ADM-37

COMMAND VEHICLE USE

ADM-37 (02/2020)

**General Information**

3701 It is the intent of Walla Walla County Fire District 5 to establish guidelines for the use of District Command vehicles that are assigned to members or used as the duty vehicle.  These guidelines are intended to enhance service delivery to the citizens of the Fire District, define the circumstances and assignments.  Staff vehicles are required for off duty response to fill command roles on larger incidents with multiple apparatus.

District vehicles are equipped to function as command and control centers during an incident.  All members operating a District vehicle shall abide by all rules and regulations of the State of Washington and local jurisdictions that apply to the operation of motor vehicles.

  The Fire Chief has the overall responsibility for the enforcement of this policy with each member.

**DRIVERS REQUIREMENTS**

3702   Members operating District vehicles shall at all times have a valid Washington State Driver’s License.  Members entitled to drive a District vehicle shall present a photocopy of their driver’s license upon request.

3703 Any member whose driver’s license is expired, suspended or revoked in the State of Washington or any other state must immediately cease operating District vehicles and may be subject to disciplinary and/or employment action. Members shall report such a revocation, expiration or suspension of license to the Fire Chief immediately.  A member with a revoked, expired or suspended license who fails to immediately report this fact to the Fire Chief and/or who continues to operate a District vehicle may be subject to disciplinary action, up to and including termination.

3704   All members shall immediately report to the Fire Chief any traffic infraction, citation, and/or criminal traffic infraction or complaint they receive as a result of their on-the-job activities involving operation of a District vehicle.

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3705   Failure to be legally authorized to operate a District vehicle may impair a member’s ability to satisfactorily perform his/her job.  Such conditions are subject to the review of the Fire Chief and Fire District Board of Commissioners and may result in corrective actions, up to and including termination.

**PERSONAL USE OF DISTRICT VEHICLES**

3706   Member assigned District vehicles while on stand-by/duty status may use such vehicles for incidental personal trips and business when necessary to maintain a state of readiness to enable such member to provide emergency responses 24/7.

3707 District vehicles may be used for travel outside of the District response area only when authorized by the Fire Chief, or Assistant Chief, for official business or commuting to and from a residence.

3708   District vehicles may be used for travel to meals, banking, and appointments if a member is on official business; or when a member is assigned to work in the field or be available for emergency response during the designated time period. The District does recognize that on rare occasions, members may need to transport family members with District issued vehicle due to unforeseen circumstances.

3709   24/7 District vehicles are assigned to the Chief, Assistant Chief, and Duty Officer for use commuting. They may be assigned to firefighters, officers and other career staff as needed for regular business and after hour’s response.

**TAKING DISTRICT VEHICLES HOME**

3710 The member is in a position where he/she may respond to emergencies; i.e. fulltime member with 24/7 call out responsibilities.

3711The member is placed on call and is the person who would respond in an emergency situation, i.e. District Duty Officer.

3712   Special situations related to job duties that require the member to take the vehicle home as determined by the Chief, i.e. Training Classes, Public Education or Prevention details.

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**OPERATOR RESPONSIBILITY**

3713   Individuals assigned the use of a District vehicle are responsible for the care, appropriate use, and the public image reflected by the use of that vehicle. Careless driving, following too closely, failure to signal, failure to yield, braking suddenly and expressing anger to another motorist are examples of behavior that reflects poorly and negatively on the District.  Members should remember that they are always under the close scrutiny by the public when operating a District vehicle.

3714   Any mechanical or functional problem occurring with a vehicle must be reported to the Fire Chief or Assistant Chief for repair or service.

3715Any accident with a District vehicle, even those accidents without damage, must be reported immediately to the Fire Chief or Assistant Chief.  A District Injury / Exposure / Accident form must be filled out completely and returned to the Administration Office.

3716   District vehicles are issued under the express authority of the Fire Chief or the Board of Fire Commissioners.  Once issued, the recipient is responsible for the condition and contents of the vehicle.  No secondary lending or issuing is allowed.

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Alan Mehlenbacher Bradley Langdell Dennis Waters Date

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