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| <p style="text-align: center;"><b>THE GLENHAM FIRE DISTRICT</b></p> <p style="text-align: center;">STANDARD OPERATING GUIDELINE AND PROCEDURE</p>            | <p>SUBJECT NO.</p> <p>GFD-43-28</p> |
| <p>DEPARTMENT: Glenham Fire Department</p> <p>SUBJECT: Proper Use and Maintenance of the Chief's Vehicles</p>                                                |                                     |
| <p><u>CROSS-REFERENCE:</u><br/> GFD-43-01 Organizational Statement &amp; General Overview; GFD-43-04 Officer Responsibilities; GFD-43-08 Alarm Responses</p> |                                     |

Original date of issue: 07/2022

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| Reviewed: | 07/22 |  |  |  |  |  |  |
| Revised:  | 03/23 |  |  |  |  |  |  |

The Board of Fire Commissioners of the Glenham Fire District have provided the Chief(s) with an emergency vehicle to respond to emergency calls and to have necessary emergency equipment available to him or her when responding. In order to control and monitor the use of the District's property, the Board of Fire Commissioners has adopted the following rules and regulations relative to the use of the Chiefs vehicle.

- 1) The Chief's vehicle shall be driven only by the Chief and such other members of the Glenham Fire Department as are authorized by the Chief or Board of Fire Commissioners. Only members of the Department who have a valid New York State driver's license may be authorized to drive the Chief's vehicle. Family members are not permitted to drive the Chief's vehicle unless they are also a member of the Glenham Fire Department and are authorized by the Chief or Board of Fire Commissioners to drive the vehicle.
- 2) Non-members of the Glenham Fire Department may ride in the Chief's vehicle during non-emergency conditions. Every effort shall be made to avoid transporting non-members of the Glenham Fire Department during emergency conditions.
- 3) If a Chief is away from the fire district for an extended period of time he or she may, with the consent of the Board of Fire Commissioners, assign the vehicle while he or she is away, to other officers in the order of their firematic rank, starting with the Deputy Chief and then line officers.

- 4) The Chief's vehicle is to be used primarily to transport the Chief or other authorized personnel to: alarms, parades, drills, training sessions, inspections or other activities as may be approved by the Board of Fire Commissioners.
- 5) The Chief's vehicle is to be used primarily in the fire district, or when needed to leave the district pursuant to paragraph 4, in areas other than the district.
- 6) The Chief's vehicle may be used by authorized personnel for transportation to and from employment as long as the vehicle is able to respond to an emergency in the district and is within reasonable responding distance.
- 7) The Chief's vehicle shall not be used by authorized personnel while engaged in any commercial activity (i.e., by salespeople, contractors, etc.), whether within or out of the fire district.
- 8) The primary user of the Chief's vehicle shall be responsible for the physical appearance of the assigned vehicle, inside and out. The vehicle shall be regularly scheduled for service checks in compliance with the suggested maintenance requirements of the manufacturer.
- 9) The district shall bear the expense of maintenance, repairs, cost of fuel, appropriate insurance coverage, and the cost of registration and inspections.
- 10) The primary user of the vehicle shall keep an accurate account of the mileage for the vehicle and service changes. Said account shall be in the form of a mileage and service log.
- 11) No political or commercial signage shall be displayed on the vehicle.
- 12) There shall be no smoking or tobacco use of any kind in the vehicle.
- 13) Any user of the Chief's vehicle shall at all times fully comply with all New York State emergency and non-emergency driving laws and regulations including all those contained in the Vehicle and Traffic Law of the State of New York.
- 14) Any user of the Chief's vehicle shall always be cognizant of the fact that they are identifiable as a member of the Glenham Fire Department and the driver of a vehicle belonging to the Glenham Fire District, and as such their actions and behavior should reflect favorably on the Glenham Fire District.

- 15) A violation of any of the rules and regulations as set out above may result in the loss of the privilege to use or operate the Chief's vehicle. A violation of the rules and regulations once brought to the attention of the Board of Fire Commissioners shall be acted upon by them within 30 days of notification and may result in the loss of the privilege to operate the Chief's vehicle by the person who violated the rule and/or regulation. If at least three of the commissioners deem it appropriate, the privilege of operating the Chief's vehicle may be suspended immediately until such time as the full Board of Fire Commissioners can take appropriate action.

| REVISION HISTORY |                                          |                  |                |
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| Rev              | Description of Change                    | Author           | Effective Date |
| 03/15/23         | Put into standard district policy format | M. Matthews, Sr. | 03/15/23       |
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