

TABLE OF CONTENTS

CHAPTER 11: VEHICLE USE

	<u>Page</u>
POLICY 11.1: VEHICLE USE.....	1
A. INTRODUCTION	1
B. POLICY.....	1
C. QUALIFICATION AND LICENSURE	1
D. RESPONSIBILITIES	1
E. SEAT BELTS.....	1
F. IDENTIFICATION.....	1
G. OPERATION BY CIVILIANS	2
H. TRANSPORTATION OF CIVILIANS PROHIBITED; EXCEPTIONS.....	2
I. PERSONAL USE PROHIBITED.....	2
J. USE OF STAFF VEHICLES.....	3
K. VEHICLE USE OUTSIDE DISTRICT BOUNDARIES	3
L. ASSIGNMENT	3
M. RADIO USE.....	3
N. SIGNS AND DECALS.....	3
O. APPROPRIATE VEHICULAR SPEED.....	3
P. VEHICLE OPERATION CODES	4
Q. DISTRICT VEHICLE & PROPERTY ACCIDENT REPORTING	4
R. MAINTENANCE OF VEHICLES	5
S. REPAIR OF VEHICLES.	5
T. USE OF PERSONAL VEHICLES	5

POLICY 11.1: VEHICLE USE

A. INTRODUCTION

This policy applies to and regulates the use of all vehicles owned by the District, and prescribes their proper use under routine and emergency conditions.

B. POLICY

The use of vehicles creates special responsibilities for officers and employees of the District. Vehicle operators have the responsibility to operate vehicles in a safe, lawful and skillful manner, and shall at all times give the highest priority to the safety and welfare of the general public. Operators shall obey all laws and District policies pertaining to the operation of District vehicles.

Legal constraints for the operation of emergency vehicles are provided in the Oregon Revised Statutes. All officers and employees of the District will operate emergency vehicles in accordance with these statutes. Operators shall familiarize themselves with ORS 820.300 - 820.320, with particular attention to ORS 820.300 (2) (a) and (b).

C. QUALIFICATION AND LICENSURE

No person shall operate a District vehicle unless he or she is qualified and authorized to do so. In order to operate a district vehicle they shall possess a valid Oregon Drivers License, meet the district Motor Vehicle Record (MVR) policy as outlined, and complete the requirements as described in the Support Driver, Driver, and Engineer Handbook. The following criterion is the district's MVR standard.

Motor Vehicle Record (MVR)

The district, using the Automated Reporting System through DMV, shall monitor a MVR of all personnel.

No conviction for a Class B or higher traffic misdemeanor is allowed within the last three (3) years. Personnel are allowed up to two (2) convictions for Class C traffic misdemeanors or two (2) "moving" traffic infractions or one (1) chargeable* accident or the combination of one (1) citation and one (1) chargeable accident within the last three (3) years. Instances in excess of this allowable standard will be cause for a review by Staff Officers and possible suspension of driving privileges. Reinstatement will be considered upon receipt of proof of a driving record that qualifies under current standards for the immediate past three (3) years.

*Note: The term "chargeable" refers to any accident appearing on an MVR that does not fall into one of these categories: a) driver is the victim of a hit-and-run; b) driver is rear ended while stopped; c) driver is reimbursed on behalf of or by the other party; d) the other driver is cited as the cause of the accident.

D. RESPONSIBILITIES

Officers and employees [and volunteers] assigned to operate District vehicles are responsible for the operation, care and condition of such motor vehicles, and for their cleanliness.

E. SEAT BELTS

Every operator and passenger riding in a District vehicle shall utilize his or her respective seat belt[s] while the vehicle is in motion. It is the responsibility of the operator to assure that all passengers utilize seat belts.

F. IDENTIFICATION

All vehicles owned by the District shall bear external identification indicating that they are property of the District.

G. OPERATION BY CIVILIANS

Only District officers, employees [and volunteers] shall be permitted to drive District-owned vehicles, except for purposes of mechanical maintenance or technical evaluation.

H. TRANSPORTATION OF CIVILIANS PROHIBITED; EXCEPTIONS

Operators of District vehicles shall not transport civilians or other unauthorized persons in or on District vehicles except as authorized by a superior officer, in an official capacity, or as provided in this Policy.

1. Staff Vehicles. Civilians are not permitted to travel in District staff vehicles, except when such civilians are:
 - a. Accompanying a District employee to an official District function located outside District's boundaries, or
 - b. Directly involved in the transaction of District business, or
 - c. Transported in the course of District response to a public assistance call.
2. Emergency Vehicles. Only District employees or volunteers shall be allowed in or on the District's emergency vehicles. Civilians are not permitted to be in or on District emergency vehicles, except when such civilians are:
 - a. Directly involved with an alarm or emergency.
 - b. Participating in an authorized ride-along program with proper forms recorded.
 - c. Acting as mutual-aid personnel.
 - d. Participating in a scheduled and approved public relations program.

I. PERSONAL USE PROHIBITED

District vehicles shall be used only in the course of official District business, and not for personal business or private gain. However, an "On Duty" officer will be allowed limited personal use.

J. USE OF STAFF VEHICLES

Staff vehicles are to be used only for District business.

K. VEHICLE USE OUTSIDE DISTRICT BOUNDARIES

District-owned vehicles are not to leave the District other than on official District business, for maintenance purposes or as approved in advance by the Chief Executive Officer.

