

**Rules and Regulations, SOP 160**  
**VEHICLES AND EQUIPMENT**

1. General requirements.
  - A. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
  - B. Members shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
  - C. Members shall immediately report any loss, damage, or malfunction of apparatus or equipment to the member's supervisor. Damage, destruction, or loss due to the member's negligence may result in his being required to make restitution. Disciplinary action also may be taken as appropriate. See SOP 105 – Disciplinary Actions.
  - D. Members shall return vehicles and equipment issued to them or entrusted to their care immediately on separation from service.
  - E. A member required to drive a vehicle owned or operated by the fire department shall possess an appropriate and valid Wisconsin driver's license.
  - F. Members shall drive in a safe and prudent manner and with due regard, and shall obey all applicable federal, state, and local traffic regulations when driving or operating a vehicle owned or operated by the fire department.
  - G. Members shall properly wear safety restraint devices whenever driving or riding in a vehicle owned or operated by the fire department.
2. Use of fire department vehicles.
  - A. Vehicles owned or operated by the fire department shall be used for fire department business only. Fire department business means any authorized work or activity performed by a member on behalf of the fire department.
  - B. An officer may authorize a brief stop at a convenience store or other similar establishment for a break while his company is within its district performing an authorized activity. The company must maintain radio contact and remain available for calls.

C. Fire department vehicles may be used to procure meals or groceries for fire station meals. When obtaining groceries, a company must do the following:

- (1) Maintain radio contact and remain available for calls.
- (2) Send only one crew member (with a portable radio) into the store to get the supplies.
- (3) Make only one trip per shift.

3. Taking vehicles home.

A. No members are authorized to take a vehicle home.

B. When circumstances warrant, the fire chief may authorize a member to take a vehicle home in the event of an emergency or repair.

4. Injuries and property damage.

Any accident or collision involving damage to any vehicle or property, or injury to any person shall be reported immediately to the appropriate law enforcement agency and to the fire chief, who will notify the Village Clerk.