



## OMD Clinical Administrative Policy Vehicle Policy

DRAFT for MCB Review and Approval 11/11/2020,  
Effective 12/1/2020; Review Before 12/2023

Eligibility, assignment of vehicles, and assignment of use levels are determined by the Chief Medical Officer (CMO) and may be dependent upon vehicle availability and/or department needs. Once assigned, vehicles will not be traded between members without approval of the Chief Medical Officer.

Assignment of vehicles by the CMO will be at one of the three levels listed below, determined by job duties, responsibilities, and clinical capability. It is understood that all personnel in a work section performing the same duties will be given the same assignment level. If changes need to be made for budgetary or departmental needs, the CMO will determine the changes to be made which will be fair for all individuals performing the same duties.

A member's assignment of a vehicle is one in which they bear the responsibility to comply with the requirements as set forth within OMD policies. In cases of abuse, the CMO may revoke or suspend a member's participation. The assigned driver must operate and park the vehicle in accordance with laws and ordinances of the City and State. Any citations received by a member are the responsibility of the member. Any use of the vehicle for illegal purposes, or while performing illegal acts, is prohibited and will result in disciplinary action that could include termination.

### Levels of Assignment

Level 1: The vehicle may be used on- and off-duty to conduct OMD business. The vehicle may also be used when not specifically on OMD business, so the member may be prepared to immediately respond to perform duties of their position.

Level 2: The vehicle may be used on- and off-duty to conduct OMD business. The vehicle may not be used when not specifically on OMD business. The member may be required to respond immediately to perform their job duties after hours or to respond during emergency incidents as requested. It is understood that off-duty response may be delayed returning home to get the OMD vehicle.

Level 3: The vehicle may be used on-duty to conduct OMD business. The vehicle may not be used when not specifically on OMD business. The vehicle will be parked at the work site or other EMSA facilities after hours as determined by the CMO. During work periods, the member may stop for regularly scheduled lunch and breaks while using the OMD vehicle.

### On Call Vehicles

Personnel performing on-call duty who do not have a vehicle assigned to them, will be furnished a level 2 vehicle during their on-call assignment period, and will follow all policies accordingly.

### Special Assignment Vehicles

Personnel performing special assignments may, at the discretion of the CMO, be allowed to use an OMD vehicle. If allowed, the level of assignment will be determined based on duties required during the special assignment, and all policies will be followed accordingly.



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#### Color, Type and Markings

The color, type and markings will be determined by the CMO. Some vehicles may utilize unmarked license tags, special warning devices and other equipment at the discretion of the CMO.

#### Accessories or Alterations not furnished by the OMD

All additions and/or alterations of internal and external equipment to vehicles must first be approved by the CMO or CMO designee. This requirement is to assure proper installation and minimum defacing. The work will be authorized on a work order and made part of the permanent record. The addition or alteration becomes property of the OMD.

#### RESPONSIBILITY

##### Off-duty Parking

Take-home vehicles will be principally parked at the primary residence of the member during off-duty hours. Inside parking is preferred for security reasons, but off-street parking is acceptable when inside parking is not available. Street parking will only be used when off-street parking is not available.

The vehicle will be returned and stored at the member's assigned workstation or other appropriate facilities under any of the following conditions:

- During vacation or days off when a member's residence will be vacant for more than 72 hours and the vehicle cannot be parked inside. (Take-home vehicles parked at work sites, for whatever reason, will not be issued or used as pool vehicles for on-duty member except when authorized by the CMO or CMO designee.)
- Suspension from duty.
- Extended medical leave

##### Vehicle and Equipment Security

The vehicle will be locked or within an enclosed, locked structure at all times when not in use. All OMD-furnished medical equipment, portable radios, cameras, and other equipment must be removed from the passenger area of the vehicle when parked out of service.

