

**ENDWELL FIRE DISTRICT**  
**Rules and Regulations**

<b>VEHICLE USE POLICY</b>	
<b>Number: 2023-03</b>	<b>Adopted: January 05, 2023</b>

**Policy Statement**

Response time to an emergency incident has been determined to be directly proportional to the success of that incident in terms of lives saved, injuries mitigated, and manpower used. Accordingly, the Endwell Fire District determines that when certain members or employees of the Fire District have their equipped fire vehicles at their immediate disposal to allow a quick response from any location within the district, the response time decreases, and there is achieved a favorable result in the terms mentioned above.

In developing this policy, the Board of Fire Commissioners weighted the cost to the taxpayers for this policy. The Board believes it is in the best interest of the lives of the taxpayers that this policy is designed to balance the cost to the taxpayers of this policy and the detrimental effects on the lives of the people that the Endwell Fire District is sworn to protect.

**District Owned Vehicles**

District-owned vehicles of the Endwell Fire District will be used according to the following rules and regulations:

1. District-owned vehicles shall be driven only by the Endwell Fire District Chief, another Officer, or, a member of the Endwell Fire District or Endwell Fire Department who is authorized by the Chief or Board of Fire Commissioners.
  - Fire Chief has Chief 31 Vehicle
  - 1<sup>st</sup> Assistant Chief has Chief 31A Vehicle
  - 2<sup>nd</sup> Assistant Chief has Chief 31B Vehicle
  - 3<sup>rd</sup> Assistant Chief has Chief 31C Vehicle
2. District-owned vehicles shall not be driven or used by members of the Chief’s family or by anyone who is not an active member of the Endwell Fire District or Endwell Fire Department unless extenuating circumstances dictate.
3. District-owned vehicles shall be used only to transport the individual assigned to the vehicles or other authorized fire personnel.
4. The District-owned vehicles are to be used only in New York State for District business unless the Board of Fire Commissioners authorizes such use out of New York State.
5. “District business” shall include mutual aid both with Broome County and New York State, travel for vehicle maintenance, vendor consultations, training, and any unusual or unforeseen circumstance that the Chief or his/her designee determines are related to the Fire Service and/or public safety. In all cases listed above, the Chief will be responsible for providing written documentation to the Board of Fire Commissioners either by memorandum or by the monthly report at the next regularly scheduled meeting. In addition to the above required

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written documentation, the Chief may make notification to the Board of Fire Commissioners by any other means as the chief deems necessary.

6. District Vehicles are to be used by the person assigned to the vehicles only within the Fire District or its vicinity or when needed to respond to mutual aid calls or drills.
7. If the individual assigned to a vehicle is out of the Fire District for a period of 48 hours or longer, the District-owned vehicle shall be turned over to the next highest-ranking line officer with Incident Command training or other duly authorized officers of the Fire District for use by that officer during the absence of the Chief Officer.
8. If the Chief shall be out of the Fire District for any protracted length of time, the Chief's car shall be turned over to the assistant chief or other duly authorized officers of the Fire District for use by that officer during the absence of the Chief.
9. District-owned vehicles shall not be used under any circumstances to transport the individual to and from his place of work unless such place of work is within the Fire District or its vicinity.
10. District Owned vehicles shall not be used by the person assigned to the vehicle while engaged in any commercial or personal endeavor, whether within or outside the Fire District.
11. (If a paid employee.) The person assigned to the vehicles shall have the use of the vehicle for transportation to and from the District headquarters.
12. All assigned users of District vehicles shall keep an accurate account of their mileage. A daily log shall be kept by the assigned individual indicating the use of the car and an accounting of the gasoline used and service charges required.
13. Since the primary use for the District-owned vehicles is to respond to emergency calls promptly, all necessary equipment shall be carried in the vehicle for the rapid response to the trained duties in the individual's assigned vehicle.
14. The individual assigned to the vehicle is responsible for the cleanliness and general upkeep of the vehicle.
15. Any repairs needed should be performed in accordance with Endwell District Standard Operating Procedures.
16. The Board of Fire Commissioners is to be responsible for all financial aspects of the District-owned Vehicles including, but not limited to, gasoline, oil, tires and other maintenance items, and insurance.
17. In an emergency, any sums of money expended for maintenance of these vehicles by the person assigned to the vehicle are to be refunded to the individual by order of the Board of Fire Commissioners after the proper request for payment has been made and approved by the Board upon receiving a written receipt.
18. Violations of these rules are subject to disciplinary action by the Board of Fire Commissioners.

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19. If a District vehicle is involved in an accident, all existing rules and regulations and Standard Operating Procedures shall apply.
20. All persons driving a District vehicle must have a valid NYS Driver's License, without restrictions, conditions, or limitations, unless such restrictions, conditions, or limitations are approved by the Board of Fire Commissioners.
21. Only those individuals authorized may operate District-owned vehicles.
22. District vehicles are to be used in the performance of duty, for authorized training purposes and/or District business.
23. The District Chief and Deputy Chief are assigned District vehicles and are authorized to take the vehicle home and use it after regular business hours as they are required to facilitate immediate response to emergencies. This authorization is granted with the understanding that such use will be confined to the boundaries of Broome County and adjoining counties.
24. Out-of-area or out-of-state use of the District vehicle is restricted to authorized meetings and/or training programs or conferences.
25. The use of District staff vehicles must be authorized by the Chief for use at times other than in the normal course of daily business.
26. All out-of-area use must be authorized, in writing, by the District Chief.
27. Those owned District vehicles are expected to maintain the said vehicle to ensure its readiness and value. Any damage to a District vehicle must be reported to the District Chief and the appropriate paperwork filed.