

PURPOSE

To provide guidelines to all employees relative to the operation of all City owned take-home vehicles assigned to the Fire Department.

POLICY

It is not the purpose of this policy to provide Fire Department personnel with guidelines regarding the operation of City vehicles under emergency conditions. Those are addressed in policies specific to those circumstances.

- Assigned Vehicle Use

City Regulation – The use of City/Department vehicles are addressed in Peoria Administrative Regulation 90-03, Section 52, and in Administrative Procedure AP-03-01, which both apply to the use of all Fire Department vehicles.

Take Home Policy – The policy of the Peoria Fire Department is that City/Department vehicles will be assigned for take home use only by direction of the Chief of Fire, as consistent with City Policy, and within the authority delegated to him by the City Manager. Peoria Fire Department policy is to assign take home vehicles only to personnel who have been designated as being in a compensated “on call” status, receiver “responder pay” or who otherwise, by the very nature of their position are required to respond whenever called. Personnel routinely assigned a take home vehicle must reside within the city limits of Peoria, or within 20 miles from the Fire facility at 8330 w Emile Zola. On a case-by-case basis, the Fire Chief may on a temporary basis grant reasonable exceptions. The positions assigned a take home vehicle are:

- Fire Chief
- Deputy Fire Chief
- Training Battalion Chief
- Fire and Life Safety Educator
- Fire Marshal

Other - individuals may be assigned a City/Department vehicle on an individual basis when necessarily related to a Department function, such as taking a training vehicle home or when planning to leave directly from home to an out of town meeting or school the next day. Such approval must be granted by the Fire Chief or, in his absence, a Deputy Chief.

An employee may be assigned a take home vehicle for a short term special assignment, when approved in advance, and in writing by the Fire Chief.

Turning in Department Vehicles

Those individuals who are assigned take home vehicles as described in this policy shall turn in their assigned vehicle when they are going to be off duty for more than three (3) consecutive work days, unless approval is otherwise granted by the Fire Chief.

The keys shall be turned in to the Physical Resource Supervisor or other designated individual and the vehicle shall be used as necessary by the Department during the individual's absence.

Approved:  _____ 9/29/04
Robert McKibben, Fire Chief Date