



General Order Number: 02-35	Effective Date: January 2010
Division: Apparatus and Equipment	
Chapter: Support Vehicle Assignment and Usage	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall set forth the policy and procedures governing the use of County-owned vehicles and privately owned vehicles within the fleet. Moreover, this General Order shall govern both the emergency and nonemergency use of support vehicles operated by Prince George's County Fire/EMS Department members. Personnel, offices, and stations assigned a County-owned vehicle, a vehicle supported by the County, or operating a privately owned vehicle within the fleet, shall adhere to all of the policies and procedures herein.

It is the policy of the Prince George's County Fire/EMS Department that all personnel and volunteer members operate passenger vehicles and light trucks in a responsible, cost effective, and accountable manner.

DEFINITIONS

Passenger Vehicle – A sedan registered as an emergency vehicle with the Motor Vehicle Administration and equipped with emergency lights and siren.

Light Truck – A pick-up truck or sport utility vehicle (SUV) registered as an emergency vehicle with the Motor Vehicle Administration and equipped with emergency lights and siren.

County Vehicle – A vehicle owned by the Prince George's County government.

County-supported Vehicle – A vehicle owned by a non-profit volunteer entity that is insured, and/or maintained, and/or fueled by Prince George's County.

Corporation-supported Vehicle – A vehicle used for emergency operational purposes fully supported by a volunteer corporation in which there are no County funds used for purposes including, but not limited to, insurance, maintenance and/or fuel for the vehicle.

Career and Volunteer Chief Officer – Officers at the rank of Battalion Chief or above.

PROCEDURES / RESPONSIBILITIES

1. General Information

County-supported vehicles assigned to persons, offices, or stations are primarily for Fire/EMS usages or related County business. A County-supported vehicle that is insured, maintained, or fueled by the County shall be done so primarily for Fire/EMS usages or related County business.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Furthermore, privately-owned vehicles that are routinely used for unrelated purposes shall be maintained at the owner's expense.

County-owned support vehicles shall be made available for use by career personnel through mutual arrangement by the Station Chief and career officer.

County vehicles, County-supported vehicles and Corporation-supported vehicles that are assigned directly to a person or a station, shall be used for operational purposes, and shall be properly maintained and operated in a responsible manner at all times.

Supervisors are to ensure that County vehicles assigned to a station or office are appropriately maintained and operated at all times. Operators of any County, County-supported or Corporation-supported vehicle are responsible for payment of fines associated with any traffic tickets (red light, parking, speeding etc.) incurred while operating the vehicle.

Vehicle operators must complete and acknowledge the information on the Vehicle Assignment Request form and complete the appropriate forms as outlined in County Administrative Procedure 610.

Appropriate paperwork will be completed and submitted to the Apparatus Maintenance Division. Apparatus Maintenance will route the appropriate paperwork for Career employees through the Fiscal Affairs office.

2. Authorized Operators

County vehicles and County-supported vehicles shall only be operated by County employees or volunteer members, authorized by the company's Volunteer Chief. Operators must have a valid Maryland Driver's License, or a valid license from the military or state of residence for the class of vehicle assigned.

Vehicle operators shall obey all laws and procedures pertaining to the operation of the motor vehicle. Vehicle operators must immediately report to the Fire Chief or his/her designee, in writing, license suspensions or revocations and arrange to turn in any County or County-supported vehicle upon losing his/her driving privileges.

3. Use Restrictions

Excluding emergency response, official business, or incidental travel, County vehicles and County-supported vehicles shall not normally operate outside of the County without prior approval of the County Fire Chief or his/her designee. Any instance which requires overnight use of a County vehicle or County-supported vehicle outside of the County must receive prior approval of the County Fire Chief or his/her designee. Furthermore, County vehicles and County-supported vehicles shall not be used by volunteer members as a commuter vehicle for outside employment.

Fuel allocation for County vehicles and County-supported vehicles assigned to Volunteer Corporations is not to exceed an average of one hundred (100) gallons of fuel per month, per



vehicle. If fuel usage is more than the allotted amount, it shall be the responsibility of the Volunteer members to fund additional fuel costs.

