

DATE:	MARCH 4, 2019
NUMBER:	I.39
SUBJECT:	VEHICLE ASSIGNMENT USAGE
RELATED SECTIONS:	SDSD P&P SEC(s) 5.1, 5.2, 5.4

PURPOSE

To establish bureau-wide standards for the use of department vehicles.

POLICY

All vehicles assigned to the bureau are to be operated in a safe manner, in compliance with departmental regulations, and state and local laws.

PROCEDURE

I. PRE-OPERATION CHECKS

- A. Vehicle condition report
 - 1. Drivers of vehicles shall complete an Operator's Vehicle Condition Report (VEH-2 form) daily.
 - 2. These reports are kept at the facility level for thirty (30) days before they are purged.
- B. Fuel, oil and coolant levels shall be checked for appropriate levels.
- C. All of a vehicle's safety equipment shall be checked for proper operating condition:
 - 1. Brakes
 - 2. Lights, turn signals, and emergency lights
 - 3. Spare tire, jack and lug wrench
 - 4. Emergency road flares
 - 5. First-aid kit
- D. Tires shall be inspected for excessive wear and proper inflation.
- E. The condition of the vehicle's body shall be compared to the vehicle damage report in the vehicle. Any differences should be immediately called to a supervisor's attention.

II. ACCIDENTS

Any damage to a department vehicle shall immediately be reported to the shift supervisor. The supervisor will respond to the scene of any accident and submit appropriate reports.