



DELAWARE CITY FIRE COMPANY, NO. 1, INC.
815 5TH STREET
P.O. BOX 251
DELAWARE CITY, DELAWARE 19706-0251

Delaware City Fire Company Documented Policy		
Operation of Company Owned Vehicles		
Policy #: 15-017	Original: December 9, 2018	Revised: July 2022
Approval: Floor Approval		Date: 7/6/2022

Objective: To explain the guidelines for operating emergency and non-emergency vehicles.

Statement: This policy is to be followed by all officers, members, ladies auxiliary and employees the Delaware City Fire Company.

- 17.1 All company owned vehicles will be operated by members of the fire co. or non-members that are serving in the capacity of an employee; or a member of another fire department that has met the same criteria outlined in this policy. Non-members, and persons not employed by the Delaware City Fire Company are prohibited from operating our vehicles unless serving as a mechanic or someone employed to make repairs to the vehicle.
- 17.2 Members must be at least 18 years of age and possess a valid State of Delaware Class D driver's license; and must have obtained the Emergency Vehicle Operators license through the Delaware State Fire School to operate all support vehicles.
- 17.3 To operate the larger pieces of apparatus, a non-CDL-B driver's license must be obtained through the Department of Motor Vehicles. As a general rule, all support vehicles are less than 26,000 pounds GVWR and do not pull a trailer with a GVWR exceeding 10,000 pounds. Members are authorized to train on these pieces of apparatus after obtaining their 18th birthday but may not be fully qualified until they have reached 21 years of age.
- 17.4 Members between the ages of 18-21 years of age may begin training on our vehicles, through our internal training program administered by the Chief Engineer. At the completion of the training program, the Chief Engineer will make a recommendation to the Fire Chief on whether or not to approve the member to drive without limitations.
- 17.5 Training requirements and curriculum for the training program will be outlined in the fire line standard operating guidelines.
- 17.6 The Chief Engineer will keep a current list of all drivers posted on the informational board displaying all members and career staff driving statuses.
- 17.7 The Chief Engineer will also post a list of all company owned vehicles and designate whether they are emergency or support vehicles.



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- 17.8 Any member or employee of the fire company that loses their driving privileges must immediately notify the Chief, President or Chief Engineer.
- 17.9 When operating any fire company owned vehicles, all applicable State of Delaware laws will be followed at all times.
- 17.10 Members and employees that are qualified to operate our vehicles will be asked to provide a copy of a valid driver's license as often as necessary to prove they have a valid driver's license.
- 17.11 Should any of our vehicles become involved in an accident, the first priority is to check on injuries and activate the 911 system if necessary. The police must be notified to obtain a police report and the Chief or his designee must also be contacted immediately to inform our insurance company. After returning to the station, the driver of the vehicle must submit a written statement on what occurred to be reviewed by the Accident Review Board.
- 17.12 At any time, the Chief Engineer may remove a member or employee from the drivers list if he/she feels they need additional or refresher training; or if it's in the best interest of the safety of our members.
- 17.13 Any damage that occurs while operating a fire company owned vehicle, regardless of how minor, must be reported to the Chief Engineer immediately.
- 17.14 The drive-through bays must be utilized as often as possible. When it is necessary to back a vehicle into the building, it is mandatory to have a spotter in place at all times.
- 17.15 Any member or employee, taking prescribed medication that could impact their driving ability must notify the Chief, or his/ her designee immediately.
- 17.16 Driving or operating any company owned vehicles, with a blood alcohol concentration greater than zero is prohibited. There will be zero tolerance for driving or operating vehicles while under the influence of any illegal drug or alcohol. Anyone found to be in violation of this policy will be immediately removed from the drivers list and disciplined. Any violations from employees will also result in the immediate removal from the drivers list and disciplinary action up to and including possible termination.