

Hiawatha Fire & Rescue

Policy 109
Rules and Regulations
Personal Vehicle Care
5/25/2001

I. Purpose

To provide guidelines to personnel for the use of the station to maintain personal vehicles

II. Scope

Covers all Hiawatha Fire and Rescue members who utilize department facilities to care for their personal vehicles

III. Background

A long-standing tradition among many volunteer fire departments is to allow department members to utilize the fire station to care for their personal vehicles. This has been recognized as a valuable incentive, in addition to encouraging members to be at the station available to answer emergency calls. It is understood that the misuse of the privilege could result in delay of response, poor morale, and low community image.

IV. Responsibilities

- A. All personnel must follow the guidelines established in this procedure, and recognize that using the station to perform vehicle care is a privilege, and not a right.
- B. The Chief shall have the authority to suspend this privilege, both of individuals and as a department, if vehicle care becomes a problem.
- C. Company officers have the authority to ask a member to discontinue vehicle care and remove their vehicle on a temporary basis, should they believe this policy has been violated, will reflect negatively on the department, or interfere with operations.

V. Guidelines

The following items are established as guidelines. Some flexibility may be allowed on an individual basis. All members should attempt to follow these guidelines when washing their vehicles on department property.

- A. Members may wash vehicle titled to themselves or immediate household members. The department member MUST be present at all times when the vehicle is in the facility.
- B. Activity shall be limited to minor repair, such as lights, wiper blades, etc. or vehicle care (washing, cleaning interior, etc.) Oil changes and antifreeze flushes are not allowed on City of Hiawatha premises. Vehicles shall not be lifted off of the ground in any way. No ramps are allowed.
- C. Activity should be limited to 20 minutes when others are waiting.
- D. Under no circumstances may personal vehicles be washed during regular department functions, including meetings, training (including split sessions), or other functions that members are expected to participate in.
- E. Activity may be conducted in a fashion not to interfere with outside activities being conducted at the station (such as FF1, EMT, Officer Meetings, and community groups). You must have permission to use the bay if a class is going on, from the instructor or dept. host.
- F. Utilize only the small bays on the Eisenhower Rd. side. Washing is to be done inside of the station only.
- G. Pull only the pick up truck outside. Be aware of pulling any truck with pump and water outside during cold weather. If the vehicle outside gets snow, rain, etc. on it, it must also be rinsed off.
- H. The keys to any personal vehicle MUST be left on the seat of the vehicle at all times.
- I. Do not park any vehicle to interfere with emergency response in any way.
- J. You should provide your own supplies such as soap, wax, bulbs, etc.
- K. You must dispose of any trash or other items left over. NO HAZARDOUS MATERIALS ARE TO BE LEFT ON CITY OF HIAWATHA PREMISES. (Oil, antifreeze, etc.)
- L. Upon completion, squeegee the floor. Do not push mud or debris into the drain.

NOTE: The City of Hiawatha and the Hiawatha Fire Department shall not consider injuries occurring while attending to personal vehicles as occupational injuries.