



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to establish the rules and procedures governing the assignment, use and reporting requirements of city vehicles including take-home vehicles.

POLICY

The Fire Chief may permit a take home vehicle for an employee if the following criteria are met:

- The employee is the primary operator of the vehicle
- The employee resides in Russellville or no more than 15 miles from Russellville city limits
- The employee is authorized to drive a city vehicle
- The employee has not had the privilege revoked
- The employee is required, as part of their job description, to respond to an off-duty emergency, i.e., fire investigation.

Definition:

Take-Home Vehicle - is any vehicle that is owned, leased, rented or otherwise under the care, custody or control of the City and is taken from the City premises after normal working hours to remain in "home storage" overnight for the use of a City employee or authorized representative for a bona fide city purpose. Take-home vehicles are either assigned to an employee by the Department Director or used by employees for on-call purposes.

Home Storage – is defined as a vehicle kept at the employee's residence. Vehicles may not be parked in the streets, and employees must avoid situations that would give rise to a legitimate complaint from neighbors, such as blocking streets, driveways, alleys, etc.

Once an on-call assignment has been approved by the Fire Chief, changes are necessary only when changes in status (i.e. new employee, reorganization of duties, employee moves, etc.) occur or as part of the annual review.

All precautions shall be taken to ensure the safety and security of City Vehicles. This includes, but is not limited to, locking all doors and/or compartments and properly parking vehicles in accordance with applicable laws and ordinances.

Employees authorized to take a vehicle home must drive the vehicle to and from work by the most direct route, without any deviation. The location of home storage for a City vehicle may not be further than 15 miles from the City limits unless approved in writing by the Fire Chief.

Use of the City vehicle for going to and from lunch shall be restricted within City of Russellville limits unless approved by the Fire Chief.

Home storage of the vehicle at the member's home is intended to facilitate response to emergency incidents, not for the convenience of the member.

Approved

Fire Chief



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Home storage of Fire Department vehicles is permitted to certain staff members (Chief, Fire Marshal, Division Chiefs, and Deputy Fire Marshals, etc.).

If an accident occurs while taking a vehicle home, the employee and their supervisor shall report the accident to the Fire Chief immediately. A drug and/or alcohol test will then be administered as described in the City's Drug Testing Policy.

Employees and supervisors who fail to comply with the requirements of this policy will be subject to disciplinary action as described in the City's Discipline Policy.

Approved

Fire Chief

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