



**SUBJECT: VEHICLE DONATIONS - TRAINING**

**GOAL:** To facilitate and properly document the donation of vehicles to be used by the Training Division for extrication training.

**PURPOSE:** To comply with all Federal, State, and local laws regarding the donation of vehicles to the Training Division.

**SCOPE:** All District personnel and citizens or businesses interested in assisting the department's training objectives.

**PROCEDURE:** *DONORS*

To make a donation contact the Training Division at:  
21609 NE 72<sup>nd</sup> Avenue  
Battle Ground, WA 98642  
360/ 687.4535  
360/ 687.2455 fax

Please be sure to provide information regarding the condition of the vehicle as well as the make, model, and year. Be aware that not all vehicles may be usable for training.

To comply with Federal, State, Local, laws and Department guidelines the following must be observed:

1. All vehicles must come with a valid clear title
2. Donor is responsible to tow/drive the vehicle to the designated training location (to be coordinated with the Training Division)
3. All personal items shall be removed from the vehicle
4. The fuel tank shall be empty and the vehicle shall not be leaking any fluids (i.e. oil, transmission fluid, etc.)

After the vehicle has been used for training and remitted to the scrap yard, all donors will receive a copy of Clark County Fire & Rescue Extrication Training Vehicle Donation Form 530.10.01, which will be mailed to the address provided. Please be aware that the department does not assign a specific value to the donation, which may be tax deductible. It is recommended that donors consult a tax professional for further information.

Donors wishing to contribute a vehicle of significant value or a vehicle to be retained for operational use should contact the Administrative Office at:

911 N 65<sup>th</sup> Avenue  
Ridgefield, WA 98642  
360/ 887.4609  
360/ 887.0862 fax



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*INTERNAL*

Inquiries regarding the donation of training vehicles shall be directed to the Training Chief or their designee. If the donor indicates they have a vehicle of significant value or wish to donate a vehicle for operational use, the information should also be forwarded to the Administrative Offices.

Upon approval of vehicle donation the following information shall be obtained:

1. Donor Name
2. Donor Physical and Mailing Addresses
3. Donor Contact Phone Number
4. Signed Vehicle Title (any questions regarding the validity of the title shall be resolved prior to acceptance of the vehicle)
5. Copy of the Signed Vehicle Title

All vehicle deliveries shall be coordinated with the donor by the Training Chief or their designee. A responsible department representative shall be present for all vehicle deliveries to ensure that all requirements are met. The department may not accept undocumented vehicles or those that do not meet the specifications outlined in the prior section.

Following training (i.e. the destruction of the vehicle) the Training Chief or their designee shall coordinate the disposal of the vehicle with an approved tow or scrap yard using normal purchasing processes. Vehicle title will be transferred to the tow/scrap company at the time of pick up. A responsible department representative shall be present for all vehicle pick ups/transfers.

Within three business days of the disposition of the vehicle, Form No. 530.10.01 shall be completed in full with copies distributed as follows:

1. Donor (original form – by mail)
2. Finance (file copy with a copy of the title attached)
3. Training (file copy)