

New York State Task Force-2
Standard Operating Procedure

Subject: Team Vehicles

Section: 300 Vehicles

Procedure # 301

Date: 15 April 2003

Revised: 24 August 2015 (BS)

Purpose: The purpose of this SOP is to establish the guidelines for operating a State owned vehicle assigned to NY-TF2.

Scope: This procedure applies to **ALL** New York State Task Force -2 (NY-TF2) members and Office of Fire Prevention & Control staff assigned to NY-TF2 operations. Specific guidelines can be found in the Department of State Standard Operating Guidelines manual.

Vehicles are the property of the State of New York, and are to be used for official State business only. Under no circumstances will any vehicle be used for personal business.

Members of NY-TF2 are authorized to operate State vehicles while conducting official business involving the team. Team business is defined as deployments, training assignments, equipment or vehicle repair and pickup, demonstrations, and attendance at schools or seminars that are necessary to the program.

While operating any State vehicle you are representing the Office of Fire Prevention and Control as well as NY-TF2. Your actions will reflect on both organizations. State vehicles will be operated at all times in a safe and courteous manner and in accordance with the New York State Vehicle and Traffic Law.

Under no circumstances will any driver operate a State vehicle while under the influence of alcohol, or while your ability is impaired by drugs. Alcohol is prohibited from being carried or consumed in a State vehicle.

Other emergency responders, who may not be members of NY-TF2 may ride as a passenger in a State vehicle if they are traveling to attend the same deployment, training assignment, demonstration, school or seminar.

Family members, who are not emergency responders, are not allowed in State vehicles.

“Normal Response Mode” is defined as non-emergency travel to assignments without the use of warning lights and siren.

“Emergency Response” is defined as the use of warning lights and siren while enroute to an emergency incident. Emergency response mode will only be used when specifically authorized by the Program Director, Deputy Chief or Branch Chief of Special Operations.

Unauthorized use of warning lights and siren will result in disciplinary action including driving privileges revoked, suspension and even termination.

State Fire vehicles are highly visible to the public and are expected to provide assistance to the public in emergency situations. Such assistance may include obtaining fire, police, or EMS assistance via the two-way radio installed in each vehicle; providing on-scene fire suppression assistance using the vehicle’s fire extinguisher or rendering first aid utilizing the supplies in the vehicle’s first aid kit.

Procedures to Follow in Case of an Accident

Department of State Administrative Practices Manual requires the reporting of all accidents, no matter how minor, to local police. Notification to the Program Director, Deputy Chief or Branch Chief must be made as soon as possible. The driver should call the police at the scene of the accident and should obtain all information needed to fill out the Accident Report, Form MV-104, including:

- Names and addresses of witnesses
- Name and address of other driver, driver's license number, license plate number, type and make of vehicle, and phone numbers where they can be reached.
- Name and address of vehicle owner if other than the driver
- Name, address and phone number of insurance company covering the driver or owner
- Exact location, date and time of accident
- Description and estimate of those claiming injury and a description of the injuries
- Description and estimate of damage to the State vehicle

- Cooperate with the other party in giving them the same type of information
- Do not argue or make accusations
- Do not admit guilt or make promises regardless of who is at fault
- Do not make any settlement or sign any papers.

A full report of the accident must be made immediately on Form MV-104, and copies forwarded to the Bureau Chief and Deputy Chief of the Special Services Bureau.

If an accident causes death, personal injury or damage over \$600 to the property of any one person, the driver must file the original of Form MV-104 within ten days to the Commissioner of Motor Vehicles. Failure to report within ten days is a misdemeanor.

Stolen Vehicles, Equipment and Documents

If a State vehicle is stolen, the car assignee must report it immediately to both local and State Police and the Bureau Chief and Deputy Chief of the Special Services Bureau. If equipment or documents (credit cards, radios, etc.) are missing, the operator should report this immediately to the Program Director, Branch Chief and Deputy Chief of the Special Operations Branch.

It is a violation of the NYS Vehicle and Traffic law to permit a motor vehicle to "stand unattended without first stopping the engine, locking the ignition, removing the key from the vehicle, and effectively setting the brake...."

Classification of Drivers

All members who wish to be eligible to drive State vehicles must go through an orientation and training with the OFPC staff member assigned to vehicles. The OFPC staff member will evaluate your knowledge of basic Vehicle and Traffic Law statutes and OFPC policies & procedures relating to vehicle use. Staff members may also administer a drivers test to assure a team member's understanding of vehicle operation. Members must become familiar with all paperwork, fueling and emergency procedures. In order to drive a State vehicle you must also possess a valid NYS driver's license for the class of vehicle you are operating. All vehicle operators must be at least 21 years of age.

Class A	Tractor-Trailer
Class B	Tractor portion only
Class CDL-C	Single unit truck or Bus
Class D	cars and pick-up trucks

Backing up a State Vehicle

If possible, at least one spotter shall be in place when a vehicle is backing up. They shall remain in eye contact via the vehicle's mirrors at all times. If no one is available to serve as a spotter, the vehicle operator must do a safety check around the vehicle to be sure the area is clear before backing up.

John Deer Gator and Bobcat (skid steer loader)

The use of the Gator and Bobcat shall be OFPC staff members and NY-TF2 Team members specifically authorized by the Program Director, Branch Chief or Deputy Chief of the Special Operations Branch. Designated trainers for this equipment will be approved and designated by the Branch Chief.

Each operator will read the Bobcat S250 Operation Manual and the Safety Manual.

Members with previous forklift and/or skid steer/articulating loader experience will be given preference for training in becoming operators. Experience with these types of machinery is not mandatory but strongly preferred.

Operators must understand that they may be required to load and unload shipments, move pallets as well as dirt, snow, rubble and other unusual objects that are used for training and general purposes around the building. At times the Bobcat may need to be taken over uneven terrain and/or dangerous terrain (snow, ice, water, mud). After training, the operator must be competent in these situations.

Each Operator will be trained by a staff member trainer.

Operators shall be familiar with the safety restrictions and Rated Operating Capacities of the loader.

Each operator shall take and pass the Operations written test.

Each operator shall take and pass the Operations practical test.

Towing

In order for a team member to tow with a State vehicle they must go through an orientation of each vehicle and their towing capacities. Each member must become familiar with each trailer and it's operation.

Team members must be cleared by an OFPC staff member before they are eligible to tow with a State vehicle. This process may include a road evaluation to test the member's ability to hook up a trailer, tow the trailer, and back up the trailer in a safe manner.

Authority:

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