

POLICY

It is the policy of the District that any employee using a District-owned vehicle for any purpose or a privately-owned vehicle for District work-related purposes shall:

1. Be fully qualified to operate the specific vehicle;
2. Have a valid, unexpired driver's or chauffeur's license;
3. Maintain financial responsibility for privately-owned vehicles in a manner provided for in [RSMo §303.025](#) or with a motor vehicle liability policy with conforms to the requirements of the Missouri Department of Revenue;
4. Operate District-owned vehicles only as authorized for District work-related purposes;
5. Comply with all traffic laws, rules and regulations, including use of seat belts;
6. Exercise due care and diligence in operation of the vehicle;
7. Permit only those authorized to operate District-owned vehicle;
8. Keep or cause privately-owned vehicles to be kept adequately maintained;
9. Not operate the vehicle when under the influence of alcohol or any controlled substance; and
10. Promptly notify appropriate persons of any maintenance problem, accident or other problem with a District-owned vehicle.

DEFINITIONS

Employee – For purposes of this policy, the term “employee” shall also mean “Director”

RESPONSIBILITIES

It is the responsibility of the **District Manager** or **Fire Chief** to verify employees who operate District-owned vehicles have a current valid, unexpired driver's or chauffeur's license.

It is the responsibility of the **Training Officer** or **designee** to qualify employees to operate specific vehicles.

It is the responsibility of the **District Manager, Fire Chief, or fire officers** to authorize District-owned or privately-owned vehicles for District work-related purposes.

It is the responsibility of the **Board of Directors** to authorize any Director to operate District-owned or privately-owned vehicles for District work-related purposes.

It is the responsibility of the **Board of Directors** to verify any Director who drives privately-owned vehicles on District business has a current valid, unexpired driver's or chauffeur's license; has been screened to drive District-owned vehicles according to the District's insurance carrier's recommendations; and maintains financial responsibility in a manner provided for in [RSMo §303.025](#) or with a motor vehicle liability policy which conforms to the requirements of the Missouri Department of Revenue.

Any **Director** authorized and verified to operate District-owned or privately-owned vehicles for District work-related purposes who no longer has a current valid, unexpired driver's or chauffeur's license or maintains financial responsibility in a manner provided for in [RSMo §303.025](#) or with a motor vehicle liability policy which conforms to the requirements of the Missouri Department of Revenue, shall immediately inform the President and Board of Directors and shall not operate District-owned or privately-owned vehicles for District work-related purposes.

It is the responsibility of the **District Manager or Fire Chief** to verify employees who drive privately-owned vehicles on District business have a current valid, unexpired driver's or chauffeur's license; have been screened to drive District-owned vehicles according to the District's insurance carrier's recommendations; and maintain financial responsibility in a manner provided for in [RSMo §303.025](#) or with a motor vehicle liability policy which conforms to the requirements of the Missouri Department of Revenue.

Any **employee** authorized and verified to operate District-owned or privately-owned vehicles for District work-related purposes who no longer has a current valid, unexpired driver's or chauffeur's license or maintains financial responsibility in a manner provided for in [RSMo §303.025](#) or with a motor vehicle liability policy which conforms to the requirements of the Missouri Department of Revenue, shall immediately inform the District Manager or Fire Chief and shall not operate District-owned or privately-owned vehicles for District work-related purposes.

It is the responsibility of all **employees** to operate District-owned or privately-owned vehicles for District work-related purposes in compliance with this policy. The **Treasurer** shall not reimburse anyone who utilizes privately-owned vehicles for District work-related purposes that is not in compliance with this policy.

In accordance with [RSMo §307.175.3](#), it is the responsibility of the **employees** to request and retain written permits for the operation of privately-owned vehicles with sirens or blue lights and to comply with all traffic laws and regulations.

In accordance with [RSMo §307.175.3](#), it is the responsibility of the **Fire Chief** to issue written permits to employees for the operation of privately-owned vehicles with sirens or blue lights.

PRACTICES

1. Employees shall request and arrange through the District Manager, Fire Chief, or appropriate fire officer for the use of District-owned vehicles.
2. The District Manager or Fire Chief may establish departmental work rules in regard to requesting and arranging for use of District-owned vehicles.
3. Employees should carefully monitor the effect of prescribed medication on an employee's performance and operation of vehicles.
4. Use of alcohol or any non-prescribed, controlled substance while on duty or while responding to and from an emergency is strictly forbidden.
5. Employees who drive a personal vehicle directly to an incident or to the fire station while responding to a call, employees are considered to be "employees who drive personal vehicles on District business".
6. An employee operating a District-owned vehicle for any purpose and any employee or Director operating a privately-owned vehicle for District work-related purposes shall follow the prohibited acts of drivers in the "Siddens Bening Hands Free Law ([RSMo 304.822](#)), e.g., no texting while driving and more.
7. Employees operating a District-owned vehicle or a privately-owned vehicle when responding to an emergency may exercise certain privileges as stated in [RSMo 300.100](#), [RSMo 304.022.5\(2\)](#), and [RSMo 304.022.5\(3\)](#), e.g., exceed the maximum speed limit subject to conditions stated in [RSMo 300.100](#).
8. Employees operating a District-owned vehicle or a privately-owned vehicle must sound the siren or have the red or blue lights on only as allowed by [RSMo 304.022.5\(1\)](#).
9. An employee operating a privately-owned vehicle must sound the siren or have blue lights on only as allowed by [RSMo 307.175.1](#), [RSMo 307.175.2\(1\)\(a\)](#), and [RSMo 307.175.2\(1\)\(b\)](#).

10. Any person who is not a District employee who is allowed to ride in a District-owned vehicle, must complete [Release Waiver and Indemnification Form 542-1](#) and provide a completed [Release Waiver and Indemnification Form 542-1](#) to the driver of the District-owned vehicle, the latter of whom will provide a completed [Release Waiver and Indemnification Form 542-1](#) to the District's Secretary for record keeping.
11. Employees must not regularly take home a District-owned vehicle.
12. ~~Employees must not incrementally use for a significant distance~~ Per RSMo [§301.260.2](#), no one shall use District-owned vehicles for non-District purposes ~~without making arrangements with the District Manager to ensure compliance with any employee and District tax liability issues.~~
13. Employees may only use a District-owned vehicle outside of the District for non-emergency District purposes if the District-owned vehicle is able to respond to an emergency within the District in a reasonable time or the Board approves such use on a trip by trip basis, driving to Winter Fire School in Columbia.

RELATED POLICIES

[Employment 218](#)
[Drug-Free Work Environment 508](#)
[Alcohol and Drug Testing 510](#)
[Performance Improvement Counseling 618](#)
[Disciplinary Process 621](#)
[Reimbursements 830](#)
[Business Travel 890](#)

STATUTORY REFERENCE

RSMo [§300.100](#)
~~RSMo [§301.260.2](#)~~
RSMo [§303.025](#)
RSMo [§304.822](#)
RSMo [§307.175.3](#)

REVISION HISTORY

Revision Date	Author	Revision Details
August 25, 2026	Monte Olsen	Initial version