L. ASSIGNMENT

Assignment of vehicles shall be done by the Chief Executive Officer. Employees must be cognizant of their high visibility, and the potential damage to the public trust if misuse occurs. Violation of this policy or any misuse of District vehicles shall result in disciplinary action being taken.

M. RADIO USE

Unless authorized by a supervisor, operators assigned to a District vehicle equipped with a radio shall maintain the radio on the appropriate frequency, and shall not turn the radio off while operating the vehicle except when responding to situations involving explosive devices believed to be electrically or electronically activated.

N. SIGNS AND DECALS

Employees are prohibited from applying or placing any signs, decals, posters, insignia, bumper stickers, window stickers or any other items on District vehicles, unless authorized to do so by the Chief Executive Officer.

O. APPROPRIATE VEHICULAR SPEED

When practical, all travel in District vehicles shall be at the designated road speed or less. When traffic conditions make such speeds impractical, the vehicle shall be operated in accordance with the general flow of traffic.

P. VEHICLE OPERATION CODES

District vehicles shall be operated in strict conformance with all the provisions of the categorical designations set forth below:

1. Non-Emergency. Assignments which are not urgent. Units on such calls shall comply with all traffic laws.
2. Emergency. Emergency assignments where there is a danger or threat of danger to life or property. These calls require all practical haste. Response to these calls shall be made with the emergency light and siren in operation at all times. Traffic control devices should be observed to the extent the operator is unsure that all traffic has

yielded the right-of-way. Lights and siren must be employed when the operator chooses to take advantage of the exemptions granted to an emergency vehicle, such as proceeding past a red signal or exceeding the speed limit. No vehicle shall be operated in excess of the safe speed for the conditions present or shall endanger persons or property. Operators must remember that the use of any emergency equipment does not relieve them of the responsibility for the consequences of such operation.

3. Exemptions. Exemption from certain provisions of the Traffic Code does not relieve the operator of an emergency vehicle from the duty to drive with due care for the safety of all persons using the roads, nor do the exemptions protect them from the consequences of exercising such privileges. See ORS 820.300(2)(a-b).

Q. DISTRICT VEHICLE AND PROPERTY ACCIDENT REPORTING

Minor Damage, Non-Injury Vehicular Accidents: When any District vehicle is involved in a minor accident that does not affect the operations of the vehicle or incur damage to any other vehicle, person or property, (work damage or vandalism are included in this category) the following procedures shall be observed:

- a. Operator shall report incident to their Duty Officer who will inform the Fire Chief
- b. Every vehicle accident, regardless how minor, shall be documented on the Accident Reporting form.
- c. The Fire Chief will determine the need for further investigation.

Major Vehicular Accidents: When any District vehicle is involved in an accident resulting in major property damage that interferes with the operation of vehicle, or damage to public property or injury to any person, the following procedures shall be observed:

- a. Operator shall immediately report such fact to the Dispatcher and to the operator's supervisor; remain at the scene until a police report is made in the case of a fatality, injury, extensive damage, or damage that renders a vehicle inoperative
- b. Any accident resulting in personal injuries or death must be reported immediately to the Fire Chief.
- c. Whenever an accident occurs, every employees' initial responsibility is to evaluate and provide for scene safety and medical care.
- d. Personnel involved in the accident shall exchange information as outlined in the Accident Reporting form located in each vehicle and station.
- e. An Oregon DMV accident form must be completed within 72 hours if accident meets their criteria
- f. Duty Officers and Supervisors will ensure that copies of all completed vehicle accident forms are submitted to the Fire Chief as soon as possible.

Equipment or Property Accidents: Whenever an accident occurs that causes damage to any District equipment or property, the following procedures shall be observed:

- a. Every employees' initial responsibility is to evaluate and provide for scene safety and medical care.

- b. Personnel involved in the accident must follow the steps outlined on the Safety Incident Procedures form
- c. Duty Officers and Supervisors will ensure that copies of all completed accident forms are submitted to the Fire Chief as soon as possible. The Fire Chief will determine the need for further investigation.

R. MAINTENANCE OF VEHICLES

Operators shall be responsible for the proper maintenance of any vehicle assigned to them. This service shall include fuel, oil, water, tire check, wash windshield, and clean the interior of the vehicle of debris and clutter. All vehicles shall have routine maintenance as required, including lubrication, oil and filter changes, tire changes, and other preventive maintenance measures. The operator shall complete the necessary maintenance forms and documents in a timely manner.

S. REPAIR OF VEHICLES

When a vehicle is found to be inoperative or unsafe to use due to damage, mechanical failure, or normal wear, the operator to which the vehicle is assigned shall submit (on the proper District forms) a report on the condition of the vehicle to the operator's supervisor as soon as time permits. No officer, employee or volunteer shall attempt to repair any District vehicle unless authorized by a supervisor.

T. USE OF PERSONAL VEHICLES

All officers, employees and volunteers seeking reimbursement for vehicle expense shall have the specific advance approval of the Chief Executive Officer before using their own or other privately owned vehicle for District business. The District provides liability insurance for officers, employees, and volunteers for the acts in which they become involved. However, officers, employees and volunteers must be advised that they must provide coverage for privately owned vehicles. Personal vehicles used for District business must be in good repair. Campers and motorcycles shall not be used when conducting investigations or representing the District. When responding to an emergency in a private vehicle, all traffic laws shall be complied with.