



ADMINISTRATIVE POLICY

12001
(06-11-01)

DEPARTMENT VEHICLES, USE OF

- 12001.1** Purpose:
To describe the authorized use of Department vehicles and to ensure uniform administrative tracking of Department vehicles.
- 12001.2 Scope:
This policy applies to all personnel.
- 12001.3 Authority:
County of Ventura Administrative Manual.
- 12001.4** Policy:
The Fleet Maintenance Division shall maintain a current list of storage locations of all Department vehicles.
- 12001.5 Personnel driving Department vehicles shall possess the proper license for the vehicle being driven in accordance with AP11810.
- 12001.6** The use of any Department vehicle must be within the scope of the Fire District's mission. This includes activities authorized by the individual employee groups' memorandum of agreements.
- 12001.7** The use of a Department vehicle to carry non-Department personnel is permissible if the use of the vehicle is in the course of employment, and is authorized by virtue of the employee's assignment.
- 12001.8** Only personnel conducting Department business are permitted to ride in and/or drive Department vehicles. Exceptions:
- "Ride Along" that is approved by a Chief Officer
 - Persons riding on fire apparatus during parades and other similar situations when approved by a Battalion Chief. "Agreement Assuming Risk of Injury or Damage Waiver and Release of Claims" must be completed prior to the event.
 - Persons may be furnished a ride in order to provide for the safety of the individual.

12001.9 The safety of all persons on the apparatus is paramount and care shall be taken to assure their safety.

12001.10** Department vehicles assigned to staff members or positions shall be parked/stored at worksite locations approved by the County Fire Chief in accordance with this policy with the following exceptions:

- Vehicles assigned to individuals may be parked/stored at a Department facility nearest the employee's residence.
- Vehicles assigned to individuals may be stored at the employee's residence.
- All exceptions shall be approved by the Deputy Fire Chief. A list of vehicles that are housed off-site shall be maintained.