PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

**VEHICLES: OVERNIGHT PARKING AND TAKE-HOME
VEHICLE USAGE AND PERMIT REQUIREMENTS
(TEMPORARY AND LONG-TERM)**

MP102.07A   09/22-R

PURPOSE

The purpose of this procedure is to explain the conditions under which a Fire Department vehicle may be parked overnight at an alternate location or a member's home and to explain the responsibilities of members and supervisors related to this privilege.

Members of the Fire Department having significant need for a city vehicle after normal business hours may be provided with a permit to allow overnight storage of the vehicle at the member's home or alternate location. The storage of the vehicle at the member's home is intended to facilitate response to emergency incidents, not for the convenience of the member.

Every member of the Fire Department with a temporary **or** long-term take-home vehicle must read, be aware of, and abide by City Administrative Regulations:

> - 2.95 – Motor Vehicle Authorization and Operation
> - 2.96 – Driver Qualification
> - 2.97 – Vehicle Permits and Motor Pools
> - 6.11 – Fleet Standards and Utilization

Overnight permits are assigned to specific staff positions. Members assigned to those positions are allowed to park their city vehicle at an alternate location under the following conditions.

Short-term or temporary take-home vehicle parking
Staff must complete the following forms:
1. 150-21D – temporary permit (for durations less than annual)
     o **4 total copies to**: Fire Fleet Division Chief, Fire Chief, Public Works Department - Fleet Division, and copy left in vehicle
2. 150-84D – monthly report (due by 7th of following month)
     o **2 total copies to**: Fleet Division Chief, Fire Chief (all information EXCEPT (2.) must be filled in.

Long-term or annual take-home vehicle parking
Staff must complete the following forms:
1. 150-83D – annual permit
     o **4 total copies to**: Fire Fleet Division Chief, Fire Chief, Public Works Department - Fleet Division, and copy left in vehicle

2. 150-84D – monthly report (due by 7th of following month)
   o **2 total copies to**: Fleet Division Chief, Fire Chief (all information EXCEPT (2.) must be filled in.

<u>Overall requirements</u>
1. The member's home must be within the corporate limits of the City of Phoenix, or within two miles of the City of Phoenix border.
2. The vehicle must be parked in a secured area or off the street when at home.
3. Rotating permits (Form 150-83D) may be assigned in divisions or sections where more than one member shares after-hours responsibilities of a vehicle on a rotating or occasional basis. Any number of members may be assigned to the same rotating permit, however, only one member per permit, per night may park the vehicle at an alternate location. The division or section manager is responsible for monitoring that only one person per night uses the permit.

<u>Responsibilities of Fire Department Fleet Division Chief – Quarterly Auditing</u>
The Fleet Division Chief must quarterly audit each:
- Short-term or long-term vehicle parking permit
- Estimated number of overnight and weekend uses and estimated weekly/monthly mileage.
- Any accidents

For questions on this document or any of the associated forms or policies, please contact the Fleet Division Chief.

City of Phoenix

ANNUAL PERMIT TO KEEP VEHICLE OFF-SHIFT
OR IN ALTERNATE LOCATION (A.R. 2.97)

CHECK ONE: ☐ ANNUAL - CONTINUING   ☐ ANNUAL - ROTATING   ☐ ANNUAL - REPORT-TO-WORK SITE

☐ NEW PERMIT   ☐ RENEWAL OF ANNUAL PERMIT   ☐ REPLACEMENT OF LOST PERMIT

VEHICLE NUMBER	ARIZONA DRIVER'S LICENSE
PERMIT NUMBER	PERMIT EXPIRATION DATE

PRINT EMPLOYEE NAME

POSITION/TITLE	DEPARTMENT/DIVISION

EMPLOYEE'S HOME ADDRESS	CELL PHONE:
	HOME PHONE:

LOCATION OF VEHICLE WHEN HELD OVERNIGHT

OVER 10 MILES OUTSIDE CITY LIMITS? ☐ Y ☐ N   IF YES, ATTACH MEMO REQUIRED BY A.R. 2.97

IS PARKING OFF-STREET? ☐ Y ☐ N   VEHICLE IS: ☐ **IRS EXEMPT** ☐ **IRS NON-EXEMPT**
(INSTRUCTIONS AT FINANCE DEPT./PAYROLL DIV.)

