

CLARENCE FIRE DISTRICT NO. 1

CHIEF AND ASSISTANT CHIEF VEHICLE USE POLICY

I. SCOPE:

This policy applies to all Chiefs/Assistant Chiefs/Authorized Personnel who are provided with emergency vehicles.

II. OBJECTIVE:

The Board of Fire Commissioners has provided the Chief/Assistant Chiefs with a vehicle to respond to emergency calls, drills, meetings, etc. and to have necessary equipment available to him/her when responding. This policy has been adopted in order to monitor and control the use of District-owned vehicles and to provide guidelines for the use of these vehicles.

Note: For the purposes of this policy, all District-owned Chief and Assistant Chief vehicles shall be referred to as Chief Vehicles.

III. DISTRICT GUIDELINES:

- A. The Chief Vehicles shall only be driven by the Chief, Assistant Chiefs or designated Fire District personnel. Family members are not permitted to drive the Chief Vehicles.
- B. The Chief Vehicles are to be used primarily to transport the Chief, Assistant Chiefs and other District personnel to alarms, drills, training sessions, parades, funerals or other activities as may be approved by the Board of Fire Commissioners.
- C. Persons other than Fire District personnel may ride in the Chief Vehicles during emergency and non-emergency conditions.
- D. The Chief Vehicles may be used by the Chief/Assistant Chief for transportation to and from his/her place of employment, as well as for personal travel as long as the user and vehicle are available to respond to an emergency in the District and is within a reasonable responding distance.
- E. The Chief Vehicles shall not be used by anyone while engaged in any commercial endeavor, whether within the Fire District or outside of the Fire District.
- F. No political or commercial signs/stickers shall be displayed on the vehicles.

CLARENCE FIRE DISTRICT NO. 1

ASSISTANT CHIEF PERSONAL VEHICLE USE POLICY

- G. If the Chief/Assistant Chief is not able to respond and/or is out of the District for an extended period of time, the Chief Vehicle shall be temporarily re-assigned, after consultation with the Board of Fire Commissioners.
- H. The user shall, at all times, be cognizant of the fact that they are identifiable as a member of the Clarence Fire Department and the driver of a vehicle owned by the Clarence Fire District No. 1 and shall use good judgment at all times.
- I. The user shall complete the "Clarence Fire District No. 1 Vehicle Report" (see attachment to this policy) on the first day of each month and submit to the Fire District Secretary. The Board of Fire Commissioners shall review the "Report" at the monthly Fire District meeting. Excessive mileage will be discussed with the user. If mileage is deemed inappropriate, the Board of Fire Commissioners may take further action in accordance with this policy.
- J. The Chief Vehicle shall be maintained by the user with all necessary equipment to respond to emergency calls. The user is responsible for the cleanliness and general upkeep of the vehicle. Any needed repairs shall be documented on the monthly Vehicle Report. Emergency repairs shall be immediately reported to the Board of Fire Commissioners, Any damage to the Chief Vehicles shall be immediately reported to the Board of Fire Commissioners, documented in writing and any appropriate paperwork completed and filed.
- K. Any user shall, at all times, fully comply with all New York State emergency and non-emergency driving laws, including those contained in the New York State Vehicle and Traffic Laws.
- L. Violations of this policy may result in disciplinary action, up to and including the loss of the privilege to use and operate the Chief Vehicle.
- M. The Board of Fire Commissioners has complete and total authority to monitor and regulate any use of Fire District-owned Chief Vehicles.

This policy is adopted August 8, 2016 and supersedes all previous versions of this policy.

By order of the Board of Fire Commissioners, Clarence Fire District No. 1

Clarence Fire District No. 1
Chief's Vehicle Monthly Report
(for month/year of _____)

Starting mileage: _____ Ending mileage: _____ Mileage for the Month: _____

Check One: _____ Month's miles per gallon _____

Chief's Vehicle (#9) – 2013 Chevy Tahoe _____

Asst. Chief's Vehicle (#9-1) – 2013 Chevy Tahoe _____

Asst. Chief's Vehicle (#9-2) – 2013 Chevy Tahoe _____

Odometer Date	Reading	Total Gallons	Price	Maintenance Activity Needed/Completed (Maint. Required, Vehicle Condition, etc.)
---------------	---------	---------------	-------	--

/ = verified to receipt * = beginning balance verified to prior month report ^ = math verified

Note of "special" District use during the month:

Event: _____ Dates: _____

Starting Mileage: _____ Ending Mileage: _____

Additional Comments: _____

Signature _____ Date _____

*****An entry should be made each time the vehicle is fueled or serviced. *****
The report should be turned in at the end of each month.