

**TOWN OF WATERTOWN FIRE DEPARTMENT  
STANDARD OPERATING GUIDELINES**

**SECTION: Personnel Policies  
SUBJECT: Bunk-In Driver Program  
REVISED: 10/4/18 (by WLB)**

**PURPOSE:**

To establish a guideline for a program to help provide a qualified driver/operator for Bunk-In participants to respond to emergency calls on department apparatus.

**DESCRIPTION:**

This program is intended for qualified members to be able to sign up and commit to driving appropriate apparatus during an overnight on-duty shift at Town of Watertown Fire Station #3.

**POLICY:**

- A. Members performing the duties under this program must be qualified to drive and operate the assigned apparatus at Station 3 per Department policies.
- B. Hours for drivers will be from 1800 – 0600 the following day if possible.
- C. NO SLEEPING in the living room area.
- D. A vacant bunk-in room will be used for sleeping. Members are responsible to bring their own linens, pillows, blanket, etc. All personal possessions will be removed at the end of the shift (linens, pillow, blanket, clothing, etc.)
- E. Members must adhere to all visitation rules in place for bunk-ins.
- F. Drivers will leave no messes or trash for the bunk-ins to clean in any area of the station. If you make the mess, you clean-up the mess.
- G. It is highly encouraged that the drivers lead some form of training for the bunk-in company during their duty hours.
- H. The Bunk-In Policy prohibits non bunk-ins to spend the evening in the common area (TV/Living room). This Bunk-In Driver program supersedes the Bunk-In Policy in that regard for the Bunk-In Driver.

**PROCEDURES:**

- A. Drivers will sign-up on a first come first serve basis. The calendar will be posted before each monthly meeting for members to sign-up. A copy will be sent to Station 3 for posting for Bunk-In participants' knowledge of when a driver is available.
- B. If a member cannot perform the driving duty they signed up for, they will contact the Chief as soon as possible so a substitute may be found or the bunk-ins notified no driver is available.

**RESPONSIBILITY:**

- A. It is for the entire department's membership to make sure the members of the department are following these guidelines.
- B. If any violations are observed, the Chief shall be contacted as soon as possible.

**SAFETY:**

Alcohol consumption on Fire District Property is strictly prohibited while on shift, and shall not be consumed at least twelve hours prior to your shift. No alcohol will be on district property while on shift. No exceptions to this rule. You shall not be under the influence of any drugs unless it is a prescription in your name and will not impair your judgment in any way.