

### **Chapter III Fire Department Vehicles**

#### **Subject 7 Fire Department Vehicles Policies**

##### **Topic 1 Response, Take-Home, and non Take-Home Vehicles**

###### **References**

Refer to City of Cincinnati Administrative Regulation No.51 and Administrative Regulation No.31 for official information on City policy on vehicle use.

###### **Policy**

The Fire Department identifies vehicles as a Response Vehicle, Take-Home Vehicle or Non Take-Home Vehicle.

**A. Response Vehicle** status is granted to officers who must respond directly to a point of recall without first responding back to their residence to pick up the fire vehicle. For “Response Vehicle” status the fire vehicle may be used for all transportation needs, providing the individual anticipates responding to an emergency should one occur.

**B. Take-Home** status is granted to officers who are required to attend meetings, court and other recall situations. For “Take-Home” status the fire vehicle may be used to commute to and from work and for official Fire Department activities only. Uses other than Official Fire Department business are prohibited.

**C. Non Take-Home** status is assigned to all other Fire Department Vehicles used by individuals for the purpose of normal Fire Department business. For “Non Take-Home” the Fire vehicle may be used for normal Fire Department business only, including special details. These vehicles must be secured on city property at all times when not in use. The site must be approved by the division Assistant Chief.

D. After careful review the following positions will be granted:

###### **Response Vehicle**

Car 1 Fire Chief	Car 2 AC Administration
Car 3 AC Operations	Car 4 AC Human Resources
Car 5 AC Fire Prevention	Car 201 DC Dispatch
Car 202 Capt. Apparatus/Hyd	Car 301 DC Operations
Car 204 DC Homeland Security	Car EMS1 DC
Car 303 Capt. Operations	Car 401 DC Training
Car 406 DC Safety Officer	Car 501 DC Fire Prevention
Car 502 DC ECU	Car 509 Lt. ECU
Car 510 Capt. FIU	Car 402 Capt. Training
SOC (Special Ops DC)	

**Take-Home Vehicle**

Car 205 Capt. Homeland Security	Car 410 Capt Internal
Car 412 Lt Internal	Car 511 Lt. FIU*
Car512 Specialist FIU*	Car513 Specialist FIU*
Car514 Specialist FIU*	Car515 Specialist FIU*
Car516 Specialist FIU*	Car517 Specialist FIU*

**Non Take-Home**

Car 211 Capt. Facilities	Car 206 Lt. Homeland Security
Car 407 FF Photographer	Car 503 Capt Special Events
Car 530 Specialist FPB	Car 531 Specialist FPB
Car 532 Specialist FPB	Car 533 Specialist FPB
Car 534 Specialist FPB	Car 535 Specialist FPB
Car 536 Specialist FPB	

\*The On-Call fire investigator and his back up are considered to be in a response vehicle during their on-call period.

E. Under the commuting rules, all personal use of Take-Home vehicles, other than commuting to and from work is prohibited. Therefore a value of \$3.00 per day has been assessed by the IRS as the taxable benefit. The city must include this value in the gross pay on the employee's W-2 at the end of each year. Additionally, more detailed information is contained in Administrative Regulation No.51.

1. The taxable benefit is an amount that will be added to your W-2 as other income. Members assessed the \$3.00/day are responsible for the tax portion of that \$3.00/ day value. It will not be deducted from your pay.

2. Members assigned Take-Home Vehicles will be required to submit a quarterly "Take-Home Vehicle Commuting and Usage Report (Attached). The completed reports must be sent to the Apparatus Supervisor by April 7<sup>th</sup>, July 7<sup>th</sup>, October 7<sup>th</sup> and December 1<sup>st</sup> each year. The December reports will require estimating usage for the month.

3. Vehicles assigned to divisions are never to be driven home by anyone, nor are they to be used for anything other than official Fire Department business

4. Persons assigned city vehicles are encouraged to review their personal liability and medical liability insurances. The city may not be liable for accidents involving anyone riding in a city vehicle but not an employee of the City of Cincinnati.

Reporting Quarter \_\_\_\_\_

Vehicle Number \_\_\_\_\_

**Take-Home Vehicle  
Quarterly  
Commuting & Usage Report**

Name \_\_\_\_\_

Assignment \_\_\_\_\_

Location Vehicle Parked during Business Hours \_\_\_\_\_

Location Vehicle Parked during Non-Business Hours \_\_\_\_\_

Night time Parking On/ Off Street \_\_\_\_\_ Current Odometer Reading \_\_\_\_\_

Mileage Used for each commute (Round Trip) \_\_\_\_\_

Number of times used to Commute during this quarter \_\_\_\_\_

List all times vehicle was use for official business during Non-Business Hours:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
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11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

Signature \_\_\_\_\_

List any additional use on back of form