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| City of Lawrence Fire DepartmentGeneral Order |
|  | Personnel Policies | Date: | January 11, 1990 |
| Title: Vehicle Operation and Licensing - FIRE & EMS | Revised: | September 2, 2010June 7, 2012April 24, 2018February 25, 2020August 15, 2025 |
| Number: | 1.03 | Pages | 2 |

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| PURPOSE: | To establish departmental policy for the use, operation, and maintenance of City of Lawrence Fire Department vehicles, to set forth policies concerning maintaining a valid Indiana Driver's License, and to define motor vehicle record qualifications for employees operating City or personal vehicles on official business. |
| POLICY: | It is the responsibility of each employee of the City of Lawrence Fire Department to operate and maintain all department vehicles in a safe and reasonable manner according to Federal, State, and local laws |
| Driver Licensing and Authorization | 1. All employees must have a valid Indiana Operators License and be at least 21 years of age to operate a department vehicle.
2. No person under the age of 21 shall operate a department vehicle unless directed by the Fire Chief or his/her designee.
3. In the course of employment, fire department employees may be expected to operate motor vehicles and as a result must possess a valid Indiana Driver’s License.
4. No employee shall operate department vehicles until they have received the proper driver/operator training and have been released by the City of Lawrence Fire Department training division, unless authorized by the Chief or his/her designee.
5. All employees must be able to be insured through City-Provided Vehicle Insurance and be able to meet the City-Wide Motor Vehicle Record Qualifications listed in **Exhibit A** to operate City-owned vehicles, or personal vehicle while on City business.
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| Reporting Changes to Driving Privileges | 1. If an employee’s driver’s license is suspended, revoked, or in any other way becomes invalid, the employee must notify his/her immediate superior within twenty-four (24) hours.
2. Upon the notification of the immediate superior, the immediate superior will immediately notify the Fire Chief or his/her designee.
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| Vehicle Operation Rules | 1. Adhere to and obey all local, state, and federal traffic laws, and all policies and procedures of the City.
2. Per NFPA 1500, seatbelts are to always be worn when riding in an apparatus. In extenuating circumstances such as giving patient care or hose loading operations seatbelts are not required.
3. At no time shall any person, or persons, other than employees, members, or designated people, be in or on a City of Lawrence Fire Department vehicle responding to an emergency incident unless authorized by the Chief or a Chief Officer.
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| Prohibited Actions | 1. Smoking is prohibited in any City Vehicle.
2. Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
3. Do not use a phone or text while driving unless using handsfree or it involves navigation to a run.
4. Do not alter or modify a City Vehicle without written authorization. Modifications include but are not limited to audio equipment, window tinting, lights, changes to the engine/performance, drilling/bolting/screwing equipment to vehicle, etc.
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| Maintenance and Reporting | 1. Accidents will be reported immediately and follow all policies.
2. Report any damage or problems to your vehicle immediately.
3. Monitor gas, tire pressure, and all fluid levels.
4. Bring the vehicle to scheduled maintenance appointments.
5. Always lock City Vehicles when applicable.
6. Fuel Cards will only be used for department vehicles unless prior approval has been authorized by the Chiefs Office (i.e. National Fire Academy Classes).
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| Disciplinary Actions | Any employee or member who violates this General Order will be subject to disciplinary actions |

By Order Of,



Robert Wallace, Chief

City of Lawrence Fire Department

**EXHIBIT A**

**Motor Vehicle Record Qualifications**

The City of Lawrence is committed to ensuring the safety of its employees and others when driving a motor vehicle is necessary for conducting official company business. This policy applies to individuals who currently operate a City vehicle, are authorized to do so, or use their personal vehicle while on City business. Such individuals are subject to regular driver's license checks.

**Driver's License Checks**

After extending a conditional offer of employment, the City conducts motor vehicle record checks on all final job candidates. These checks are intended to assess the driving status of applicants and employees. If driving is an essential job function, the City will continue to monitor the driving records of employees through annual random checks.

**Ineligibility for City-Provided Vehicle Insurance**

Employees with the following incidents noted on their Motor Vehicle Records (MVRs) will not be eligible for coverage under City of Lawrence, Indiana-provided vehicle insurance:

* Any MVR with a DWI/DUI within the past 3 years.
* Any MVR with three or more moving violations within the past 3 years.
* Any MVR with a suspended or revoked license in the past 3 years.
* Leaving the scene of an accident within the past 24 months.
* Reckless driving within the past 24 months.
* At-fault involvement in an accident resulting in fatality or serious injury within the past five years.

**Actions in Response to Ineligible MVR**

If any of the above-listed items are noted on an employee's MVR, one of the following actions may be taken:

* Coverage for the driver may be secured from an alternative source.
* The employee may be transitioned into a non-driving position.
* Auto coverage from the City may be declined.
* Usage of the Driver exclusion form is not an option.

**MVR Classifications**

Motor Vehicle Record standards are set using the number of accidents and violations an individual has during the most recent three-year period. An "at-fault" accident is identifiable on an MVR when the accident date is the same as a violation date. All accidents will be shown on record regardless of fault. MVR classifications are as follows:

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| **Violations/Accidents** | **Classification** |
| **0 violations/0 accidents** | **Acceptable** |
| **1 moving violation** | **Acceptable** |
| **2 Moving violations** | **Borderline** |
| **3 Or more moving violations** | **Unacceptable** |
| **1 At-fault accident** | **Acceptable** |
| **2 At-fault accident** | **Unacceptable** |
| **Any DUI or DWI violation** | **Unacceptable** |
| **Any reckless operation violation** | **Unacceptable** |
| **Any license suspension** | **Unacceptable** |

**Consequences of Unacceptable MVR**

* If your driving record is categorized as "UNACCEPTABLE" and your job mandates a valid operator's license, and you refuse to engage in the remedial/defensive driving course or your license is suspended, you may face suspension from driving any City vehicle and potential disciplinary measures, which may include termination.
* If your job does not necessitate driving a City vehicle, but you operate one or use your personal vehicle for City business, and your driving record is classified as "UNACCEPTABLE," and you decline participation in the remedial/defensive driving course, you will be considered uninsurable. You will receive written notification stating that you are prohibited from operating any City vehicle or your personal vehicle while on City business until you complete the remedial/defensive driving training. In the event of an accident or incident during this uninsurable period, you will be responsible for all liabilities and associated costs.
* All driver's license suspensions will undergo review by the departmental fleet manager and department head to determine the appropriate course of action.
* License suspensions due to factors such as failure to appear in court, failure to attend a driving class, failure to provide proof of insurance, or failure to pay fines will result in the employee's inability to operate a City vehicle until the issue is resolved.
* In situations where an employee cannot obtain coverage under the City of Lawrence vehicle insurance, a leave of absence, not exceeding six months, will be granted to allow the employee to bid on other posted positions for which they are qualified. If, after six months, the employee is still unable to secure another position, termination may occur.
* It is imperative that you carry your driver's license at all times and promptly report any changes in your license status to your immediate supervisor.