

VESTAL FIRE DISTRICT
Title: Training Vehicle Usage Policy
Adopted: June 11, 2026
Revised

Policy #:	302.00
Policy:	Training Vehicle Usage Policy
Effective Date:	June 11, 2026
Authority:	
Cross-reference:	

PURPOSE

This policy shall provide guidance in the use and operation of the Training Vehicle.

SCOPE

This policy applies to all Fire District personnel, Fire Department personnel, and other individuals authorized by the Vestal Fire District to operate or utilize the Training Vehicle. This policy governs the scheduling, operation, maintenance, documentation, and authorized use of the Training Vehicle.

POLICY

The Vestal Fire District shall maintain a Training Vehicle for authorized Fire District and Fire Department business, training activities, and other approved purposes. All personnel shall operate and utilize the Training Vehicle in accordance with this policy, applicable Fire District policies, and all applicable federal, state, and local laws, including the New York State Vehicle and Traffic Law.

RESPONSIBILITIES

District Chief

The District Chief, or designee, shall have overall responsibility for the administration, scheduling, and operational oversight of the Training Vehicle. The District Chief shall establish vehicle use priorities based upon operational, training, and administrative needs of the Fire District.

Training Officer

The Training Officer shall assist in coordinating authorized training-related use of the Training Vehicle.

Fire District Administrative Personnel

Fire District administrative personnel shall maintain the Training Vehicle Use and Reservation Calendar and shall post approved reservations on the members-only web page.

Vehicle Operators

Vehicle operators shall comply with all requirements of this policy and shall ensure that the vehicle is operated safely and that each use is appropriately documented.

PROCEDURES

Vehicle Location

The Training Vehicle shall be parked at the Fire District Administration Office.

Reservation and Scheduling

Requests to use the Training Vehicle shall be approved by the District Chief or the District Chief's designee prior to reservation. Approved reservations shall be entered onto the Training Vehicle Use and Reservation Calendar. Vehicle use shall be prioritized based upon operational, training, and administrative needs of the Fire District.

Driver Qualifications

Operators of the Training Vehicle must be at least 18 years old, hold a valid New York State driver's license, and have successfully completed a 6-hour Defensive Driving course.

Emergency Vehicle Restrictions

The Training Vehicle shall not be operated as an authorized emergency vehicle, and the emergency warning equipment shall not be utilized unless specifically authorized by the District Chief. Any operator authorized to operate the Training Vehicle in an emergency capacity shall meet all applicable New York State Vehicle and Traffic Law requirements and Fire District training requirements.

Vehicle Monitoring Systems

The Training Vehicle shall be equipped with a vehicle camera system and a GPS tracking device. The camera system shall operate whenever the vehicle ignition is in the run position.

Vehicle Activity Logs

Operators shall complete the Training Vehicle Activity Log after each use. The Activity Log shall be maintained in the vehicle and completed prior to returning the vehicle to service. Activity Logs shall be submitted to the Fire District Administration Office at the end of each month.

Vehicle Care and Maintenance

The Training Vehicle shall be maintained in accordance with applicable Fire District vehicle maintenance policies and procedures.

The vehicle shall be fueled and cleaned after each use.

Any damage to the vehicle or its equipment, as well as any operational deficiencies or malfunctions, shall be immediately reported to the District Chief and noted on the Training Vehicle Activity Log.

Accident Reporting

Any motor vehicle accident involving the Training Vehicle shall be immediately reported in accordance with the Fire District Vehicle Accident Reporting Policy.

RECORDS RETENTION

Training Vehicle Activity Logs shall be retained in accordance with the New York State Archives LGS-1 Records Retention Schedule.

By Order of the Board of Fire Commissioners
Vestal Fire District
Date approved: June 11, 2026