Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.4.03

2. SUBJECT: ***Official Use of District Vehicles***

3. POLICY: All District vehicles shall remain the sole property and under complete control of Grant County Fire District 3. District vehicles shall be operated in a manner that is consistent with the Policies and Procedures of Grant County Fire District 3, federal, state and local regulations. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   . Vehicles shall be equipped with the necessary equipment to provide those functions for which they are intended.

   B. The District's Fire Chief shall be authorized to use a District owned staff vehicle. The use and operation of this vehicle shall be guided by the following.

      1. During all times while on District business within the District boundaries.
      2. During anytime he/she is within the District boundaries and available for emergency response.
      3. For those travels outside the District while representing Grant County Fire District 3.

   C. The District's Deputy Chief shall be authorized to use a District owned staff vehicle. The use and operation of this vehicle shall be guided by the following.

      1. During all times while on District business within the District boundaries.
      2. During anytime he/she is within the District boundaries and available for emergency response.
      3. For those travels outside the District while representing the Grant County Fire District 3.

D. The District's Assistant Chief shall be authorized to use a District owned staff vehicle. The use and operation of this vehicle shall be guided by the following.

1. During all times while on District business within the District boundaries.
2. During anytime he/she is within the District boundaries and available for emergency response.
3. For those travels outside the District while representing the Grant County Fire District 3.

The on-call District Duty Officer shall be authorized to use a District owned staff vehicle. This vehicle shall be immediately available to the District Duty Officer and provide emergency response capability. The use and operations of this vehicle shall be guided by the following.

1. During all hours for emergency response.
2. During all hours for travel within the District boundaries.
3. During his/her coverage period when it is necessary to be out of the District but still capable of emergency response.

E. Vehicles will be used for official Grant County Fire District 3 use only, such as:

1. Responding to and returning from alarms.
2. Use at alarms.
3. Attending schooling, training and meetings approved by the District Fire Chief or designee.
4. Fire Prevention, Community Outreach and Community Risk Reduction programs.
5. An unusual request shall be approved by the District Fire Chief or designee.

F. Any damage or repairs incurred due to use other than District business shall be the responsibility of the person involved.