

**Manasquan Fire Department
Manasquan Fire District #1
Standard Operating Guideline**

100.11

**Title: Fire Chief and Deputy Chief Vehicle
Rules and Regulations**

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Purpose: To set forth the District's and Department's guidelines relative to the use of the District owned and or leased vehicles as it pertains to the Fire Chief and Deputy Chief.

General: Driving is among the most hazardous task performed by employees and volunteers within the Fire Department and District. Therefore, it is the findings and determination of the Board of Fire Commissioners, Fire District No. 1 and the Fire Department that Chief and Deputy Chief shall follow safe driving practices. Safe driving practices include guidelines to ensure all drivers total concentration and safe operation of their vehicles, such as determining clear direction before departing, refraining from operating equipment such as cell phones while the vehicle is in motion, and not operating the vehicle when the driver's ability to react is impaired. All drivers or operators are expected to follow defensive driving principles, New Jersey laws and regulations, to prevent accidents in spite of unsafe driving by others and/or adverse driving conditions.

The Chief of the Department is responsible for enforcing the within guidelines and shall ensure all volunteers who drive or other wise operate District and Department owned and or leased vehicles are notified of this guideline and the potential consequences of guideline violations.

100.11.01 Rules and Regulations Pertaining to Chief's Vehicles

1. The use of the Chief's vehicles is a privilege that may be revoked or suspended for any reason, with cause.
2. The use of the vehicle is not subject to personal income tax but only if used in accordance with this guideline.
3. The Chief's are on duty 24 hours a day seven days a week.
4. Personal use of the vehicle is prohibited.

Personal use is defined as times when the Chief's are unavailable, unable or not permitted to respond. Unavailable is when the Chief's are beyond four contiguous municipalities.

Personal use shall not include driving to or from an emergency, training, drills, conferences, classes or lectures, training programs, the performance of an administrative function, performing other District/Department operational purposes or otherwise permitted by the Board.

5. Performing personal obligations while operating the vehicle is a permitted use, so long as the operator is available to respond to an emergency.
6. The operator shall not permit any other person in the Chief's vehicles, unless such person is a member of the Department, or is assisting in the performance of Fire District/Department business or operations. Rescued persons may be placed inside the vehicles.
7. The vehicle shall not be lent to another person to operate. Only authorized Fire District/Department personnel shall be permitted to operate the same.
8. The operator must report any required maintenance or damage to the vehicle to the Director or Board.
9. The vehicle shall not be operated any time the operator is physically or mentally impaired or if driving privilege has been suspended or revoked by the Board or the State of New Jersey.
10. The operator must comply with all motor vehicle laws.
11. The operator must be courteous to the public at all times. The vehicles are an advertisement for the Manasquan Fire Department and the Board of Fire Commissioners, and the negative operation, and or demeanor of the operator reflects adversely on the fire service as a whole and the Department and District specifically.
12. Seatbelts shall be worn by the driver and all passengers anytime the vehicle is in motion.
13. The operator shall not use a cellular phone while the vehicle is in motion.
14. No smoking is permitted in the vehicle.
15. The operator is subject to all rules, regulations, and guidelines promulgated by the Board for use of all other District leased or owned apparatus or vehicles.

