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- SUBJECT:**           **TAKE HOME VEHICLE ASSIGNMENT & USE**
- POLICY:**           Department vehicles are to be used for official Clark County Fire & Rescue business only.
- PURPOSE:**        To ensure the proper use of public funds with regards to the District practice of allowing employees to commute to and from work in department-owned vehicles and to facilitate emergency response to significant emergency incidents.
- DEFINITION:**    Assigned Take Home Vehicle  
A vehicle used by an employee for commuting, department business, and emergency response to incidents.
- Call out  
A directive to an employee to report to a work site during off-duty time or to respond to emergency incidents, which require immediate response to protect life and property.
- Employee/Personnel  
Clark County Fire & Rescue members whether paid or volunteer.
- SCOPE:**           All department employees assigned a Take Home Vehicle.
- PROCEDURE:**    Eligibility
1. Take home vehicles may be provided to department personnel who
    - a. Have primary responsibility to respond to emergencies which require immediate response to protect life or property; and
    - b. Cannot use alternative forms of transportation to respond to emergencies; and
    - c. Cannot pick up department-owned assigned vehicles at designated sites without impacting the employee's ability to respond to emergencies, which require immediate response to protect life and property.
  2. Take home vehicles may be provided to the following department staff personnel:
    - a. Fire Chief;
    - b. Deputy Chief of Operations;
    - c. Deputy Chief of Logistics & Volunteer Services;
    - d. Other key staff personnel as directed by the Chief of the department, who meet the criteria above.

3. Advantages of assigned take home vehicles shall include the following:
  - a. Enhance response personnel presence in the fire district;
  - b. Improve community relationships;
  - c. Supplement on-duty staff during incidents;
  - d. Quicker response by senior staff members to incidents.
4. Personnel on extended disability leave, extended family medical leave, or suspended from duty shall not be eligible for the program.

### **Operations**

1. The use of a pool vehicle or travel reimbursement is preferred over the assignment of take-home vehicles for conducting department business.
2. The Fire Chief will determine who is to be assigned a take home vehicle based on the needs of the department.
3. Personnel assigned a take home vehicle shall normally reside within the response boundaries of Clark County Fire & Rescue. Vehicle assignment for personnel residing outside the district boundaries shall be at the discretion of the Fire Chief.
4. Assignment of a department vehicle is neither a privilege nor a right of any employee.
5. The need for communication access (car radio, telephone, etc) will not normally be considered adequate justification for vehicle assignment.
6. Nothing in this policy implies that any Clark County Fire & Rescue equipment is for the exclusive use of one particular employee.
7. Assigned take home vehicles shall only be used for approved activities.
8. Assigned take home vehicles shall be operated in compliance with all Washington State motor vehicle laws and established Clark County Fire & Rescue Standard Operating Guidelines.
9. Employees are responsible for the security and safe-keeping of the vehicle at all times while in their possession. Drivers shall insure that all passengers wear seat belts while the vehicle is in motion and young passengers are provided with appropriate and approved car seats.
10. Employees receiving a citation related to the operation of department vehicles are personally responsible for fines related to such offences. Employees shall not use their



position as a Clark County Fire & Rescue employee to try and avoid traffic tickets.

11. When operating assigned take home vehicles, personnel shall:
  - a. Monitor appropriate emergency radio traffic;
  - b. Be prepared to respond to emergency/non-emergency incidents when appropriate;
  - c. Comply with all response and communications procedures established by Clark County Fire & Rescue and the Clark Regional Emergency Services Agency (CRESA).
12. When operating assigned take home vehicles, personnel shall ensure that their dress and appearance create a professional image and does not discredit Clark County Fire & Rescue.
13. In the event that an employee's driving privileges are restricted, suspended, or revoked, the employee may not operate any department vehicle. Any change in driving privileges must be reported to the employee's supervisor or the Deputy Chief of Logistics within 12 hours, along with all pertinent facts and circumstances.
14. When operating assigned take home vehicles, personnel that come upon any accident shall stop and render assistance to their level of training or notify the appropriate agency.
15. Employees may take department vehicles outside department response area for approved business only.
16. The Chief of the Department, or his designee, shall be authorized to make additional temporary or permanent take home vehicle assignments when deemed necessary to fulfill the operational requirements of the Department.
17. Department members assigned take home vehicles shall not:
  - a. Operate the vehicle while under the influence of alcohol, controlled dangerous substances, or any prescribed medication that prohibits the operation of machinery or vehicles;
  - b. Transport any heavy or excessive loads;
  - c. Allow any object to protrude from the trunk or windows;
  - d. Transport any unauthorized persons;



e. Utilize the vehicle as part of any secondary employment.

18. The Department take home vehicle program shall be monitored and evaluated to prevent vehicle misuse. At any time, the program may be terminated due to vehicle abuse, misuse, budget constraints, or vehicle availability.

19. All employees assigned a take home vehicle must acknowledge receipt of this procedure and agree to abide by the terms above. Any violation of this procedure shall subject personnel to removal from the program and additional disciplinary action including, written reprimand, suspension or involuntary separation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature