



# PRINCE GEORGE FIRE AND EMS

**Section: Operations**

**Page: 1 of 5**

**Section No: 2.20**

**Date: August 14, 2023**

**Title: Volunteer Use of County Vehicles**

**Authorized By:**

## **I. Policy**

Individuals providing volunteer services to the County as a member of the PGFEMS department may use PGFEMS County vehicles only on official fire department business and upon approval of the Chief of PGFEMS. The policy applies to all Prince George Fire and Emergency Services Volunteer members only. PGFEMS Career members will follow County Policy 110.1 through 110.5.

The PGFEMS goal is to establish administrative regulations to govern all volunteer members in the use of all County-owned vehicles. PGFEMS is committed to promoting safe and responsible driving for all members. PGFEMS requires all volunteers who operate County-owned vehicles to do so in a lawful and safe manner. As the Chief of PGFEMS has the sole discretion in determining who may operate County vehicles, the County has the right to review any appropriate documents including, but not limited to, driving records and proof of a valid license. Supervisors must be made aware of any driving violations, changes to driver information, and driver status within one working day.

## **II. Scope**

- A. This policy applies to all Prince George Fire and Emergency Services (PGFEMS) department volunteer members who are granted authorization to operate County-owned vehicles for official fire department business. The use of such vehicles is granted under the discretion of the Chief of PGFEMS and requires adherence to the standards outlined in this policy.
- B. The scope of this policy extends to all PGFEMS County-owned vehicles, including, but not limited to, support units, responder units, brush trucks, ambulances, fire engines, tankers, and specialty vehicles. The vehicles will be allocated based on the continuous need demonstrated by the respective departments.
- C. All volunteer members operating a PGFEMS County-owned vehicle are expected to maintain a valid Virginia driver's license, an acceptable driving record per the PGFEMS insurance carrier, and adhere to related PGFEMS policies. Volunteers

- 
- ☐ This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_
  - ☐ This is a new page



# PRINCE GEORGE FIRE AND EMS

**Section: Operations**

**Page: 2 of 5**

**Section No: 2.20**

**Date:** August 14, 2023

**Title:** Volunteer Use of County Vehicles

**Authorized By:**

*Paul B. Berman*

are held accountable for properly operating and maintaining the vehicles and for ensuring its appearance and safety.

- D. This policy encompasses procedures for vehicle use, including but not limited to accident reporting, handling of traffic violations, personal use restrictions, and compliance with state laws and regulations. It also outlines the circumstances under which volunteers may take vehicles to their residences and the requirements to be met for such approval.
- E. PGFEMS reserves the right to review any relevant documentation, including driving records and licenses, and requires volunteers to promptly communicate any changes in their driving status, violations, or information within one working day.

## III. Procedure

### A. Vehicle Use

The regulations and procedures outlined in this policy are to apply to all PGFEMS County-owned vehicles. The following guidelines apply to the use of PGFEMS county vehicles:

- i. PGFEMS County vehicles will be assigned to those departments that have demonstrated a continuing need for them. Volunteers who require transportation in the course of their normal job tasks may be assigned a PGFEMS County vehicle for that use. All other volunteers needing transportation for PGFEMS business may use vehicles assigned to their station or those from the fleet once approved by the Chief of PGFEMS.
- ii. All PGFEMS County vehicles will be appropriately marked with a vehicle unit number and will display a PGFEMS seal or other appropriate PGFEMS County identification approved by the Chief of PGFEMS, unless exempted by the Chief of PGFEMS.
- iii. Volunteer members who operate a PGFEMS County-owned vehicle must possess and maintain a valid Virginia driver's license and are subject to random drug test. All members will maintain a driving record that is acceptable to the PGFEMS insurance carrier and that meets the requirements of the related PGFEMS policies.

