



# IDYLLWILD FIRE

## IDYLLWILD FIRE PROTECTION DISTRICT

**POLICY TITLE:** District Vehicle Usage  
**POLICY NUMBER:** 2046

**2046.1** This policy applies to all employees who drive District vehicles.

**2046.1.1** During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medications, etc., is also permitted.

**2046.1.2** Other than the foregoing uses, district vehicles will not be used for any other personal purposes without prior written approval. This means that weekend or after-hours trips to the store or any other non-business usage will not be permitted.

**2046.1.3** While operating district owned vehicles all applicable federal, state and department of transportation rules, regulations and laws we be followed. Any infraction or violation of said rules, regulations and laws will be the responsibility of the operator of the vehicle.

**2046.1.4** District Vehicles should carry only those items for which the vehicle is designed or utilized. Personal property, other than daily use items such as handbags, briefcases, umbrellas, coats, gear bags etc. should not be transported in the vehicle.

**2046.1.5** Vehicle Operation: The operators of District owned vehicles must observe and obey all traffic ordinances, rules, and regulations, including but not limited to:

- a. Operate vehicle at or below posted speed limits or at lower speeds if road conditions require a slower speed.
- b. Operate vehicles in a safe and responsible manner.
- c. Drivers and all passengers are required to wear a seat belt whenever a vehicle is in motion.
- d. All doors must be closed and secure when a vehicle is moving.
- e. Except during emergency incident response, vehicles should be parked in a manner that does not obstruct traffic or building access.
- f. When leaving a vehicle unattended, remove the ignition keys and secure the vehicle.
- g. All District Owned vehicles should be secured and locked after daily operation. If there is a designated location for storage of vehicles not in use, the vehicle must be returned to that storage location.
- h. Motorized Equipment vehicle keys should be returned to the key cabinet or daily to its proper storage location at end of use.

- i. Drivers shall have and maintain a valid driver's license suitable for the operation of the particular vehicle to which they are assigned.
- j. Fines or penalties for moving, parking, or any other violations are the responsibility of the operator.
- k. In no event is a District owned vehicle ever to be utilized to transport alcoholic beverages or controlled substances.
- l. All District Owned vehicles shall be identified with the District seal and/or the name of the Idyllwild Fire Protection District.
- m. Duty to Report: In the event that any District owned vehicle becomes inoperable due to mechanical problems, damage or becomes stuck, the operator of that vehicle shall immediately contact his/her supervisor and advise of the situation. It is the responsibility of the operator of the vehicle to document and report to the employee's supervisor any damage to the vehicle that occurs during the hours the vehicle is assigned to that person for use. In the case of personal injury and/or property damage accident occurring on a public street the driver shall also immediately report the accident to law enforcement.
- n. It is the responsibility of the operator of District Owned vehicle(s) to document and report to the employee's supervisor any damage caused by the vehicle assigned to that person to any other vehicle or property.  
(Emergency incident driving and vehicle usage may vary from above regulations as necessary (i.e. leaving emergency vehicles running on scene, etc.)

**2046.1.6** Safe handling of vehicle-based calling from the wireless communications devices include the following:

- a. Use voice-activated dialing when driving, or have frequently called numbers pre-programmed into the device, or consider pulling off the road to dial (or ask a passenger to dial).
- b. Do not use the wireless communication device at all in a school zone or if there are hazardous road or traffic conditions.
- c. Avoid multiple tasks when driving, such as trying to drive, taking notes and using a wireless communication device.

**Severability.** If any section, subsection, sentence, clause, phrase, word, or other portion of this policy is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction or by state statute, such portion shall be deemed severable, and the validity of the remaining portions of this policy shall continue in full force and effect.

Original approval date: 10/08/2013

Board Revised date: 11/26/2019

11/26/2019  
Board Approved Date:

  
Clerk of the Board



**IDYLLWILD FIRE**

ACKNOWLEDGMENT STATEMENT

I hereby acknowledge that I received a copy of the Idyllwild Fire Protection District Vehicle Policy. I understand it is my obligation to read and abide by its terms and procedures. I understand that a copy of this acknowledgment statement will be placed in my personnel file.

Please print full name:

\_\_\_\_\_

Date: \_\_\_\_\_

Signature:

\_\_\_\_\_

Witnessed by:

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