

Use of District Vehicles

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures for the use of District take-home vehicles. The use of take-home vehicles is an essential component of the District's response program, which ensures resources are available in the event of an emergency or critical incident. To facilitate faster response to incidents or for other legitimate District needs, members may be allowed to take District vehicles home. These vehicles provide the means to respond directly to an incident without first diverting to a fire station to retrieve a vehicle and/or needed equipment.

703.1.1 DEFINITIONS

Definitions related to this policy include:

Take-home vehicle - A vehicle owned by the District that is authorized for commuting between work and home and/or official use. District vehicles secured at a location other than the member's assigned work location for the purpose of shortening a member's commute shall also be considered take-home vehicles.

703.2 POLICY

It is the policy of the Fresno County Fire Protection District to authorize take-home vehicles for members under certain specific conditions:

- **Emergency response** - A member's assignment requires immediate response during off-duty and/or standby hours to other than the member's normal work location to handle an emergency action.
- **Investigative response** - A member's assignment requires timely response during off-duty and/or standby hours to other than the member's normal work location to handle a fire investigation.
- **Vehicle/Facility Repair use** - A member's assignment requires timely response during off-duty/or standby hours to other than the member's normal work location to repair District owned vehicles and/or facilities.

The assignment of take-home vehicles is at the sole discretion of the Fire Chief or the authorized designee and is subject to change without notice.

703.3 PROCEDURE

District members authorized to use take-home vehicles must adhere to the following guidelines. District members may use the vehicle to:

- Commute between their residence and workplace.
- Conduct legitimate District-related business that occurs outside normal working hours, including, but not limited to, attendance at special meetings and recall to duty.

Fresno County Fire Protection District

Policy Manual

Use of District Vehicles

- Firefighters authorized to use take-home vehicles are to monitor the radio whenever they are operating the vehicle. They are to make appropriate notification or take appropriate action on any fire-related matter that may come to their attention via the radio or through personal observation.
- District members are prohibited from driving District vehicles any time their driving ability may be impaired by prescription or non-prescription drugs or alcoholic beverages.
- Passengers must be those required for District business unless otherwise authorized by a Division Chief.
- District take-home vehicles are to be left at a fire facility during vacations or other period of leave in excess of seven days.
- District members shall not relinquish control of, nor allow any person to operate District vehicles if that person is not a member of the District, except in the case of an emergency where the member is unable to drive him/herself.
- District members should not use District vehicles for personal errands or business, except for minor deviations from official business for personal reasons and with the approval of the member's supervisor and within the District's jurisdiction.

703.3.1 ASSIGNED VEHICLE AGREEMENT

Members who are assigned a take-home vehicle shall be required to sign an assigned vehicle agreement stating the vehicle has been assigned for a member's use within the job assignment and may be used to transport the member to and from his/her residence for work-related purposes.

The agreement will require the member to be responsible for the vehicle's care and maintenance. The District will provide necessary care/maintenance supplies/services.

The agreement shall state that the member agrees to comply with this policy.

703.3.2 VEHICLES SUBJECT TO INSPECTION

All District-owned vehicles are subject to inspection and/or search at any time by a supervisor. No member assigned to or operating such a vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 VEHICLE SECURITY

Take-home vehicles shall be subject to the following criteria:

- (a) Off-street parking shall be available at the member's residence.
- (b) Vehicles shall be locked when not attended.
- (c) Investigators with peace officer powers shall secure any firearm in the lockbox in the vehicle or inside the residence when the vehicle is not attended.

Fresno County Fire Protection District

Policy Manual

Use of District Vehicles

703.3.4 ACCESSORIES AND/OR MODIFICATIONS

No modifications, additions or deletions of any equipment or accessories shall be made to District vehicles without written permission from the designated vehicle manager.

703.3.5 TOLL ROAD USAGE

Members responding to an emergency or incident on the toll roads, while on-duty, are exempt from paying the toll. All members passing through a toll plaza or booth during a response to an emergency shall draft a memo to the Administration Chief within two working days, from incident return, explaining the circumstances and providing documentation of the incident.

Non-emergency travel does not qualify for this exemption and members operating District-owned vehicles are responsible for the toll charge. Members may seek reimbursement from the District or agency requiring the official toll road travel. Reimbursement requests shall follow the chain of command and be approved by a Division Chief.