

Town of Wright Fire District Policies

Policy Name: **11.0 Vehicles Use Policy**

Date Adopted: 5/14/12

Effective: 5/14/12

Revised: 2/10/14, 5/9/16, 12/11/17

Reviewed: *Annually*

Usage

1. Vehicles shall only be used for:
 - a. Emergencies as dispatched by the County
 - b. For repairs with the knowledge of the Chief or the Chief's designee
 - c. For training as authorized by the Chief or designee
 - d. For parades, funerals, and other fire service activities with the permission of the Board of Fire Commissioners and Chief.
 - e. For sanctioned fire service activity such as training, workshops, open houses, trade shows; if such activity occurs outside of the District it shall be with the permission of the both the Chief and the Board.
2. Any other use of District owned vehicles shall require the permission of the Chief and the Board.
3. Non-members may not ride in vehicles during emergency response.
4. District vehicles should never be used in a situation where there may be ethical implications of personal use outside of normal fire service or training, or where it may cast the District or Department in a negative light.

Maintenance

1. The Chief and or designee shall establish a routine inspection and preventative maintenance program for all vehicles
2. Internal vehicle inspection shall consist of a checklist that is signed and dated when performed; Checklist shall be kept on file and provided to the Board upon request.
3. Any driver has the right and obligation to take a vehicle out of service if a vehicle issue is deemed serious by the driver. Any vehicle issues should immediately be brought to the attention of the Chief Engineer. The Chief Engineer shall check out the vehicle and make the decision as to whether to keep vehicle out of service or notify the Chief to put the vehicle back into service. The Board shall be notified anytime a vehicle is going to be placed out of service for more than 4 hours.

4. Department members shall not interfere with or give direction to vendors that would impede, modify or change the extent of work that has been contracted by the Board. Any concerns or issues with work should be brought to the Board for resolution. Issues of immediate concern may be brought to the Board Chair to decide if work should cease.

Qualified Drivers

1. Only Department or District Board Members may ride in vehicles.
2. All vehicle drivers must meet the following driver qualifications:
 - a. Be 20 years of age to take part in vehicle training
 - b. Be 21 years of age to be eligible to drive a vehicle to or from a scene
 - c. Must have a minimum of 2 years driving experience
 - d. Must possess a valid driver's license
 - e. Must be able to document they have a clean driving record with no more than one moving violations in the past 3 years.
 - f. Must not have any medical or physical restrictions that legally, or in actuality, limits their ability to operate the vehicle in a safe and responsible manner.
3. All drivers are strongly encouraged to complete and receive a certificate for an Emergency Vehicle Operations Course (EVOC) prior to driving a vehicle for emergency response.
4. The Chief or designee shall provide training to potential drivers on the vehicle(s) they are being qualified for. Training shall include turning, backing, distance and clearance judgment, braking, parking, off road maneuvering, light and siren operation and competency with instrumentation, gauges and controls of said vehicle. A minimum of 6 hours of training shall be accrued by a driver to qualify to operate that vehicle in an emergency capacity.
5. A driver must be checked out/tested on the vehicle they wish to drive by the Chief or qualified instructor. Potential driver should be evaluated under a variety of road and traffic conditions with particular attention to safe operation and safety protocols. Candidate shall be tested in a variety of situations using the approved road test with written notes and grade noted. Written notes and exam shall be required for all drivers, with documentation of such test and pass/fail status placed on file.
6. Drivers must pass both the approved written exam (one time) and have a vehicle specific road test for each vehicle they are being certified for.
7. Drivers failing any exam will be provided additional training and may retest whenever the Chief deems appropriate.
8. Drivers who have not fulfilled annual driving requirements as noted under “#5 - Annual Requalification of Drivers” will need to complete the certification process noted above.

