


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
General Administration	<i>Motor Vehicle</i>	 900.307

PURPOSE:

Driving is a significant safety exposure for Fire Department employees and a serious liability exposure for the Fire Department’s insurance program. Minimum standards for acceptable Motor Vehicle Records (MVRs) have been established for Fire Department employees who drive a Fire Department vehicle and for any Fire Department authorized person who drives a Fire Department vehicle. All authorized drivers are required to read and comply with this policy. For purposes of this policy, a Fire Department vehicle is defined as any motor vehicle which is self-propelled and designed for normal use on highways and owned or leased by the Fire Department or rented by a Fire Department employee during the execution of Fire Department business.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Motor Vehicle Records: The Fire Department will establish a list of employees or authorized persons who drive Fire Department vehicles. The list will include each employee’s name, date of birth, driver’s license number, endorsements, name of the state issuing the license, and expiration date.
 - a. Motor Vehicle Records (MVR) will be examined by the Comptroller’s office prior to the start of employment in any position authorized to drive a Fire Department vehicle and annually thereafter. Any job offer made to a candidate for a position with required driving duties shall be contingent upon that candidate’s ability to meet the Fire Department’s required MVR standards stated within this policy. Continued employment in a position with required driving duties also requires meeting the standards within this policy. Motor Vehicle Records will be checked for the most recent preceding three-year period.

- B. Driver Obligation: Fire Department employees and any authorized persons driving for Fire Department business are required to maintain the appropriate valid and current driver’s license for any vehicle they operate. Any Fire Department driver who has a driver’s license revoked or suspended shall immediately notify her/his supervisor and immediately discontinue operation of all Fire Department vehicles.
 - a. Employees shall report to their supervisor all violations occurring while driving a Fire Department vehicle. Employees are responsible for any driving infractions or fines as a result of their driving.

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- b. Persons authorized to drive Fire Department vehicles must immediately notify their supervisors of tickets and convictions for DUI/DWI or other major traffic violations regardless if the violation was on Fire Department time or personal time. Employees must immediately report any changes that may affect their driver's license, such as restrictions, to their supervisors. Supervisors must report any violations, tickets or convictions for employees to the Comptroller's office. Major violations and/or restrictions may affect an employee's ability to be insured under the Fire Department's insurance program.

Minor Violations	Major Violations
Stop sign/traffic signal offenses	DUI - Alcohol/Drugs
Speeding (up to 15-20 mph over posted speed)	Reckless Driving/Reckless Speeding
Improper turn, failure to signal	Vehicular homicide/assault
Careless/Distracted Driving	Attempt to elude an officer
Illegal passing	Falsifying an accident/police report
Following too close	Leaving the scene of an accident
Seat belt violation	Criminal vehicular operation
	Driving with suspended license

- C. Driver Criteria/Procedures: A Fire Department employee or authorized person will not be qualified to drive Fire Department vehicles if during the last 36 months the driver has been convicted of any of the following major violations:

DUI - Alcohol/Drugs
Reckless Driving/Reckless Speeding
Vehicular homicide/assault
Attempt to elude an officer
Falsifying an accident/police report
Leaving the scene of an injury accident
Criminal vehicular operation
Driving with suspended license

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- D. The Comptroller's office will obtain Motor Vehicle Records at least annually for all Fire Department drivers and/or authorized drivers of Fire Department vehicles. Employees or any persons authorized to drive Fire Department vehicles will sign a RELEASE FOR DRIVING RECORD & PERSONAL INFORMATION, and will be checked thereafter on an annual basis. Driving records obtained through this release will be kept in Comptroller office and records will not be authorized for disclosure except for execution of this policy or inspection at the request of the Wyoming Department of Transportation or as required by law.

- E. Comptroller's office will review MVRs to identify unacceptable driving records. An unacceptable driving record may result in the employee being denied use of a Fire Department vehicle. Denied usage may result in termination when the position description requires driving as a condition of employment. If a license is found to be expired, suspended, or revoked, the employee's supervisor will be notified and the employee will immediately be denied use of a Fire Department vehicle and will not be allowed to drive in the course of their employment until the employee obtains a valid driver's license. In addition, if the employee has failed to notify the supervisor of any violation in violation of this policy, the employee may be subject to discipline, up to and including termination of employment, regardless of how the Fire Department learns of the violation.
 - a. Criteria that may indicate an unacceptable record includes, but is not limited to:
 - i. Three or more moving violations in a year. Violations include any ticket, charge, or other law enforcement proceeding relating to these as well as independent evidence of violations.
 - ii. Two or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems will be taken into consideration.
 - iii. Any combination of accidents and/or moving violations.

- F. Wyoming Driver's License: Fire Department drivers or authorized drivers must obtain a valid Wyoming driver's license within one (1) year of employment in a position requiring a valid driver's license. Obtaining a driver's license is a personal expense.
 - a. Wyoming Statutes require a driver holding a Commercial Driver's License from another state to obtain a Wyoming CDL within 30 days of employment in a position requiring a valid commercial driver's license. Obtaining a Commercial Driver's License is a personal expense.

