

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

830 Poquoson Ave.
Poquoson, VA 23662
757-868-3510
F757-868-3514

GENERAL ADMINISTRATION

SOP#: GA 11.00

Title: Take-Home Vehicle
Assignment

Effective Date: 01/01/2009

Revised Date: 01/01/2009


Fire Chief's Signature


City Manager's Signature

**TAKE-HOME VEHICLE
ASSIGNMENT**

I. PURPOSE

To establish procedures for the assignment and use of marked vehicles assigned to Fire Department personnel on a take-home basis.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. RESPONSIBILITIES

The Deputy Chief shall be responsible for the overall assignment and management of staff vehicles.

Fire Department personnel are responsible for their assigned vehicle and its operation and maintenance, whether it is on a permanent or on a temporary call back assignment.

III. PROCEDURES

Take-home Vehicle Assignment

- Vehicles are assigned to personnel on the basis of departmental need and vehicle availability.

- The Deputy Chief may permit or restrict any vehicle assignment.

All policies and procedures of the Poquoson Fire/Rescue Department shall remain in effect while assigned vehicles are operated either on or off-duty.

Operation

- Only authorized personnel shall operate department vehicles.
- When called out to respond during off duty ours, personnel shall respond in accordance with all city policies and procedures applicable to on-duty personnel.
- Special privileges such as exceeding posted speed limits, parking in restricted zones, or violating traffic regulation are not to be assumed.
- Personnel are permitted to use their take-home vehicle to attend departmental training classes/courses.

Maintenance

- Personnel with assigned take home vehicles are responsible for the cleanliness of their vehicle and will keep their vehicles maintained per Poquoson Fire/Rescue Department policies and procedures.
- Personnel shall notify their supervisor and appropriate City authorities immediately after discovering damage to their assigned vehicle and/or when involved in a motor vehicle accident.

- The use of tobacco products will not be tolerated while in operation of assigned take-home vehicle.

Availability

- Off-duty personnel shall be available for responses when necessary or called to duty.