

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 **Fire Chief** to issue written permits to employees for the operation of privately-owned vehicles with sirens or blue lights.

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.

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 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 [§303.025](#)
RSMo [§304.822](#)
RSMo [§307.175.3](#)

REVISION HISTORY

Revision Date	Author	Revision Details
July 16, 2026	Monte Olsen	Initial version