9. All existing drivers will also be certified on vehicles with such certification to be in place by 1/1/2017. Experience and EVOC Certification shall be taken into account for those already serving as drivers.
10. Chief, or designee, shall report to the Board all driver approvals and insure written records are readily accessible for all certified drivers. This would include documentation of training and all testing.
11. The Chief, Deputy Chief, designated Driving/Safety Instructor or Board may pull driving privileges from any member at any time. Any driver found not to be proficient, violating safety policy or endangering lives or equipment shall be suspended from driving immediately and retrained and certified only with the approval of the Chief and Board
12. Persons outside the Department or District may not operate District equipment in an emergency situation unless special emergency circumstances exist. Such operation should only be at the Chief's or IC's direction and must be justified to the Board following the incident.
13. Board members shall be allowed to operate District vehicles in a non-emergency capacity with the permission of the Chief and following a documented evaluation as noted in #5 above.
14. The Chief or designee shall maintain a current list of vehicles and approved drivers at all times. Current Driver List shall be made available to the Board upon request.
15. All qualified drivers must submit a copy of their license to the Chief or designee and be entered into the LENS Program prior to being approved and cleared for driving. This will include all existing, approved drivers; all must be entered into the LENS Program with none grandfathered in. Once submitted to the LENS Program no further action is needed by the driver as it is a onetime submittal.

Annual Requalification of Drivers

Once the operator has met all of the original qualifications to be an operator of a said piece of apparatus they must meet an annual requalification standard.

- (1) In any given calendar year, the driver must have a minimum of 20 documented miles driven with one of the qualified Department Driving Instructors on each of the vehicles he or she is approved to drive.
- (2) In the one year period if the apparatus has a pump on the vehicle they must spend at least 2 hours of documented recertification with a qualified pump operator. Once the 2 hours of recertification is completed, they must then go through a checkout pumping certification with the Chief or their designee and be signed off on by the Chief or their designee.
- (3) All operators requalifying on apparatus must follow the above policy for every piece of apparatus that they are qualified on annually.

- (4) Once the operator has been signed off by one of the Department Driving Instructors, the requalification sheet must be signed off by the Chief or their designee before being presented to the Board of Commissioners for their records.
- (5) Any operator that does not requalify within the one year period will be taken off of the drivers list. They will have up to 4 months to complete the requalification without going through a complete retraining process.
- (6) Anytime a member is taken off of the drivers list for this or any other reason the Board is to be notified immediately.
- (7) The Department shall maintain a current roster of drivers and qualification levels for both department members and Board reference.

Operation

1. Before operation, the driver is responsible to do a complete walk-around of the vehicle to check for obstructions or safety issues.
2. Passengers must always be seated and secured. No one is to ride outside of the passenger compartment while vehicle is under motion except for hose packing operation when there shall also be a spotter.
3. Vehicles shall never be operated with "Lights and Sirens" unless they are responding to actual emergencies.
4. Lights and sirens should be used with due regard to traffic, pedestrians and conditions. Vehicles should never attempt to circumvent traffic law without the use audible and visual warning devices.
5. Vehicle training will cover a broader range of issues, however EXTREME caution should be exhibited in the following circumstances:
 - a. When being directed by law enforcement
 - b. Red lights, stop signs
 - c. Pedestrians, onlookers in the area
 - d. Blind intersections
 - e. Near school buses
 - f. Railroad crossings
 - g. When following another emergency vehicle (people are often only keyed on the first)
 - h. Driving or parking on non-paved surfaces
6. Before backing, a spotter must be in place to assist. Vehicles should not be moved without a qualified spotter in place.
7. Most fire fighting apparatus is larger, heavier and more top heavy than most drivers are accustomed. It is for this reason, frequent training and following safety protocols are critical to safe operation.

Emergency Vehicle Accident Policy

Whenever there is an accident involving a District vehicle, whether or not it is an accident needing a police agency report, a District Vehicle Collision Report must be filled out by the operator of the vehicle. In the event of a collision involving an emergency vehicle, said vehicle will be automatically put out of service until an inspection of the vehicle can be completed and it is deemed safe for full operation.

If the accident involves personal injury or involves another vehicle with occupants, **EMS MUST BE CALLED TO THE SCENE FOR EVALUATION AND POSSIBLE TRANSPORT TO THE APPROPRIATE HOSPITAL.** If the vehicle involved in the accident is blocking traffic, either traffic control should be called for or if possible the vehicles should be removed from the roadway. In the event of an accident involving an emergency vehicle owned and or operated by the Town of Wright Fire District/Gallupville Volunteer Fire Department, the following people should be notified immediately.

