

# Grand Forks Fire Department

## Standard Operating Procedures

<b>SOP#</b> <b>102.09</b>	<b>Section</b> <b>Rules and Regulations</b>	<b>Title</b> <b>Vehicles and Equipment</b>
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1. General requirements
  - A. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
  - B. Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
  - C. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the member's supervisor. Damage, destruction, or loss due to the member's negligence may result in his being required to make restitution. Disciplinary action also may be taken as appropriate.
  - D. Members shall return vehicles and equipment issued to them or entrusted to their care immediately on separation from service.
  - E. A member required to drive a vehicle owned or operated by the department shall possess an appropriate and valid driver's license.
  - F. Members shall drive in a safe and prudent manner and shall obey all applicable federal, state, and local traffic regulations when driving or operating a vehicle owned or operated by the department.
  - G. Members shall properly wear safety restraint devices whenever driving or riding in a vehicle owned or operated by the department.
  - H. Members shall not use tobacco products while driving or riding in a vehicle owned or operated by the department or any other City department.
2. Use of department vehicles
  - A. Vehicles owned or operated by the department shall be used for city business only. City business means any authorized work or activity performed by a member on behalf of the city.

- B. An officer may authorize a brief stop at a convenience store or other similar establishment for a break while his company is within its district performing an authorized activity. The company must maintain radio contact and remain available for calls.
  - C. Department vehicles may be used to procure meals or groceries for station meals. When obtaining groceries, a company must do the following:
    - 1. Maintain radio contact and remain available for calls.
    - 2. Send only one crewmember (with a portable radio) into the store to procure the supplies.
    - 3. Make only one trip per shift.
3. Taking vehicles home
- A. When circumstances warrant, the fire chief may authorize members to take a vehicle home on a case-by-case basis.
4. Motor pool
- A. The department shall maintain a motor pool of vehicles for use by members while on duty.
  - B. The vehicles in the motor pool shall be staged at the department's headquarters facility, and the Battalion Chiefs shall keep the keys in the watchroom.
  - C. If a motor pool vehicle is unavailable, the fire chief may authorize an employee to use his personal vehicle. Employees shall be reimbursed according to city policies and procedures.
5. Injuries and property damage:

As per the City Safety Policy & Manual: In the event an operator of a City vehicle is involved in an accident, regardless of severity, the City Police Department should be called to the scene to prepare a report. The responsible Supervisor is also to be notified of any accident involving a City vehicle. If the accident takes place outside of Grand Forks, the law enforcement agency of that jurisdiction should be asked to contact the Safety Coordinator. The operator of the City vehicle involved in the accident should provide all necessary identification and insurance information to the other party involved. The other party must also provide identification and insurance information to the City employee. The Vehicle Accident Report Form must be completed and a copy sent to the Personnel Department.