

ALBANY COUNTY FIRE DISTRICT 1

Vehicle Operations Policy

Approval of Combined Policies: 11/20/2019; Art Sigel, Joe Witt and Jon Essley

Updated: 3/20/2024; Luke Hawkins, Brett Wadsworth, Matt Burkhardt

Driver's License Requirements

Approved: 1/18/2012; Jim Noel

Revision: 1/26/2012

Approved: 7/18/2016; Joe Witt, Jon Essley, Art Sigel

Approved: 9/21/2016; Joe Witt, Jon Essley, Art Sigel

01-1-001 DEFINITIONS

Driving Position: means a job which requires operating a vehicle on District Business or operating a District vehicle as part of its range of duties.

Driver's License: means a valid license to drive appropriate for the class of vehicle operated as prescribed by the provisions of US Department of Transportation – Federal Motor Carrier Safety Administration

Acceptable Driving Record: means that the employee has a current, valid Driver's License and no more than three moving violations within the past two years. Any conviction of Driving Under the Influence will result in the immediate suspension of driving privileges to operate any District vehicle or use their personal vehicle for District business.

Change in Status: means that an individual's previously valid driver's license is subsequently expired, refused, cancelled, revoked, suspended, or restricted by the Department of Transportation, Motor Vehicle Division (MVD).

MVD: Means Motor Vehicle Division or Motor Vehicle Department or Department of Motor Vehicles.

01-1-002 Rules and Regulations

All members must have at least a valid Class C Driver's License to operate any District vehicle or use their personal vehicle for District business. All members must also have the appropriate class of license and proper endorsements to drive any vehicle not covered by Class C license. See Federal Regulations as to current Licensing/Endorsement Requirements.

Only authorized persons with a current valid driver's license in their possession, who maintain an acceptable driving record, will be permitted to operate vehicles on District Business or to operate District vehicles.

Each member assigned to operate any Fire Department vehicle or in a position to operate one at any time must have driver's license information on file, in their training record, kept at their department, to include driver's license number, classification and expiration date recorded with their Department. It is each member's responsibility to contact their Department with information upon license renewal.

Prior to promotion or assignment to a position requiring the driving of Fire Department vehicles, Personnel will be required to have at least a valid Class C Driver's License. Any member in a driving position or asked to drive a District vehicle or private vehicle on District business who does not have a current, valid Driver's License will immediately notify his/her Department Chief (the District Board Secretary for the Department Chief) and shall not be permitted to drive. District members are forbidden from driving a vehicle on District business without a current, valid Driver's License.

01-1-003 MEMBERS RESPONSIBILITIES

All current District members in driving positions may have their driving records reviewed annually.

An employee in a driving position is required to:

1. Possess a valid, appropriate driver's license at all times while operating a vehicle on District Business or while operating a District vehicle. (License must be carried on the person, when operating a vehicle.)
2. Comply with any and all restrictions placed on his/her driver's license by MVD at all times while operating a vehicle on District Business or while operating a District vehicle.
3. Maintain an acceptable driving record.
4. Notify his/her Department Chief (the District Board Secretary for the Department Chief) immediately in writing of a change in the status of his/her driver's license or of an Arrest or Conviction of a violation of driving under the influence (DUI)
5. Refrain from operating a vehicle on District Business or a District vehicle without a valid, appropriate driver's license.
6. Refrain from operating a vehicle on District Business or a District vehicle while having consumed alcohol, illegal substances, and/or any substance that would alter his/her ability to operate a motor vehicle, think clearly and rationally, or in any other way alter his/her ability to operate or perform any duty associated with that of a Fire Fighter.

Any member in a non-driving position is required to:

1. Immediately notify his/her Department Chief (the District Board Secretary for the Department Chief) if the employee does not have a valid driver's license or does not have a valid driver's license in his/her possession at the time he/she is requested to operate a vehicle on District Business or operate a District vehicle.
2. Comply with any and all restrictions placed on his/her license by MVD at all times while operating a vehicle on District Business or operating a District vehicle.

Driver's Licensing

Approved: 6/15/2011; Jim Noel

Approved: 7/18/2016; Joe Witt, Jon Essley, Art Sigel

Approved: 9/21/2016; Joe Witt, Jon Essley, Art Sigel

PURPOSE: To provide district personnel with guidelines to ensure safety and compliance with state statute regarding operation of motor vehicles and driver's licensing.

PROCEDURES:

Drivers of district vehicles shall have a valid driver's license. Any personnel who drive district vehicles with a Gross Vehicle Weight Rating over twenty-six thousand (26,000) pounds or vehicles having a tank with a rated capacity of one thousand (1,000) gallons or more shall have a minimum of a valid Class B license with air brake and tanker endorsements.

