



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 037**

Use of District Vehicles

I. PURPOSE

To ensure fiscal responsibility as it relates to use of District vehicles.

II. SCOPE

This policy applies to any MJFD member who drives a District vehicle.

III. POLICY

It is the policy of the MJFD to assign a District vehicle to certain members with the understanding that it is a public safety vehicle and subject to the guidelines set forth below.

IV. GUIDELINES

- A. The District may at its discretion provide a take-home vehicles to specific command, staff officers or other individuals designated by the Fire Board. These vehicles may be taken home due to the need for availability for 24-hour response to emergency scenes. Additionally, the vehicles may be driven for business purposes at any time.
- B. Use of code lights, sirens or other emergency response equipment in District-issued vehicles shall be limited to appropriate District response situations only.
- C. Any member who is issued a District vehicle shall use the vehicle for personal use only to commute to and from MJFD work and for infrequent, de minimus occurrences. The use of District vehicles for other personal business is prohibited.
- D. Unauthorized persons shall not operate District vehicles or any equipment within the vehicle. All drivers shall possess a valid State of Arizona driver's license.
- E. The driver and all passengers of any District vehicle shall use seat belts.
- F. The driver of any District vehicle shall not use a cell phone while driving.
- G. District vehicles shall be driven in accordance with all applicable traffic laws. The driver is responsible for the payment of any fines levied for driver related violations.
- H. Vehicles shall be driven within the operational and design limits of the vehicle. Special attention must be given to traffic, weather, and/or other road conditions.
- I. District vehicles shall not be used for the storage of personal belongings that could interfere with the use of the vehicle for any District purpose.
- J. The member to whom the vehicle is assigned shall be assigned to keep the vehicle clean and in good mechanical condition at district expense.
- K. All accidents, regardless of the severity, and any damage to District vehicles shall immediately be reported to the Fire Chief, who will notify the Board Chairman. In the event of such, the driver shall ensure that required police reports are filed and insurance information is exchanged. The driver shall also follow District policy regarding drug/alcohol screening following a driving accident.
- L. In the event that an officer is assigned a take-home vehicle and is required to be on call for a 24- hour period, he shall be authorized to transport immediate family members of age 16 or older. If the officer is required to report to an emergency scene with a family member(s) in the vehicle, the family member(s) shall remain in the vehicle during the emergency scene.

Approved by the Mescal-J6 Fire District Governing Board on September 8th, 2015. Replaces February, 2012