- A: Gallupville Volunteer Fire Department OIC of the call
- B :Gallupville Volunteer Fire Department Fire Chief
- C: Town of Wright Fire District (Chairman of the Board)
- D: Gallupville Volunteer Fire Department President

New York State Vehicle and Traffic Law also requires the owner of any vehicle involved in an accident resulting in any personal injury, death and/or damage exceeding \$1000.00(to any one vehicle) to file a report with the Department of Motor Vehicles within 10 days. The required MV-104 form may be obtained in the Special Occurrence Binder located in all the District Emergency Vehicles.

Whether or not the accident involves another vehicle or it requires a police or MV-104 form the operator will be required to fill out an On-The-Spot Fire Apparatus Accident Report. These reports will be available in the Special Occurrence Binder in the vehicle. This report will be filled out completely and to the best of the ability of the operator. When the report is completed a copy will go to the Fire Chief and the original to the Board of Fire Commissioners for review of the case.

When an accident of any kind has occurred if possible the operator of the vehicle will turn over operation to another qualified operator of said vehicle until an investigation of the accident has been completed by the OIC and the operator has been cleared of any wrong doing by the Board of Fire Commissioners. Until this has occurred the operator in question shall be suspended from operating any Emergency Vehicles.

If the accident involves another personal vehicle, the proper police agency must be called to the scene to file an accident report. If the accident involves another vehicle from the District, the same rules will apply to both vehicle operators. If the accident involves another Districts/Departments/Agency's emergency vehicle you will follow the same rules as stated in said policy for an accident involving another emergency vehicle.

If the OIC suspects that the operator of the Emergency Vehicle is impaired they will contact the law enforcement immediately and request that the operator be given appropriate alcohol and/or drug tests. If the test comes back positive the Board of Fire Commissioners will take appropriate action, and the operator will be placed on automatic suspension from the department for a minimum of 180 days from incident. After the 180 day suspension the member may request reinstatement of active status, thus to be discussed by the executive board of the Fire Department and the Board of Fire Commissioners. The member will be notified by letter of the decision made.

In the event a District vehicle is involved in an accident the Chairman of the Board shall be notified as soon as practicable. If there is any personal injury or special circumstances (suspicion of alcohol) the Chairman of the Board should be notified while on scene. In the event the Chairman of the Board cannot be reached, the Deputy should be contacted with the same level of urgency.

Wright Fire District Emergency Apparatus Accident Report

Other Vehicle

Driver's/Owner's Name _____

Address _____

City _____ State _____

Driver's License # _____ State _____

Make, Model, Year of Vehicle _____ License Plate # _____

Witnesses

1. Name _____

Address _____ City _____ State _____

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2. Name _____

Address _____ City _____ State _____

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Note: If you cannot get the name of a witness, try to get a license plate number.

Passengers

1. Name _____

Address _____ City _____ State _____

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Injuries _____ Hospitalized YES NO

2. Name _____

Address _____ City _____ State _____

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Injuries _____ Hospitalized YES NO

3. Name _____

Address _____ City _____ State _____

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Injuries _____ Hospitalized YES NO

4. Name _____

Address _____ City _____ State _____

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Injuries _____ Hospitalized YES NO

Description of Events

Date _____ Time of Day _____

Location _____

Road Conditions _____

Your Approximate Speed _____ Other Vehicle _____

Did Police Investigate YES NO Police Agency Name _____

Officers Name _____ Badge # _____

Who Received a Ticket _____

Complete description of collision _____

Diagram of Collision

1. Number each vehicle and show direction of travel by arrow.
2. Use solid line to show path before collision, dotted line after collision
3. Pedestrians shown by _____
4. Railroad shown by _____
5. Utility poles shown by _____
6. Motorcycle shown by _____
7. Identify streets and highways by name or number
8. Please identify North by an arrow and the simple N