County funds may not be used for additional fuel costs.

4. License Tag and Registration

Issued license tags and registration shall not be removed from the vehicle.

5. Corporation-supported Vehicles

Corporation-supported vehicles that are allowed to operate as part of the Departmental fleet, used for emergency operations, shall adhere to the following:

- Fuel for Corporation-supported vehicles shall be the responsibility of the Volunteer Corporation.
- County funds may not be used for fuel
- Personnel operating any vehicle covered in this General Order shall adhere to all Departmental policies.
- Chief Officers are responsible to ensure that all operational vehicles undergo the appropriate preventive maintenance as outlined in Departmental policies.
- Upon request, Volunteer Corporations shall provide vehicle check sheets, Maryland State Inspection certification, and/or a copy of a stamped Maryland Motor Vehicle Administration Form #VR-26 approving the vehicle as an emergency vehicle.
- Information regarding response capable vehicles shall be reported to Apparatus Maintenance. Vehicles not reported may not be used for emergency Operations.
- Corporation-supported vehicles are exempt from the vehicle assignment requirements outlined in this policy.

6. Vehicle Assignments

All County-supported vehicles will be assigned to one of the following categories:

- Personal Use
- Take Home
- Workday Use/Station Assigned
- Partial Commute

7. Personal Use

Personal vehicle usage is reserved solely for the Prince George's County Fire Chief, unless he or she designates and authorizes another Fire/EMS Department member personal use of a vehicle.



8. Take Home

Take Home usage of a vehicle permits an authorized operator to take a County vehicle or a County-supported vehicle home and commute between home and office/station.

Take Home usage of a vehicle is permitted as follows:

- Take Home usage is restricted to personnel who reside in Prince George's County, with the exception of Canine Handlers and personnel authorized by the Fire Chief, who may exercise take home vehicle usage whether County or non-County residents.
- Career/Volunteer Chief Officers, Fire Investigators, and Bomb Technicians who reside in Prince George's County are allowed Take Home usage.
- Career/Volunteer Chief Officers, Bomb Technicians, Canine Handlers and Fire Investigators who are participating in Take Home vehicle usage must be available to respond to calls, while off duty or when not normally performing volunteer duties.
- Take Home usage for all other County and County-supported vehicles is prohibited.

9. Workday Use

Workday use of a vehicle is reserved for some Volunteer Officers/members, Captains, Lieutenants, Special Hazards Inspectors, Fire Inspectors, Civilians, or support personnel and is allowable solely for carrying out the day-to-day business of the Fire/EMS Department.

Vehicles assigned to authorized operators for workday use shall be parked at his or her respective work site at the close of each regularly scheduled workday.

County vehicles and County-supported sedans and utility vehicles are assigned to Fire/EMS Department fire stations. These vehicles shall only be operated by the authorized operators assigned to the respective fire station. Use is allowed solely for the purpose of conducting Fire/EMS Department business.

10. Partial Commute

Partial commute use of a vehicle is reserved for Volunteer and Career Command Officers, Fire Investigators and Bomb Technicians who are not County residents. Vehicle usage for partial commuters is allowable only during his/her scheduled hours or for conducting official Fire/EMS Department business. Vehicles assigned to authorized operators for partial commute shall be parked at any Prince George's County facility that is convenient for the individual to whom the vehicle is assigned. Assigned vehicles shall be parked at the chosen site at the close of each regular or assigned workday, or at any time when the authorized operator is not conducting official Fire/EMS Department business. Furthermore, assigned vehicles may be retrieved at the start of the authorized operator's regularly scheduled workday or times when he/she will be conducting official Fire/EMS Department business.



11. Battalion Support Vehicles

Battalion support vehicles are County vehicles assigned to the Battalion Chiefs and are available to any station within the respective battalion, when needed. It is the Battalion Chief's responsibility to determine where the vehicle will be housed, and ensure that daily upkeep and preventative maintenance is performed on the vehicle. This assigned vehicle will aid in fulfilling the duties and responsibilities of the respective station's day-to-day operations.

