

CLARENCE FIRE DISTRICT NO.1
ASSISTANT CHIEF PERSONAL VEHICLE USE POLICY

- I. **SCOPE:**
This policy applies to firefighters who are required to use their personal vehicle as an emergency vehicle.
- II. **OBJECTIVE:**
The objective of this policy is to set forth guidelines for the use of the vehicle while responding to emergency calls on behalf of the Fire District and also the District's financial remuneration to the individual that uses their personal vehicle as an emergency vehicle.
- III. **DISTRICT GUIDELINES:**
The Board of Fire Commissioners has approved the following guidelines. Situations not covered by these rules should be left to the good judgement of the Board of Fire Commissioners.
1. Only designated Fire District personnel shall drive the vehicle while displaying the District installed lights, siren and radio within the Clarence Fire District or its vicinity to respond to emergency calls.
 2. Any use of the vehicle to respond to emergency calls shall at all times fully comply with all New York State emergency and non-emergency driving laws including those contained in New York State Vehicle and Traffic Laws.
 3. Any violation of these rules may result in the loss and/or privilege to possess the equipment required to operate the vehicle as an emergency vehicle.
 4. Any personal vehicle outfitted with lights, siren and radio, upon their removal, will be repaired as close as possible to the condition of the vehicle prior to the installation at District expense.
 5. Firefighters, acting in the capacity of assistant chief, that use their personal vehicle as an emergency vehicle will be reimbursed quarterly by the District for the expense to operate that vehicle at the Internal Revenue Service current mileage rate times nine miles for each emergency call attended. This payment will be made to elected Assistant Chiefs as well as those firefighters asked to temporarily act as Assistant Chief in the absence of a Chief Officer. (Firefighters temporarily acting as a Chief must ensure the Chief submits an "Officer Vacancy Form", see attached, to receive payment from the District.) Assistant Chiefs using their personal vehicle as an emergency vehicle at an incident will indicate as such on the call sheet by the use of a "P" next to their signature. The District Secretary/Treasurer will tabulate the value of reimbursement requests based on these notations by the Chiefs on the call sheets and submit to each Assistant Chief for verification. This tally of number of incidents attended using a personal vehicle may not be altered without consent of the Board of Fire Commissioners.
 6. Personal vehicles used by Assistant Chiefs to emergency calls shall be equipped with a radio, red and white lights and a siren. Such lights must be installed so as to be visible from all sides of the vehicle. Any required electrical system upgrades to the vehicle, as well as electrical system maintenance directly related to the use of the emergency lights, will be the responsibility of the District.
 7. The cost of insurance on personal vehicles used as emergency vehicles is the responsibility of the individual owning the vehicle.
- IV. This policy rescinds Clarence Fire District No. 1 policies numbered 06-04-16 and 06-07-16.
- V. This policy is adopted effective July, 2010.

By order of the Board of Fire Commissioners
Clarence Fire District No. 1
Policy Number 10-07-16
F:/District Secretary/Policies/ Assistant Chief Vehicle Use

To: District Incident Input Clerk

From: The Chief

Date: _____

Please note that the following individual(s) will be moving up to cover officer vacancies:

<u>Name</u>	<u>For the Period (Date and Times)</u>	<u>Rank</u>

To: District Incident Input Clerk

From: The Chief

Date: _____

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