

### 3.1.1.5 Use of Personal Vehicles



YOUR ORGANIZATION  
STANDARD OPERATING PROCEDURES/GUIDELINES

**TITLE:** Use of Personal Vehicles

**SECTION/TOPIC:** Operating Emergency Vehicles

**NUMBER:** 3.1.1.5

**ISSUE DATE:**

**REVISED DATE:**

**PREPARED BY:**

**APPROVED BY:**

X

Preparer

X

Approver

These SOPs/SOGs are based on FEMA guidelines FA-197

#### 1.0 POLICY REFERENCE

CFR

NFPA

NIMS

#### 2.0 PURPOSE

This standard operating procedure/guideline addresses driver behavior, roadway operations, permitted vehicle occupants, reporting safety problems and violations.

This procedure is intended to aid the members of the department in the process for reimbursement by the City when using privately owned motor vehicles for Fire Department/City business.

#### 3.0 SCOPE

This SOP/SOG pertains to all personnel in this organization.

#### 4.0 DEFINITIONS

These definitions are pertinent to this SOP/SOG.

#### 5.0 PROCEDURES/GUIDELINES & INFORMATION

## **5.1 Driver Behavior:**

### **REQUIREMENTS**

Member must be physically capable of operating his/her vehicle safely. Those members certified by the Employee Health Center as not eligible to drive Fire Department vehicles will not be allowed to drive their own vehicles on Fire Department/City business. Additionally, members must possess the appropriate valid driver's license and a good driving record.

Members are required to furnish proof of insurance (liability) at the time of application for authorization. A certificate of insurance, payment receipt, letter from insuring agent, copy of the policy or other appropriate document will be acceptable verification. Should the status of the insurance change in any manner, notification of such changes should be made immediately to the Supervisor. The Department must notify Risk Management of the change in insurance.

### **ELIGIBILITY**

Mileage from the employee's home to first point of duty, and from the last point of duty to his/her home, will not be considered as Fire Department/City business and will not be considered for reimbursement.

Whenever possible, Fire Department vehicles should be used for Fire Department/City business. This would include cars, vans and brush trucks (except during brush season).

#### **STEP 1**

Application for authority to use privately owned motor vehicles on Fire Department/City business is made on form xx, Authorization to Use Private Automobile on City Business. The application must be recommended by the Department or Division Head and approved by the Finance Director.

Authority to use a privately owned motor vehicle on Fire Department/City business must be renewed before January 1st for each calendar year.

#### **STEP 2**

Each trip should be recorded on form xx, Mileage Report of Private Automobile Used on City Business. Documentation for all trips is required for reimbursement. The approved rate of reimbursement will appear on the lower right-hand side of the Authorization form xx.

#### **STEP 3**

Cash allowances will be paid through the use of the Mileage Report, form xx, and the Payment Control Document, form xx. After the close of the calendar month, the original copy of the Mileage Report of Private Automobile Used on City Business, together with a signed Payment Control Document should be processed through Administrative Services and then forwarded to Division of Accounts for payment.

## **GENERAL INFORMATION**

When an employee uses his/her personal vehicle for City Business, the employee's insurance company is the primary carrier in the event of an accident. The City will continue the coverage only after the private carrier has reached the maximum payment of the policy.

When an employee reports to his/her work station, and then is directed to another location which requires the use of the employee's private vehicle, Industrial Insurance coverage is in effect on the employee, provided the employee takes the most direct, uninterrupted route to the work destination. Any deviation could negate Industrial Insurance coverage. It is the policy of the City to evaluate each case individually when deciding if Industrial Insurance coverage is applicable.

Reimbursement for mileage requires advance approval by a Division Head utilizing Form xx.

## **LOCATION OF FORMS**

Forms xx (Authorization to use Private Automobile on City Business) and xx (Mileage Report of Private Automobile Used on City Business) together with Payment Control Documents are available at Information Services.

### **5.2 Roadway Operations:**

### **5.3 Permitted Vehicle Occupants:**

### **5.4 Reporting Safety Problems and Violations:**