



Rogers Fire Department Standard Operating Procedures

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PURPOSE

The purpose of this policy is to establish a procedure for the issuance and use of fire department issued vehicles.

POLICY

The fire department's mission requires expeditious off-duty response of staff and support personnel to emergency incidents. This response is critical to the effective and efficient implementation of the Rogers Fire Department's Incident Command System.

Personnel assigned department vehicles must be subject to call after their regular duty hours to respond to a wide variety of situations. These members must live within the City of Rogers or within a reasonable commuting distance, as designated by the Fire Chief. Overnight use of a department vehicle is not a right, and is subject to revocation upon failure to comply with this regulation, excessive vehicle accidents, or vehicle abuse.

Department vehicles are to be used for official business only. Department vehicles will be operated only by city employees or authorized maintenance personnel. Transport of non-city employees in assigned vehicles will be allowed as required for city-related duties. The transport of immediate family members or other individuals is prohibited without the approval of the member's supervisor or the Fire Chief.

Take home vehicles will be parked off the street and locked at all times. All unattached department equipment will be removed or secured in the vehicle during off-duty hours. The city is not responsible for personal items left in a vehicle.

Members assigned department vehicles will be responsible for the general maintenance and cleanliness (ie: oil change, washing, waxing) of their assigned vehicle. The Fire Chief or his designee, at his discretion, will conduct inspections

of department vehicles. However such inspections will be conducted not less than once per year. Inspections may include, but are not limited to, the exterior, interior, trunk, and glove box area.

Fire department personnel will monitor their assigned radio channel at all times while operating a department vehicle. Fire department personnel are required to respond to any significant emergency occurring while they are operating department vehicles when off-duty. While utilizing department vehicles, members will conform to the requirements of the Rogers Fire Department Uniform and Appearance Policy.

When vacation or authorized leave in excess of three (3) working days is taken, the assigned department vehicle will be left at a fire station and made available for department use unless the vehicle is stored inside a garage.

The following equipment will be carried in the assigned department vehicle and maintained in proper condition at all times:

1. Protective clothing and equipment
2. Department of Transportation Emergency Response Guidebook
3. ABC Multipurpose Dry Chemical Extinguisher
4. Medical Gloves, CPR pocket mask, First aid kit