



## VEHICLE USAGE POLICY

District vehicles shall only be used for official District business. District vehicles and privately owned vehicles being operated for District business shall be operated in a safe and legal manner.

Each Fire Chief shall be responsible for ensuring uniform application and interpretation of and shall also be responsible for ensuring that proposed exceptions are considered for maximum benefit to the District.

Proposed exceptions to this Policy require board approval; unless an immediate situation presents itself, in which case a report will be made to the board after the fact.

### VEHICLE USAGE PROCEDURES

- The Fire Chiefs are responsible for verifying that all drivers are legally licensed and trained to drive a vehicle before allowing an individual to drive a district owned vehicle.
- **Response in privately owned vehicles:** When a volunteer responds to the station or to the scene of an emergency in his/her private vehicle, all applicable motor vehicle laws must be followed. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their private vehicles are not emergency vehicles and are not afforded any exemptions or special privileges under state law. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension and/or loss of driving privileges.



## VEHICLE USAGE PROCEDURES CONT.

### D. PRIVATELY OWNED VEHICLES

1. The use of privately owned vehicles for official District business shall be allowed and encouraged when such use is determined to be in the best interest of the District.
2. Use of a privately owned vehicle for official District business shall not be mandatory unless specifically stated as a condition of employment.
3. Prerequisites for Private Vehicle Authorization
  - a. A copy of a valid California driver's license on file with the District Secretary.
  - b. Proof of sufficient public liability and property damage insurance at least equal to the requirements of the financial responsibility laws of the State of California (Vehicle Code Section 16430).
  - c. The vehicle shall be a conventional four-wheel, enclosed vehicle.
  - d. The vehicle shall be equipped with seat belts.
  - e. The vehicle shall be in sound mechanical condition, adequate for providing required transportation in a safe manner and without unreasonable delay.
4. Mileage Claims
  - a. Only those miles traveled in the performance of District business and authorized in advance by the Board or Fire Chiefs shall be claimed.
  - b. Mileage reimbursement shall be at the annual rate set by the IRS.
  - c. Mileage claims shall be submitted to the Treasurer within five days following the end of the calendar month during which the mileage is accrued.



## VEHICLE USAGE PROCEDURES CONT.

### E. DISTRICT VEHICLE USE, SAFETY, ACCIDENTS AND LIABILITY

#### 1. Permitted Use

District owned vehicles shall be used for official District business only and shall be operated in a manner consistent with all safety and legal requirements.

##### a. Drivers

The provisions of this policy shall not be construed to prohibit the use of District vehicles by properly authorized drivers.

##### b. Driver's Responsibilities

The driver of a motor vehicle used for District business must be satisfied that the vehicle is in good operating condition before embarking on a trip. The following items are to be checked by the driver prior to the use of any vehicle: tires, brakes, lights, fuel, horn, rear view mirrors, steering, and windshield wipers. All mechanical defects must be reported to the appropriate Fire Chief.

##### c. The use of seat belts is mandatory. It is the driver's responsibility to ensure that all passengers are provided with and are utilizing seat belts.



## VEHICLE USAGE PROCEDURES CONT.

### 2. Accident Reporting

The Fire Chiefs are responsible for processing all vehicle/accident claims by and against the District. The procedures listed below shall be followed.

- a. Individuals who are involved in a vehicle accident while driving a District owned or rented vehicle or their own car on District business must report the accident to the appropriate authority having traffic accident investigative responsibilities and their Chief or designated representative.
- b. The driver must complete "PRCSD Driver's Report of Accident" Form and forward to the Fire Chief. The Fire Chief must then complete the appropriate section.

If the driver is injured and unable to complete the report, it should be completed by the Fire Chief.

- c. The driver must not discuss the accident with anyone except the police, the Fire Chief, or the District's insurance adjuster.
- d. If an individual is injured in the accident, the Fire Chief shall also complete a "Supervisor's Report of Illness/Injury" form which shall be attached to the "PRCSD Driver's Report of Accident" form. The Fire Chief shall transmit the Report of Accident Form to District's Insurance Adjuster within 8 hours of the accident. One copy of the completed report shall also be given to the District Secretary for the District's files.



## VEHICLE USAGE PROCEDURES CONT.

### 3. Cost of Repair

Costs of repairing damage to District vehicles resulting from negligence, abuse or willful misconduct by the individual having custody of the vehicle may be recoverable from the individual only after proper due process and disciplinary procedures have been followed.

### 4. Traffic and Parking Citations

Traffic citations issued to an individual while using a District vehicle are the sole responsibility of the individual involved. Parking citations issued to a District vehicle are the responsibility of the individual who parked the vehicle. If the individual cannot be identified, then the appointing authority of the department to which the vehicle was assigned shall be responsible.

### 5. Personal Equipment on District Vehicles

No individual shall install or cause to be installed in or on the vehicle any article of personal property without prior approval of the Fire Chief.

### 6. District Equipment in Privately Owned Vehicles Utilized for District Business

District equipment may be installed in privately owned vehicles utilized for District business upon the written request of the Fire Chief and upon the approval of the Board of Directors. Authorization shall be granted only if private vehicle use is approved.



## VEHICLE USAGE PROCEDURES CONT.

### ACCIDENT REPORT

#### IN CASE OF ACCIDENT:

1. DO call the Fire Chief.
2. DO keep calm.
3. DO complete accident form and submit it to your Fire Chief. Your Fire Chief must return the form to the District Insurance Adjuster within 8 hours of the accident. If you are injured, the Fire Chief must also complete "Supervisor's Report of Illness/Injury" Form.
4. DO get the names of all witnesses.
5. DO NOT admit responsibility.
6. DO NOT discuss the accident with anyone except the police, the Fire Chief, the District's insurance adjuster.
7. DO NOT leave the scene of the accident until you have full information for the accident report.

The appropriate forms will be attached to this policy.