P306 **ESFD Non-Emergency Vehicle Operation**

1. **All ESFD vehicles operated in non-emergency conditions are subject to the following:**
* Compliance with all state and local laws and department policies, procedures, rules and regulations concerning vehicle operations and equipment.
* All ESFD vehicles will be operated at all times in compliance with the East Side Fire District Volunteer Handbook, ESFD Drug Free Workplace; Section C.

* Personnel will always utilize and operate ESFD vehicles in a safe and courteous manner ensuring a positive presentation of ESFD’s image and reputation.
1. **Assigned vehicles**
* Vehicles will be assigned to:
	+ Fire Chief – Command Vehicle 1401
	+ EMS Division Chief – Command Vehicle 1407
	+ Building Inspectors – Vehicle 1498 (Share - vehicle will remain at the house of the on duty inspector and will be rotated between the inspectors on duty)
	+ ESFD transportation – Vehicle 1497 (May be randomly assigned to ESFD members supporting non-emergency transportation within or outside of the District)
* The following policies govern the non-emergency use of assigned vehicles:
* Any active ESFD Fire or EMS member driving an ESFD vehicle within or in close proximity to the District is required to immediately respond to emergency incidents with all assigned PPE.
* Assigned vehicles will only be operated by the authorized ESFD responder. Non ESFD personnel are discouraged from being passengers since the vehicle may be required for emergency response at any given moment.
* Each ESFD member with an assigned vehicle is responsible for the safe operation, proper care, preventive maintenance, regular cleaning and completion of all required service maintenance including prior approval and submission of proper records to the ESFD office. The assigned member will not make any unauthorized changes or alterations to the vehicle.
	+ Emergency use of assigned vehicles will comply with Policy P105 – Operating Emergency Vehicles and Policy P503 – Backing; as applicable.
* Command vehicles may be used for personal use within district as long as the Chief Officer is immediately available to respond to an incident. The vehicle may not be used for personal gain.