STATEMENT OF NEED FOR OVERNIGHT USE:

ESTIMATED NUMBER OF OVERNIGHT & WEEKEND USES: _____   ESTIMATED WEEKLY MILEAGE: _____

I understand that City vehicles are authorized for use only on City business in accordance with A.R. 2.95 "Motor Vehicle Authorization and Operation." Use for personal reasons will result in disciplinary action which may include suspension or dismissal. There is no expectation of privacy in the use of the permitted City vehicle, and the City retains the ability to examine or inspect any component of the vehicle, including downloading any information stored therein. This permit does not grant a property right to me. I acknowledge that I have read and understood, and will comply with, all vehicle-related administrative regulations.

EMPLOYEE'S SIGNATURE: _____

Permit and keys must be surrendered to Department upon expiration of Permit, in event of non-renewal.

DIVISION HEAD'S APPROVAL	DEPARTMENT HEAD'S APPROVAL

KEEP THE APPROVED PERMIT IN THE CITY VEHICLE UNTIL EXPIRATION

FORM 150-83D Rev 1/22

City of Phoenix

TEMPORARY PERMIT TO KEEP VEHICLE OFF-SHIFT
OR IN ALTERNATE LOCATION (A.R. 2.97)

VEHICLE NUMBER	ARIZONA DRIVER'S LICENSE

PERMIT NUMBER	PERMIT EXPIRATION DATE

PRINT EMPLOYEE NAME

POSITION/TITLE	DEPARTMENT/DIVISION

EMPLOYEE'S HOME ADDRESS	CELL PHONE:
	HOME PHONE:

LOCATION OF VEHICLE WHEN HELD OVERNIGHT

STATEMENT OF NEED FOR TEMPORARY OVERNIGHT USE:

ESTIMATED NUMBER OF OVERNIGHT & WEEKEND USES: _____   ESTIMATED TOTAL MILEAGE: _____

I understand that City vehicles are authorized for use only on City business in accordance with A.R. 2.95, "Motor Vehicle Authorization and Operation." Use for personal reasons will result in disciplinary action which may include suspension or dismissal. There is no expectation of privacy in the use of the permitted City vehicle, and the City retains the ability to examine or inspect any component of the vehicle, including downloading any information stored therein. This permit does not grant a property right to me.

I acknowledge that I have read and understood, and will comply with, all vehicle-related administrative regulations.

EMPLOYEE'S SIGNATURE: _____

TEMPORARY PERMIT AND KEYS MUST BE SURRENDERED TO DEPARTMENT UPON EXPIRATION OF PERMIT

DIVISION HEAD'S APPROVAL	DEPARTMENT HEAD'S APPROVAL

KEEP THE APPROVED PERMIT IN THE CITY VEHICLE UNTIL EXPIRATION

FORM 150-21D Rev 1/22

City of Phoenix

EMPLOYEE'S MONTHLY REPORT OF CITY VEHICLE UNDER ANNUAL OR TEMPORARY PERMIT
PER A.R. 2.97 - VEHICLE PERMITS AND MOTOR POOLS
NON-EXEMPT QUALIFIED PERSONAL USE VEHICLES ONLY

LAST NAME	FIRST	INITIAL	TITLE	FUNCTION	DEPT #	SSN

REPORT FOR: (MONTH\YEAR)	PERMIT #	EQUIPMENT #	DEPATMENT\DIVISION

1. This form should not be used for City-provided vehicles that are unlikely to be used for personal travel because of their special design, such as marked police and fire cars, delivery trucks with only a driver's seat, passenger buses, etc..

2. Put an X under each day you used a City vehicle to commute to and\or from work and home during the past month.

DATE	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

21	22	23	24	25	26	27	28	29	30	31
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

TOTAL ROUND TRIP COMMUTE(S) _____ x $3.00 = $ _____ *   * Per current IRS regulations

3. Next, for only those dates which you used a City vehicle for City business, such as an emergency call-out, enter in the table below the date, miles driven and description of the business use and points visited. Do not enter miles driven to and from work in the section below.

DATE	MILES DRIVEN	GENERAL DESCRIPTION OF USE AND POINTS VISITED

4. At the end of each month, sign and date the completed form and obtain approval from your division and department heads.
5. Copies of the completed form must be forwarded to the department payroll clerk at the end of each month.
6. Please refer to A.R. 2.97, "Vehicle Permits and Motor Pools."

EMPLOYEE'S SIGNATURE	APPROVED BY DIVISION HEAD
APPROVED BY DEPARTMENT HEAD	DISTRIBUTION PAYROLL DEPARTMENT HEAD

FORM 150-84D Rev 1/22