

**Highview Fire Protection District**  
*Standard Operating Procedures*

**SOP # 110.1**

***Usage of Department Owned Vehicles***

**Purpose:** *This procedure is to provide general guidelines for members using department owned vehicles, both issued vehicles and those considered support vehicles.*

**Procedures:**

- ◆ The Highview Fire District will provide command and support vehicles to be used on fire department related business and for responding to fire alarms or other related emergency runs dispatched.
- ◆ The main purpose of these vehicles is to use them on fire department related business and for responding to fire alarms or other related emergency runs dispatched. However, to make this operation effective, these vehicles may be used for personal business while on call for the Highview Fire District.
- ◆ The Fire Chief, Deputy Chief and Bureau Chief, will be assigned a fire department vehicle (Command) on a permanent basis.
- ◆ The Fire Chief may assign other Officers to act in the capacity of a Command Officer and may be assigned a command vehicle on a temporary basis.
- ◆ The vehicle may be driven anywhere within Jefferson County, Kentucky. If the vehicle is to be driven outside of Jefferson County, Kentucky, then approval must be obtained from the Fire Chief prior to doing so.
- ◆ Only the individual assigned the vehicle or another member of the Highview Fire District may drive the vehicle, unless approval to do otherwise, would be granted by the Fire Chief.

*Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.*

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**Procedures:**

**Con'td.**

- ◆ The total cost of maintenance and repairs to the Fire Department owned vehicles will be the responsibility of the Fire District. Gasoline for these vehicles will be obtained using the proper gasoline card. The cleaning of the vehicle will be the responsibility of the individual assigned to that vehicle, unless prior approval by the Fire Chief.
- ◆ While general maintenance and repairs are being performed on a command or support vehicle, a spare vehicle may be assigned by the Fire Chief.
- ◆ When major repairs are being performed on any command or support vehicle, it may not be possible to assign a spare vehicle. Whatever the case may be, the priority for vehicle usage would be the Fire Chief, Deputy Chief, and Bureau Chief.
- ◆ Each of the three Chief Officers and Captains will be assigned a duty weekend. This duty weekend will begin at 6:00pm on Friday night, and end at 6:00pm on the following Sunday night. Holidays are included (weekend and weekdays).
- ◆ The Command Officer assigned this duty, must remain within the boundaries of the Highview Fire District or within five miles of the fire station. Good judgement must be used when making this decision.
- ◆ The individual assigned for weekend duty must respond to all fire alarms or other related emergency runs dispatched, either to the scene or the fire station. This individual may respond as well to all non-dispatched runs as well.
- ◆ If for some reason the Officer assigned to weekend duty is unable to carry out that duty, they are responsible for contacting another Command Officer and trading a day or weekend so the duties may be carried out. The same must take place if the Command Officer must leave the district for a short period of time. These trades may only take place with other Command Officers, with prior approval by the Fire Chief.

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**Procedures:**

**Con'td.**

- ◆ If any Chief Officer goes on vacation or cannot perform their duty for any reason past three days, that vehicle must be returned to the station.
- ◆ The Command Officer on the duty weekend will respond to all incidents in and outside of the Highview Fire District.

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