☐ This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_

☐ This is a new page



# PRINCE GEORGE FIRE AND EMS

**Section: Operations**

**Page: 3 of 5**

**Section No: 2.20**

**Date: August 14, 2023**

**Title: Volunteer Use of County Vehicles**

**Authorized By:**

- iv. Any volunteer members who are assigned a PGFEMS County vehicles is responsible for ensuring proper operation. Maintenance will be provided by County maintenance facilities or as otherwise authorized by vehicle maintenance staff.
- v. Appearance of a PGFEMS County vehicle and equipment shall be the responsibility of the volunteer member to whom it the vehicle is assigned. PGFEMS County vehicles shall be locked at all times when not in use. Volunteer members shall refrain from altering or adding any mechanical, electrical equipment, or markings of any PGFEMS County vehicle. Volunteer members desiring to install additional radios, telephones or other equipment not issued by PGFEMS County must receive written permission from the Chief of PGFEMS and the Fleet Manager. Placement of unauthorized stickers and decals on windows, bumpers and other locations is forbidden.
- vi. In addition to requirements of State law, accidents, theft, or damage involving any PGFEMS County vehicle must be reported to the Police Department and on duty Battalion Chief immediately, and to the appropriate Finance Department Personnel that handles vehicle claims within one working day. A written letter of explanation detailing the circumstances will be given to the PGFEMS Battalion Chief and forwarded to the Chief of PGFEMS within one working day.
- vii. All PGFEMS Vehicles involved in accidents will result in the driver of the vehicle having to submit to a rapid drug screen as per county policy.
- viii. Volunteer members are responsible for any traffic violations for which they are at fault.
- ix. Volunteer members may request the use of a PGFEMS County vehicle for Fire Department business.
- x. Under no circumstances are alcoholic beverages to be consumed or transported in PGFEMS or County vehicles.
- xi. Volunteer members utilizing PGFEMS County vehicles are representatives of PGFEMS and expected to maintain a high level of professionalism and follow PGFEMS policies and procedures.
- xii. Volunteer members shall ensure that all occupants are riding in an area of the vehicle that is equipped with seats and a seatbelt.

☐ This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_

☐ This is a new page



# PRINCE GEORGE FIRE AND EMS

**Section: Operations**

**Page: 4 of 5**

**Section No: 2.20**

**Date:** August 14, 2023

**Title:** Volunteer Use of County Vehicles

**Authorized By:**

- xiii. Volunteer members shall not drive on the wrong side of the road towards oncoming traffic unless in response to an emergency as part of official duties.
- xiv. Volunteer members shall ensure that all occupants, including himself/herself, wear safety belts when the vehicle is in operation.
- xv. Volunteer members shall adhere to all the manufacturer's specifications and limitations within the operator's manual for the vehicle.
- xvi. All person operating a PGFEMS or County vehicle shall observe all traffic and motor vehicle laws and shall ensure that he/she is not distracted while operating a PGFEMS or County vehicle.
- xvii. PGFEMS is not obligated to place a volunteer member who has a suspended or revoked driving license, or fails to maintain a driving record that is acceptable to the PGFEMS policies and insurance carrier, into a non-driving position or otherwise accommodate such an volunteer member.
- xviii. Volunteer member may request to take a vehicle to their residence temporarily, on an as needed basis, for off hours, overnight travel, or other unusual circumstances if approved by the Chief of PGFEMS.

## **B. Take home Vehicles**

Vehicles may be assigned on the basis of functional requirements of volunteer members need and should not be construed as being a substitute for other compensation or a fringe benefit. Vehicles are assigned, and certain privileges and their usage are granted, only as a means of providing effective management of PGFEMS County functions. Any volunteer that is granted approval by the Chief of PGFEMS to have a take home vehicle must meet the following requirements:

- i. The volunteer member must live inside Prince George County.
- ii. The Volunteer member must have a written memo approved by the Chief of PGFEMS to that effect in their file located at Fire Administration.

## **C. Use of Assigned PGFEMS County Vehicles**

- 
- ☐ This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_
  - ☐ This is a new page



# PRINCE GEORGE FIRE AND EMS

**Section: Operations**

**Page: 5 of 5**

**Section No: 2.20**

**Date:** August 14, 2023

**Title:** Volunteer Use of County Vehicles

**Authorized By:**

- i. Travel to and from their home to their work location must be approved by the PGFEMS County Fire Chief and should not be used for personal business, with the exception of minimal errands along the route between the station and the volunteer member's residence when approved to take the vehicle home. This approval will be contingent upon the home and work locations being within Prince George County or within the first run area; furthermore, the individual must respond to emergency calls and be able to perform all functions associated with the equipment on the vehicle. Any other use of the PGFEMS County vehicle is prohibited.
- ii. Volunteer members driving PGFEMS vehicles may use the vehicle while on duty to travel to and from lunch within one road mile of the perimeter of the volunteer members first run area.
- iii. Approved volunteers will be provided vehicles for business use in accordance with the following guidelines:
  - a. Volunteers who operate a PGFEMS County-owned vehicle must possess and maintain a valid Virginia driver's license, and will maintain a driving record that is acceptable to the PGFEMS and County's insurance carrier and the Chief of PGFEMS. Volunteers must inform within one working day, the Chief of PGFEMS of any changes that may affect their ability to meet the standards of this policy.
  - b. Volunteers who are assigned PGFEMS County vehicles are responsible for ensuring proper operation. Maintenance will be provided by County maintenance facilities or as otherwise authorized by vehicle maintenance staff.
  - c. Appearance of a PGFEMS County vehicle and equipment shall be the responsibility of the volunteer to whom it is assigned.

- 
- ☐ This replaces page \_\_\_\_\_, Section \_\_\_\_\_, Dated \_\_\_\_\_
- ☐ This is a new page