Equipment Maintenance Policy

Approved: 05/20/2015; Art Sigel, Joe Witt, George French

Preamble: Each Department is equipped with fire fighting vehicles and the necessary equipment to create an effective "emergency apparatus". These emergency apparatus with their essential equipment and our volunteers are what allows Albany County Fire District 1 (ACFD1) to provide fire protection to our community. We refer to these emergency apparatus and essential equipment as LINE equipment.

POLICY: It is the policy of ACFD1 that LINE equipment should be maintained in fully operational condition. Repair delays are to be minimized. Therefore, the operating Department is immediately authorized to commit the funds needed to execute repair.

LIMITATIONS: Fund commitments may not exceed \$5000 without emergency Board approval. Repair does not include: replacement, upgrade, modification, or enhancement.

Vehicle Accident Policy

Approved: 11/20/2019; Art Sigel, Joe Witt, Jon Essley

General:

In the event of a vehicle accident involving a District vehicle, the following shall apply.

While responding to a structure fire or lives are in jeopardy:

1. If no injuries and the District vehicle is safe to operate, the other driver involved in the accident shall be asked to remain at the scene of the accident. Their vehicle license number should be recorded and the District vehicle shall proceed to the paged emergency. Upon completion of the assignment, the District vehicle shall return to the accident scene.
2. If the District vehicle is unable to continue or if there are injuries at the scene of the accident, the vehicle and crew shall remain at the scene and a back-up response shall be requested.

While responding to a wildland fire, with no threatened lives or structures:

1. The vehicle shall remain at the accident scene.

Vehicle Policy on Speed Limits

Approved: 11/20/2019; Art Sigel, Joe Witt, Jon Essley

General:

ACFD1 has a responsibility to the public to operate vehicles safely. Endangering or alarming our fellow citizens needlessly through unnecessary use of lights, sirens or speeds over posted speed limits is not safe nor prudent. This policy is to provide guidance to all District firefighters on appropriate employment of the District vehicles.

The general approach to vehicle operations shall be from a conservative mindset. Causing an accident or vehicle-related injury when responding to a page is a clear indication of inappropriate vehicle operation and will be thoroughly investigated.

Definitions:

Code 1: vehicles may be operated at speeds up to the posted speed limit.

Code 2: vehicles may be operated at speeds up to 10 MPH over the posted speed limit. Emergency lights shall be utilized.

Code 3: vehicles may be operated at speeds up to 10 MPH over the posted speed limit. Emergency lights and siren shall be utilized.

Policy:

1. Within the Laramie City limits, all District vehicles will be limited to a maximum speed of the posted speed limit. Emergency lights may be used during responses for the first dispatched vehicle. Sirens will only be used by the first dispatched vehicle when a human life is at risk. There are no exceptions to the speed limit within the City of Laramie. Follow-on vehicles may utilize emergency lights within the city limit but will not utilize sirens.
2. Outside the city limits for wildland fires, first dispatched District vehicles will generally respond Code 2. Follow-on vehicles may respond Code 2 when it is necessary in the judgement of the Incident Commander or the senior firefighter in the vehicle. Code 3 responses for wildland fires should be rare unless a structure is threatened or lives are at-risk.
3. Outside the city limits for structure fires or when lives are in jeopardy, District vehicles may respond Code 3 when the senior firefighter in the vehicle believes it necessary.
4. All responses shall downgrade to the lowest level necessary when appropriate in the judgement of the senior firefighter in the vehicle or as directed by the Incident Commander.

Action:

Violation of this policy will result in disciplinary action up to potential dismissal from ACFD1.

Accidents

Approved: 3/24/2024; Luke Hawkins, Brett Wadsworth, Matt Burkhart

All accidents involving district vehicles or apparatus, or a personal vehicle used during an emergency call or on district business, no matter how minor, must be reported within 72 hours to the District Board/District Coordinator, or their designee, through the chain of command. A written report and any required district forms must be forwarded to the District Board/District Coordinator or their designee, through the chain of command within seventy-two (72) hours. The District Board/District Coordinator, or their designee, shall investigate the circumstances surrounding the accident. *When apparatus damage occurs requiring a WARM submittance, the attached documentation shall be submitted within 5 normal business days of accident occurrence (M-F except holidays).*

Other

Approved: 3/24/2024; Luke Hawkins, Brett Wadsworth, Matt Burkhart

Sexual activity on district premises, in district vehicles, or while performing any district duty or activity is prohibited, regardless of whether the sexual activity is consensual.