

Purpose: This procedure covers use of CTFD vehicles for officer duty shift coverage during the department start-up period.

Administration: The Fire Chief and Assistant Fire Chief will have joint responsibility for administration of this policy within the scope of their job descriptions.

Interim Policy and Procedures:

- Officers may use the following department vehicles for response and general transportation during the time they are scheduled for duty shifts: Car 42, FC-34 vehicle
 - These units will be stationed in the lower lot of the Cumru Township municipal building when not in use.
 - Vehicle key rings, also including Knox Box keys, will be staged on the key board in the career staff office when vehicles are not in use.
- Duty vehicles should be picked up within one hour before duty shifts begin and dropped off within one hour after duty shifts end, unless arrangements have been made for direct handoff of vehicles between officers as duty shifts change.
 - Exception: if officers going on-duty at 0800 hours have made arrangements to utilize a duty vehicle not being used by the preceding overnight duty officer, they may pick up that vehicle the previous evening, as it becomes available.
- Guidelines for use of duty vehicles by shift:
 - Officers using duty vehicles for the overnight shifts (2200 thru 0800 hours) shall use Car 42 whenever it is in service.
 - Officers using duty vehicles for the evening shifts (1800 thru 2300 hours) Sunday and Saturday and (1700 thru 2200 hours) Monday thru Friday shall use the FC-34 vehicle whenever it is in service.
 - Officers using duty vehicles for morning and afternoon shifts (0800 thru 1800 hours) Saturdays and Sundays may use either duty vehicle, but it shall be their responsibility to coordinate handoff of the vehicle they are using with the duty officer using that vehicle for the preceding or following shift (as needed).
- Officers who do not have emergency vehicle privileges and/or emergency vehicle warning equipment in their personal vehicle should make every reasonable effort to utilize duty vehicles when they are on-duty.
 - Use of duty vehicles by officers who have emergency vehicle privileges and emergency vehicle warning equipment in their personal vehicle is strongly encouraged, especially during daylight and evening hours.
- General policy on acceptable uses of department vehicles:
 - It is understood that department vehicles in use by on-duty officers will be used for some non-response purposes during duty shifts. Examples include going for meals, light errands, etc.
 - Every effort should be made to minimize their use for purposes which could be seen by the public as “abuses” of taxpayer funds. Examples include family shopping trips, hauling household items around, etc.
 - On-duty officers should only be accompanied by persons who are members of CTFD or CTVFA while using department vehicles.
 - There is absolutely NO SMOKING in township-owned vehicles.