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- G. Commercial Driver's License: Employees who drive commercial vehicles during the course of their employment are expected to adhere to this policy and the policies and regulations associated with the Fire Department Drug and Alcohol Policy in Compliance with Minimum DOT Regulations.
- H. Personal Use of Fire Department Vehicles; Passengers in Fire Department Vehicles:
 - a. Fire Department vehicles are to be used only for official Fire Department business. Personal use of Fire Department vehicles is not permitted. Non-employee passengers in Fire Department owned vehicles shall be limited to individuals on official Fire Department related business.
 - b. For those employees authorized to take a Fire Department vehicle home, mileage driven to and from the primary work location and the home may be considered taxable income. Employees are responsible for tracking taxable mileage and submitting a yearly report to the Comptroller for use in tax assessment.
- I. Towed Equipment: Only Fire Department owned, leased or rented equipment will be towed by Fire Department owned vehicles. In order to ensure proper insurance coverage, the Fire Chief must be notified prior to renting or leasing equipment to be towed by Fire Department owned vehicles.
- J. Personal Vehicles used in Fire Department Business: Fleet vehicles are normally available for employees use when conducting Fire Department business. If it is necessary for an employee to use his/her own vehicle, the Fire Department does not assume any liability for bodily injuries or property damage the employee may become personally obligated to pay as the result of an accident occurring in connection with operation of his/her own vehicle being used on Fire Department business. The reimbursement of mileage to the employee for the operation of his/her personal vehicle includes an allowance for automobile insurance. An employee using a personal vehicle on Fire Department business must carry the minimum statutory liability insurance per occurrence. The Fire Department does not specify and assumes no responsibility for any other coverage employees carry on their own vehicles.
- K. Driver Safety Guideline: Fire Department employees authorized to drive Fire Department vehicles at any time will be required to consistently apply and follow all the procedures below:
 - a. Employees must wear seat belts at all times while in a moving Fire Department vehicle whether they are drivers or passengers. Passengers in Fire Department

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vehicles must wear seat belts at all times while in moving vehicles (except while actively fighting Wildland fires). Drivers of the vehicles are responsible for the compliance of passengers.

- b. Drivers must operate vehicles with due caution and diligence by freeing themselves of any distractions that could cause their inattention. The use of handheld cell phones (whether personal or Fire Department owned) while behind the wheel of a moving Fire Department vehicle is prohibited except for the following instance: When responding to an emergency and a cell phone is needed to communicate with the dispatcher and/or other responders and there is no hands-free technology available in the response unit. While using available hands-free technology, attention to the road and safety should always take precedence over conducting business by cell phone.
- c. Smoking in a Fire Department-owned vehicle is prohibited.
- d. No Fire Department driver shall operate a Fire Department vehicle when his/her ability to so do safely has been impaired by illness, fatigue, injury, over-the-counter medication or prescription medication, drug, or alcohol use.
- e. It is mandatory for all drivers who operate Fire Department vehicles to complete, within the first 120 days of employment, the eight-hour Defensive Driving Course offered by the Fire Department or when required by the position, the Emergency Vehicle Operation Class. A four-hour refresher course is mandatory every three years. Exception: Seasonal or temporary employees may take the four-hour course in lieu of the eight-hour Defensive Driving Course. Any employee who receives a moving violation ticket while operating a Fire Department vehicle must complete the next four-hour Defensive Driving Class. Employees involved in an accident while operating a Fire Department vehicle are strongly encouraged to complete a four-hour Defensive Driving Class.
- f. Drivers are responsible for the security of Fire Department vehicles and their contents. The vehicle engine must be shut off, ignition keys removed and vehicle doors locked whenever the vehicle is left unoccupied and unattended. In addition, drivers must ensure that the insurance card issued for the vehicle as proof of insurance is in the vehicle. Drivers are responsible for appropriate maintenance and for performing a safety check of vehicle prior to driving.
- g. All employees are expected to follow all State and local driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.

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- h. Fire Department drivers and authorized persons are to immediately report any accidents, damage, or theft involving Fire Department vehicles (no matter how minor) to their immediate supervisor and to Comptroller office by filling out and forwarding an Incident Report form. Local law enforcement should be notified of damage due to vandalism.
- i. No Fire Department employee shall allow anyone who is not authorized and/or qualified under this policy to drive a Fire Department vehicle, unless approved by the Fire Chief.

L. Accidents Involving Fire Department Vehicles:

- a. In the event of an accident, employees are instructed to:
 - i. Stop your vehicle at or near the accident scene, utilizing appropriate safety procedures.
 - ii. Notify law enforcement by calling 911, asking someone else to call 911, or call his/her supervisor's office and request him/her to contact law enforcement for assistance. In the absence of a law enforcement report and/or if someone leaves the accident scene, obtain the names and addresses of all witnesses as well as other persons involved in the accident.
 - iii. Give aid to injured persons while waiting for the ambulance. Do not move an injured person unless there is immediate danger.
 - iv. Obtain the name(s), address(es) and phone number(s) of injured person(s) and witness(es) if possible.
 - v. Exchange vehicle identification, insurance company name, and policy numbers with the other driver.
 - vi. Do not admit negligence or liability.
 - vii. Do not attempt settlement, regardless of how minor.
 - viii. Take pictures of the accident scene if possible.
 - ix. Notify his/her supervisor.
 - x. Complete a Fire Department Incident Report and submit it to his/her supervisor within 24 hours.
 - xi. Complete any legally required reports within the statutory timeframe.