##### Damage to Vehicle

Damage incurred off-duty or on-duty will be reported to the Division Chief in charge of OMD Fleet. As soon as possible a written description of the damage and circumstances surrounding the damage is to be filed. Attach any associated documentation, pictures, police reports, other operator information etc.

Animal strikes should be reported to the appropriate jurisdiction. There is a possibility that no law enforcement response will be required.

##### Passengers

Passengers are permitted in the vehicle during operation. The member is expected to use discretion and are prohibited from allowing passengers to accompany them on calls unless the passenger meets the criteria to third-ride (HIPAA, etc.). Passenger safety will be given priority in both vehicle operation and response to calls. Passenger appearance and conduct are the responsibility of the member. Passengers must wear seat belts.



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#### **Photo Identification**

Proper Authority photo identification and valid Oklahoma drivers' license will be carried by the driver when operating OMD assigned vehicles.

#### **Driving Distance Limitations**

Use of an OMD vehicle for travel outside the State of Oklahoma requires CMO approval.

#### **Maintenance**

Mechanical maintenance is of top priority.

Members assigned a vehicle will:

1. Request repairs by email to the Division Chief in charge of OMD Fleet as soon as a problem is detected.
2. Change their own flat tires on vehicles.
3. Keep tires properly inflated.
4. Check and replenish all fluids as required by the vehicle. Checks must be made no less than once each week.
5. Preventive maintenance service is the responsibility of the member assigned the OMD vehicle. Preventive maintenance should be done by a reputable established service center.
6. Maintain the appearance of the vehicle inside and out. The interior will always be kept clean. The exterior will be washed when needed and hand waxed every six months.

#### **OMD Division Vehicles**

If a vehicle is assigned to a Division and not an individual, it is the responsibility of the Division Chief to have the vehicle maintained as addressed herein.

#### **Vehicle Upkeep**

Vehicle inspections will be conducted by the Division Chief in charge of the OMD Fleet not less than once a year. Members are expected to maintain vehicle appearance standards that are deemed appropriate to weather conditions and public contact.

#### **ADDITIONAL RESTRICTIONS**

##### **Towing**

Vehicles will not be used for carrying heavy or excessive loads or for household moving. No objects will be protruding from trunks or windows. Vehicles will not be used for towing of other vehicles or trailers, except where properly equipped to do so and for official use only. Only vehicles equipped with push bars will be used for pushing other vehicles except in emergency situations.

##### **Alcohol or Drugs**

Vehicles will not be utilized by members or passengers under the influence of alcohol or drugs, or who have taken prescription drugs that would impair the ability of the driver to operate the vehicle. No alcoholic beverages or illegal drugs will be transported in an OMD vehicle.

##### **Smoking**

All OMD vehicles are smoke free. This applies to all occupants.



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### **Parking**

Vehicles will not be parked around liquor stores, bars, or locations where alcoholic beverages are primarily consumed or sold unless performing OMD business.

### **Vehicle Operation**

Only OMD members may operate vehicles. No member of the member's family or other civilian personnel will operate the vehicle.

### **New Vehicle Acceptance**

Upon ordering and receiving an additional or replacement vehicle to the OMD fleet, the designated Division Chief in charge of the OMD Fleet will perform an acceptance inspection of the new vehicle.

At the time of delivery, the inspection will consist of a physical inspection of the vehicle to include checks for damage, correct coloring, and overall condition. Additionally, the order sheet will be compared with the actual vehicle to ensure that all the options and configurations ordered are present in/with the new vehicle.

### **Accessories or Alterations furnished by the OMD**

All specified lighting, sirens, and accessory packages must be pre-approved for addition to a new fleet vehicle. Approval is to be made by the CMO once presented with the list of additions and cost of equipment and installation. Once the vendor finishes the work, the Division Chief in charge of the OMD Fleet will inspect and accept or reject the work based on the specifications quoted by the vendor. Upon acceptance, payment will be made to the vendor. If the work is rejected, the vendor will be contacted by the Division Chief in charge of the OMD Fleet for corrections.