

SPOKANE COUNTY FIRE DISTRICT 8

Policy

P10.10.09
Staff & Utility Vehicle
Take Home



Adopted: 07/011/17

Board Chair:
Commissioner:
Commissioner:

[Handwritten signatures]

Policy: The Fire District provides vehicles for certain employee's use so the employees may respond to emergency situations or critical business activities directly, 24 hours per day, and have the necessary personal protective clothing, communications equipment and tools at their immediate disposal. All such vehicles shall be clearly marked with the District's name and insignia. The purpose of this policy is to clarify who may take staff and utility vehicles home for use in response to emergencies and critical business for operational efficiencies on a 24 hour basis in a manner that qualifies as a qualified non-personal use of a vehicle under IRS regulations.

Criteria for Response

The criteria for determining eligibility in taking a staff and utility vehicles home are as follows:

1. Response time from residence to the department boundary must adequately meet the operational needs of the agency, and,
2. On-scene presence at emergency scene is necessary and time critical,
3. Tools or services required that need an immediate response to mitigate a situation deemed time critical, and,
4. Other criteria determined or established by the Board of Fire Commissioners.
5. Reasonable exceptions to the above criteria may be granted by the Fire Chief or his/her designee on a case-by-case temporary basis.

Restriction on Use

1. Employees in a duty status that requires a response shall be required to use the vehicle when commuting to and from the workplace and shall be permitted to use the vehicle for incidental personal trips and business when necessary to maintain a state of readiness to enable such personnel to provide emergency responses.
2. Employees shall be prohibited from using the vehicles for travel outside the maximum response time boundaries established by the Chief and shall be prohibited from using the vehicle for personal uses other than set forth in this policy.

Authorized Employees

1. Employees who have been determined to meet the criteria outlined above and are authorized to take staff or utility vehicles home are as follows:
 - a. Fire Chief
 - b. Assistant Chief
 - c. Division Chief of Training
 - d. Division Chief of Support Services
 - e. Division Chief of Fire Prevention and Public Education
 - f. Any other position or individual authorized by the Fire Chief