



# LAKE ELMO FIRE DEPARTMENT POLICY



POLICY #03-205	TITLE: USE OF FIRE DEPT. VEHICLES	
		5/13/14
CITY ADMINISTRATOR	FIRE CHIEF	DATE

The primary use of city owned vehicles operated by Lake Elmo Fire Department personnel is to carry out fire department duties.

Exceptions to this are as follows:

- Vehicles participating in parades, fire musters etc. At which time it shall be permissible for non fire department personnel to ride on vehicles. All persons riding on vehicles when traveling at posted speeds shall wear proper restraints.
- It may be necessary, in the course of assisting the general public to transport non-fire department personnel. This shall be determined by the O.I.C. (Officer In Charge).
- When fire department vehicles are used to attend conferences, meetings and other fire department related functions, it is permissible for non-fire department personnel to accompany fire department personnel traveling in fire department vehicles.
- In the course of performing "Good Will".

Authorization for these types of uses shall be made by the Fire Chief, in the absence of the Chief, the Assistant Chief shall have the authority. In the event that a decision needs to be made immediately, and a Chief Officer is not available, the O.I.C. shall have the authority, and shall notify the Fire Chief of the decision ASAP.

In the event a fire department vehicle is transporting non fire department personnel and must respond to an emergency call, that vehicle will respond NON EMERGENCY, if the non fire department personnel cannot be removed from vehicle prior to responding.

CHIEF OFFICER/ DUTY OFFICER VEHICLES - Department vehicles used in this capacity shall be used by the Fire Chief, Chief Officers, Duty Officers (hereafter referred to as CO/DO) or a designee of the chief. These vehicles shall be used for performance of fire department business. These vehicles shall be used whenever the CO/DO is available for calls, to ensure response, whenever possible by a CO/DO to the scene. The chief shall have the authority to use the vehicle for personal use during these times of availability, as will the CO/DO under the direction of the chief. These vehicles shall be used only in the immediate area to ensure quick response. This may include surrounding communities. The CO/DO shall have the authority to transport non-fire department personnel at his/her discretion. If possible non fire department personnel shall be removed from vehicle prior to responding, however if it becomes necessary to respond to an incident when non-fire personnel are in the vehicle, response shall be NON EMERGENCY.