



City of Winter Park Fire-Rescue

Standard Operating Guideline

800.05

Title: Use of City Vehicles

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Purpose: To establish a procedure to determine the proper, official use of all assigned City Fire Department Vehicles.

Scope: This procedure is to be followed by all employees. Authority to deviate from this procedure rests with the Fire Chief or designee, who is solely responsible for the results of any deviation.

General: This procedure will address the use of all vehicles assigned to all Divisions of the Department. It will cover non-emergency operations, servicing, use for personal business and the transport of non-City employees.

800.05.01. Fire / Rescue

1. All vehicles assigned to the Fire / Rescue Division of the department are designed for primary purpose of transporting firefighters to, and operating at, emergency scenes. While assigned to a particular vehicle for a tour of duty, an employee may utilize that particular vehicle for business of the City only. In addition, these vehicles are to be staffed at all times and prepared for response to all emergency calls. Included in this category is the vehicle assigned to the shift commander. All units are required to remain in their response zones as much as possible.
2. With the Battalion Chief's permission and while remaining available for emergency responses and after properly notifying "Winter Park" of their location, these units may travel within the City for other business. It should be kept in mind that discretion should be used while parking all emergency vehicles so as to provide a quick means of egress if needed.

800.05.02. Office of the Fire Marshal

1. The vehicle assigned to the Fire Marshal is designed for his/her use on a 24-hour response basis. Due to the extended responsibilities of this position, this assigned vehicle may be utilized by the Fire Marshal for his/her personal transportation needs to and from work and to perform any and all City related business. The assignment of a full time vehicle to any other member of this Division will be the responsibility of the Fire Marshal and the Fire Chief, with approval of the City Manager. One member of this Division shall be available for 24-hour response to the scene of a fire to assist in determining the cause and origin or to assist the shift commander as needed.
2. All other vehicles assigned to the Office of the Fire Marshal are to be used in conducting City business only. Vehicles assigned to inspectors may be used during their workday for meals and any point-to-point travel within the City that is required to conduct City business.

800.05.03. Fire Administration

1. The vehicles assigned to this division include the Deputy Fire Chief, Division Chief and the Fire Chief. These vehicles are assigned for use by these employees on a full-time basis and may be used for travel between home and work and any other City business. The Deputy Fire Chief's vehicle is assigned to carry additional Incident Command materials and to serve as an additional command unit if needed.
2. The Fire Chief is allowed additional use as specified in the City guidelines set forth for vehicle use by Department Heads.
3. The Fire Chief may opt to use his personal vehicle for City business, versus having a vehicle provided by the City. Arrangements for any vehicle allowances must be pre-approved by the City Manager.

800.05.04. Occupants of Fire Department Vehicles

1. The policy of the Winter Park Fire Department is to restrict operators and passengers of all Fire Department vehicles to City of Winter Park employees or those persons under contract to perform maintenance on the vehicles. Operators of all vehicles must possess the correct Florida Drivers License and endorsements for that vehicle.

2. Exceptions to this restriction may be permitted with the following approval from the Fire Chief or as outlined below:
 - a. Persons who become patients treated by City of Winter Park Fire Department personnel who are in need of transport to a medical facility. Included in this would be any related family member or next of kin that is needed for the patient or for treatment.
 - b. Fire service employees from other jurisdiction may be transported in conjunction with City business or activities with authorization of any Chief Officer of the Department.
 - c. Persons may be temporarily transported in Fire Department vehicles with the approval of the Battalion Chief or Shift Supervisor.
 - d. Persons representing the news media may ride as passengers / observers in a Fire / Rescue vehicle with prior approval and with a signed and notarized waiver of liability on file. In addition, others with interest in the fire service may ride along with the Shift Supervisor under the same conditions.
 - e. Those Fire Department staff employees with assigned Fire Department vehicles may ride members of their immediate family providing the following criteria is met:
 1. The member must have personal vehicle liability insurance and transportation must be in conjunction with a Fire Department related trip or function.
 2. Prior approval must be received from the Fire Chief or Deputy Fire Chief.

800.05.05. Seat Belt Policy

It is MANDATORY for all City employees and any passenger in any City vehicle to be properly restrained in an approved seat belt or car seat.

800.05.06. Pushing or Jump Starting Disabled Vehicles

1. It will be Department policy that NO Department vehicle be used to push or jump-start any personal vehicle. Only in isolated cases may an emergency jump-start be done, and only from vehicles equipped with Department issued jumper cables. If a jump-start is performed, all safety instructions included with the jumper cables shall be followed.

2. Due to the computerized electrical configuration of all Engines and Rescues, UNDER NO CIRCUMSTANCES ARE THESE VEHICLE TO BE USED TO JUMP START ANOTHER VEHICLE OR BE JUMP STARTED WITHOUT PRIOR AUTOHRIZATION OF THE CITY'S FLEET MAINTENANCE.

800.05.07 Misuse of City Vehicles

Any intentional or deliberate misuse any City vehicle shall be subject to disciplinary or criminal action. If unsure of any vehicle operating usage procedure the employee is to consult their Company Officer or Battalion Chief via the Chain of Command.

The intentional misuse of any City vehicle or equipment resulting in a personal injury(s) may be subject to disciplinary including criminal charges.



A handwritten signature in black ink, appearing to read 'James E. White', is positioned above a horizontal line.

James E. White
Chief of Department