

Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: License DMV Check policy

Date Issued: July 12, 2016

Date Effective: July 12, 2016

Revised: January 2020 – format only

Review Date: January 2020

Purpose

To allow the Jay Fire District to ensure all drivers of apparatus insured by the fire district have a valid driver's license issued by the State of New York and do not present a risk to the Fire District or its residents.

Policy

- A. All drivers of apparatus insured by the District shall possess a valid New York State Driver's license, Class D or greater.
- B. All drivers must be 21 years of age, be a member of the fire department for one year and have pump operators training (for truck with pump unless authorized by chief). Driver training may begin at age 18 with an authorized driver.
- B. Members of the fire company who intend to drive apparatus insured by the District are subject to a motor vehicle report review annually. If Commissioners become aware of potentially negative information, a motor vehicle report may be run at anytime.
- C. Motor vehicle reports will provide the Fire District with information regarding each driver with the following information - convictions, suspensions/revocations, renewals, license restorations, endorsements, and changes in classification.

Procedure

- 1. DMV records shall be checked at least annually through the fire district's insurer.
- 2. All new members and any member reaching 21, who intend to drive fire district apparatus shall fill out a Disclosure and Release Form (attached) for submission to the agency insuring the fire district's apparatus.

- a) Disclosure and release forms only be filled out once. The original shall be filed with the District's insurer, a copy shall be retained by the fire district.
- 3.) Upon receiving results of the DMV checks, a list of potential drivers shall be prepared by the Fire District Secretary and transmitted to the Fire Chief. It will then be the Fire Chief's responsibility to determine authorized drivers in accordance with fire department bylaws and training.
- 4) All members of the Fire Company driving apparatus shall maintain a valid New York State Drivers license.
- a) Any member whose license is suspended shall report such to the board of Fire Commissioners through the Chief of the Department.
- b) Any member with a suspended/revoked driver's license shall be immediately removed from the authorized driver's list for the duration of the suspension.
- c) Any member found to be driving District insured apparatus without a valid NYS driver's license shall immediately cease to operate fire district vehicles, and shall not be cleared to drive fire district apparatus until the circumstances surrounding the revocation or suspension are reviewed and resolved by a decision of the Board in conjunction with the Line Officers of the Fire Company.
- d) If it is found that the member intentionally withheld such information, the member is subject to an automatic 90-day suspension from any fire district activity and is to be informed by the Chief of such suspension. Further disciplinary action may be taken by the Board of Fire Commissioners or by the Fire Company.
- 5) It shall be the responsibility of the Fire Chief or their assigned representative(s) to enforce this policy.

By Order of Board of Fire Commissioners - Jay Fire District

Chairman Board of Fire Commissioners