B. Civilians that are involved in Fire District business.
- C. When the staff vehicle is used for public assist.
- D. Civilians are not to be in any Fire District vehicle responding code three at any time unless on official business.

13.7 Fire District vehicles shall not be used for personal business or private gain. An "On Duty" officer will be allowed limited personal use.

13.8 Staff vehicles are to be used only for the following purposes:

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- A.** Transportation to and from approved schools, seminars and meetings.
 - B.** Transportation to and from emergency scenes.
 - C.** Other Fire District business as approved by the Fire Chief
- 13.9** District owned vehicles are not to leave the District other than on Fire District business, for maintenance purposes or mutual aid response.
- 13.10** An appropriate accident reporting system shall be maintained.
- 13.11** Assignment of vehicles is a prerogative reserved for the Fire Chief with the approval of the Board. Employees must be cognizant of their high visibility and the potential damage to the public trust if misuse occurs. Violation of this policy or misuse shall result in disciplinary action being taken.
- 13.12** Fire Chief's use of personal vehicle for District business:
 - A.** The Fire Chief is authorized use of a personally owned vehicle for all District business. The Fire Chief is authorized the use of a District fuel card when utilizing a personally owned vehicle for District business.
 - B.** When not regularly assigned a District staff vehicle, the Fire Chief shall receive a monthly stipend as set by the Board for use of the Fire Chief's personally owned vehicle. All amounts shall be added to the Fire Chief's monthly compensation.
 - C.** The Fire Chief shall maintain vehicle liability insurance in an amount not less than \$2 million. Proof of insurance shall be provided to the District upon request, including proof the coverage applies as a vehicle used for business purposes.
 - D.** The Fire Chief is responsible for all maintenance, repair, replacement, and damages to the Fire Chief's personally owned vehicle. The Fire Chief is not entitled to receive mileage from the District for regular daily activities.

Adopted: 06-18-2003

Revised: 10-17-2019

Reaffirmed: