

CLARENCE FIRE DISTRICT NO.1
USE OF DISTRICT CHIEF VEHICLES POLICY

I. **SCOPE:**

This policy applies to all Chiefs/Assistant Chiefs who are provided with emergency vehicles.

II. **OBJECTIVE:**

The objective of this policy is to set forth guidelines/rules for the use of these emergency vehicles. The use of these vehicles is to permit the Chief, Assistant Chief, or the Chief's designee, to respond to emergency calls and to attend meetings, etc. that pertain to the Fire District and/or the Fire Company.

III. **DISTRICT GUIDELINES:**

The Board of Fire Commissioners has approved the following guidelines/rules for the use of these vehicles. Situations not covered by these rules should be left to the good judgement of the person driving these vehicles, remembering the public opinion of the taxpayers of the Clarence Fire District and the good name of the Clarence Fire District and the Fire Company.

The following guidelines/rules are established:

1. Only designated Fire District personnel shall drive the Chief's or Assistant Chief's vehicles.
2. The Chief's or Assistant Chief's vehicle shall be used only to transport the Chief, Assistant Chief, or other authorized personnel.
3. The Chief's or Assistant Chief vehicles may be used for reasonable personal travel within a fifteen-mile radius of Clarence Firehall.
4. The Chief's or Assistant Chief's vehicle may be used to transport the Chief or Assistant Chief to and from his place of work, provided such place of work is within the Town of Clarence or its vicinity. Vicinity shall be defined as a ten-mile radius from the Clarence Firehall.
5. The maximum mileage allowance per month shall be 1,000 miles excluding special District business to be documented on the chief's vehicle log. Any miles in excess of that shall be billed to the Chief/Assistant Chief at the IRS mileage rate.
6. Any chief/assistant chief who is provided with a Fire District vehicle shall complete the "Clarence Fire District No. 1 Vehicle Report" (see attachment #1 to this policy) on the first day of each month and submit to the Fire District Secretary. The Board of Fire Commissioners shall review the "Report" at the monthly meeting.
7. If the Chief or Assistant Chief shall be out of the Fire District for any protracted length of time or out of service for any reason, the Chief's or Assistant Chief's vehicle shall be turned over to an assistant chief or duly authorized officer of the Fire District.
8. The Chief's or Assistant Chief's vehicle shall not be used by anyone while engaged in any commercial endeavor, whether within the Fire District or not.

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III. DISTRICT GUIDELINES (continued):

9. Any use of the Chief's or Assistant Chief's vehicle 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 & Traffic Laws.
10. Violation of these rules and regulations may result in the loss and/or privilege to use such vehicles.
11. The Board of Fire Commissioners has complete and total authority to monitor and to regulate any use of the Clarence Fire District No. 1 owned Chief's or Assistant Chief's vehicles.

IV. This policy rescinds the Clarence Fire District No. 1 policy regarding the use of the Chief's vehicle dated June 14, 2004.

V. This policy is adopted effective October 17, 2005.

By order of the Board of Fire Commissioners
Clarence Fire District No. 1
Policy Number 05-10-3

F:/District Secretary/Policies/Chief Vehicle Use

