

ATTACHMENT 3

-78. HOME-GARAGED VEHICLES

.01 GENERAL

City vehicles are purchased and made available to department personnel to conduct City business. Normally, City vehicles are garaged at department work locations. Sometimes it is necessary to garage vehicles at decentralized locations within the City or at an employee's residence.

Authority to regularly garage a City vehicle at a decentralized location is granted based on the needs of the department, such as the lack of secure overnight parking at the employee's regular work location.

Authority to regularly home-garage a City vehicle is granted to designated Fire Department essential personnel and to personnel working in a position with on-call responsibilities. Home garaging is a cost effective way to provide emergency response by department members for emergency situations in the City. Members may be assigned to any function within the National Incident Management System (NIMS).

Citizens and taxpayers quickly notice and criticize the unauthorized and improper use of City-owned automobiles. The use of these vehicles must be confined strictly to the business of the City.

.06 DEFINITIONS

DEFINITIONS	
City Vehicle	A motor vehicle, purchased by and for the Fire Department, over which the Department has direction and control.
Decentralized Garage	A location, other than a regular work location, where a City vehicle is garaged during off-duty hours.
Home Garage	A location, at or near the employee's residence, where the City vehicle will be garaged during off-duty hours.
On-Call Personnel	Special duty personnel who are subject to call-out where direct response serves the public interest. Employees who, because of their individual expertise, their use of specialized equipment or the assignment of a specially equipped vehicle are, without prior notice, required to respond, due to an emergency incident.
Regular Work Location	The location where the department requires the member to report for work at the beginning of each workday.

.12 ADMINISTRATIVE PROCEDURES FOR DECENTRALIZED GARAGING

Requests to garage a department vehicle at a decentralized location (not at the regular work location) shall be submitted on an F-225 through channels to Operations for approval. Approved requests will be forwarded to Supply & Maintenance Division and a copy of the approved request shall be provided to the requestor. The following information shall be included in the request:

1. Regular work location.

2. Department vehicle shop number.
3. Location where vehicle is to be garaged.
4. Facility manager's approval. If the facility is a Fire Station, then approval must be obtained from the Station Commander on each platoon.
5. Brief narrative describing the reason that decentralized garaging is necessary.

.18 ADMINISTRATIVE PROCEDURES FOR HOME GARAGING

The Operations Commander shall designate essential personnel and positions with on-call responsibility by Departmental Bulletin annually by August 1. The following information shall be provided by personnel issued home-garaged vehicles to the Supply and Maintenance Division annually by September 1, or when information changes:

1. Completed Form CAO 34 (Enter vehicle shop number in the "Special Equipment" box).
2. Proof that the employee is covered by a standard automobile liability insurance policy (as evidenced on a certificate of insurance or policy declaration page, bearing an original signature, which shows the limits and coverage) or is the named insured on a non-owned automobile insurance policy if the employee does not own a vehicle.

Temporary requests to home-garage a department vehicle shall be submitted on an F-225 through channels to the Operations Commander. The following information shall be included in the request:

1. Regular work location.
2. Department vehicle shop number.
3. Location where vehicle will be home garaged.
4. Duration (start date / end date) that vehicle will be home garaged.
5. Justification / benefit to the Department for the home garaging request.
6. Completed Form CAO 34 (Enter vehicle shop number in the "Special Equipment" box. Proof that the employee is covered by a standard automobile liability insurance policy (as evidenced on a certificate). Approved requests will be forwarded to Supply & Maintenance Division to be filed and a copy of the approved request shall be provided to the requestor.

.24 CARE AND MAINTENANCE

Personnel approved for home or decentralized garaging shall maintain vehicles according to the procedures set forth in Volume 3, Section 710 of the Manual of Operation and Rules and Regulations, Section 8-b.

Home-garaged vehicles should be parked in a garage, carport, or driveway and not left on a public or private street or alley. Appropriate security should be provided to protect the vehicle and its contents.

.32 VEHICLE OPERATION

Personnel authorized to home-garage or decentralized-garage a Department vehicle shall operate the vehicle in a prudent and responsible manner and not impugn the reputation of the Department.

Members should be cognizant of how they drive, where they park, and the impression they portray to the public, so as not to bring discredit upon the Department. All members having the responsibility of driving City vehicles shall do so in a safe manner with due regard for the welfare of the public and the Department.

When members are on-call they shall be available for rapid response should they be called back. On-call shall require that the person and assigned vehicle remain within 50 miles from the City. Travel shall be by the most reasonable, direct route available to meet department objectives. Recalled members will normally respond non-emergency unless otherwise directed. The red light and siren may be used to access fire lines or restricted areas.

The use of City vehicles is restricted to transportation to and from the member's work location and for Department related activities. Vehicles should only be driven by authorized City employees and passengers should be limited to City employees or other persons incidental to City business. To ensure that City vehicles are readily available for response while on-call, short local trips may be made and non-department personnel may be passengers if it will not delay response or bring discredit to the Department.

Personnel who cannot meet the responsibilities for on-call response shall find a qualified replacement (short or long term) and make appropriate notification to the OCD Floor Captain and the on-call IMT leader.