



Roosevelt Fire District

Section: Light Duty Vehicle Policy

Guideline:

The Roosevelt Fire District (RFD) owns several light-duty vehicles that are owned and operated to better support the emergency and non-emergency operations of the fire district. As these vehicles are publicly owned and financed, it is important that such units are utilized in the best interest of the RFD's operation, public image, and support of the RFD's membership and employees.

General Requirements

The scope of this document shall apply to those vehicles owned by the RFD that are generally under 10,000 GVWR that have not been substantially modified for specific vocational use. Examples of vehicles that this policy applies to are pickup trucks (utility vehicles) and passenger vehicles (chief's cars and passenger vans). Vehicles such as brush trucks and ambulances are not subject to this policy.

The following guidelines shall apply:

1. Any RFD member, employee, or fire commissioner over 18 years old may operate a light-duty vehicle in a non-emergency response mode once they are successfully registered with the Board of Fire Commissioners into the license notification system.
2. Any RFD member may operate a light-duty vehicle in an emergency mode that meets Item #1, has three years of driving experience, and has taken the safety course approved by the Board of Fire Commissioners.
3. Light-duty vehicles are permitted to be utilized for non-emergency tasks that are directly part of an RFD need. This would include the following types of use:
 - a. Attending an RFD approved class
 - b. Attending a meeting to represent the RFD
 - c. Going to a vendor or store to pick up materials for a District or Company function
 - d. Transport equipment and/or personnel to scenes, drills, or fire stations
 - e. Conducting external business, such as pre-incident planning, fire prevention, inspections, surveys, etc.
4. Light-duty vehicles are permitted to be utilized for emergency tasks when fire apparatus is not necessarily needed for operations. The decision to utilize a light-duty vehicle or fire apparatus is with the officer in charge.
5. Light-duty vehicles should also be used in place of personal vehicles where they directly support an incident, such as rehabilitation and support roles, traffic control, and cleanup.
6. Except where the Chief of Department has deemed special assignment of a light-duty vehicle to fully replace fire apparatus or the ambulance, such as running a light-duty

vehicle for EMS calls when the ambulance is out of service, the vehicles shall not be outfitted for a specific task.

7. Vehicle usage is “first come, first serve” unless a specific need is communicated by the Chief of Department.
8. All non-emergency tasks of a light duty vehicle shall be noted on the station whiteboard, indicating destination, purpose, and operator.
9. Personal uses, including the running of personal errands, is not permitted.
10. Only RFD members, employees, and Fire Commissioners shall operate or ride in any vehicle. The only two exceptions are:
 - a. A member of another fire department during an emergency incident or when pre-approved for carpooling to a meeting or class.
 - b. When the officer in charge deems transportation of non-RFD members is in the best interest of the RFD, such as transporting family members to the hospital to connect with a family member that is sick or injured at the incident, safety-related items, or part of the incident’s ongoing investigation.
11. In addition to all the above allowances, using the vehicle beyond 25 miles from the RFD border requires permission from the Board of Fire Commissioners.

Take-Home Vehicles

The Board of Fire Commissioners may permit a light-duty vehicle to be assigned as a take home vehicle on a limited or regular basis. This is generally limited to Chief Officer positions but, by vote of the Board of Fire Commissioners, can be extended to meet an organizational need.

Any take-home vehicle shall be subject to these additional guidelines:

1. The vehicle shall be principally parked at the residence of the member. Alternative location(s) shall be declared.
2. The vehicle shall be parked at Station #3, or as directed by the Board of Fire Commissioners, if the assigned member is unavailable to respond for greater than 5 days. This would include vacations, extended illness, out-of-town work engagements, and similar situations.
3. Vehicles shall not be modified without the approval of the Board of Fire Commissioners.
4. The vehicle can be driven for non-business use while the assigned member is available to respond to incidents, both in personal availability and a proximal distance for response.
5. Non-members may occasionally ride in the vehicle, provided they are the spouse, partner, or immediate family of the assigned member and at least 14 years of age. Non-members shall not be permitted in the vehicle during emergency responses.