12. Maintenance

Authorized operators and supervisors shall ensure that sedans and light duty trucks are inspected for mechanical operation and that the proper maintenance is performed on such vehicles.

Preventative Maintenance

For County vehicles and County-supported vehicles, in order to comply with the preventive maintenance (PM) schedule, it is suggested that appointments are scheduled with Central Services, Fleet Management Division, every six (6) months or 5,000 miles, whichever comes first. Fleet Management is authorized to prohibit vehicles that are overdue for PM from receiving fuel privileges, until the vehicles are serviced.

Each vehicle shall be inspected on a biweekly basis. Moreover, the supervisor shall administer and maintain the biweekly reports and ensure that any deficiencies are corrected.

Mechanical Repairs

Mechanical deficiencies that affect safety or impede the operation of the vehicle shall be immediately reported and/or repaired. For County vehicles and County-supported vehicles arrangements shall be made through the Central Services Fleet Management Division to have the vehicle repaired. However, those deficiencies that do not affect the safety of the operator shall be addressed during next regularly scheduled preventive maintenance appointment.

13. Vehicle Readiness

To ensure that every vehicle operates properly, all personnel and volunteer members shall adhere to the following:

- Fuel level shall not be lower than one-half tank.
- Oil level shall be kept at the full mark and checked at each fueling.
- Battery shall be inspected to ensure that the battery water level is at its proper level, or on "maintenance free batteries," the green light is being transmitted through the inspection indicator.
- Radiator coolant shall be maintained at no less than the cold level marking on the coolant overflow tank.
- Power steering level shall be kept on full mark.



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

- Maintain cleanliness of vehicle, interior and exterior.
- Maintain the air pressure in the tires in accordance with the manufacturer's recommendations.
- Vehicle shall be locked when left unattended.
- No modifications shall be made to County vehicles without the approval of the Fire Chief.
- The vehicle shall be serviced for preventive maintenance every six (6) months or 5,000 miles, whichever occurs first.

REFERENCES

Administrative Procedure 610

FORMS / ATTACHMENTS

PGC Form #923, Vehicle Assignment Request

PGC Form #3279, Vehicle Operator's Official Log

PRINCE GEORGE'S COUNTY GOVERNMENT
VEHICLE ASSIGNMENT REQUEST
(Passenger Vehicles Only)

TO: Chief Administrative Officer Date _____
THRU: Director, Central Services (Attn: County Fleet Administrator)
FROM: Agency _____ Agency Number _____

1. Type Assignment:
a. Designated Workday Use _____
b. Designated Partial Commute _____
c. Designated Take-home _____
d. Designated Personal _____
2. Vehicle Class:
a. Administrative _____
b. Emergency Marked _____
c. Emergency Unmarked _____

3. Vehicle Description:
a. Type: Sedan _____, Truck _____, Other _____
b. Size: Standard _____, Intermediate _____, Compact _____, Subcompact _____
c. Year _____, Manufacturer _____, Model _____
d. Dept. Vehicle No. _____ Tag No. _____
e. Vehicle purchased with: County _____, State _____, Federal _____ funds.
f. Two-Way Radio _____ yes _____ no, Car phone _____ yes _____ no.

4. Assignment:
a. Individual's Name _____ b. Duty Position _____

5. Location: Vehicle Parked During Non-Duty Hours at
Street _____ City _____ County _____

6. Estimated Vehicle Utilization:
a. Business use per day: _____ miles, _____ hours.
b. Round Trip mileage from location shown in par. 5, above to initial officially assigned work location at _____ Miles _____.
c. Personal Use other than commuting - Average per day: _____ miles, _____ hours.
d. Total per day: _____ miles; _____ hours.
e. Number of after duty hour "on-call" responses per month: _____.
f. Maintenance and operating costs: County _____, State _____, Federally _____ funded.

7. Justification:

Signature of Assigned Vehicle Operator

Distribution: White - CAO-CFA
Green - CAO-Finance
Canary - CAO-Agency
Pink - CFA
Goldenrod - Agency

Signature of Agency Head

Chief Administrative Officer



