

# Washington Township Fire Department Standard Operating Procedure

**Division 100:** Administration  
**Section 107:** Rules & Regulations  
**Subject 107.03:** Vehicular Parking at Fire Department Properties  
**Supersedes:** General Order 83-6 (4/25/97)  
Inter-Office Correspondence - Parking 2/10/03



## Approved By:

Date: February 28, 2005

Page: 1 of 2

---

## PURPOSE:

To provide guidance and control of parking for departmental and privately owned vehicles at fire department properties.

## RESPONSIBILITY:

All members shall become familiar with and use the provisions of this policy, and refresh themselves as necessary to maintain their effectiveness. Further, it is the vehicle owner's responsibility to be liable for costs or expenses incurred for movement or removal of their vehicle, as it pertains to this policy.

## PROCEDURES:

Privately owned vehicles shall be parked in designated and marked parking spaces when upon fire department property. If due to paint fading, rain, snow, or other obstructing or shielding medium, vehicles are not parked in designated spaces, they shall be promptly moved to such designated space when found in such a manner. Vehicles found to be double-parked, obstructing more than one parking space, or parked in a manner that blocks another vehicle, may be removed from the property.

No privately owned vehicle parking, standing, or stopping is permitted on the front ramp area of any fire station. Rear ramp areas may be used for stopping to facilitate pick up or deliveries, but at no time shall a vehicle be parked in such a manner as to obstruct or otherwise prevent apparatus from moving through the overhead door where that apparatus is normally parked.

Department owned vehicles shall not be parked, left standing, or stopped on fire department properties in such a manner that when their motors are operated, exhaust gases will not enter buildings. If to facilitate equipment checks, vehicle inspections, or training, a fire department vehicle is operated in close proximity to a building, measures shall be taken, such as closing doors, to prevent exhaust gases from entering said building. If such vehicle operations may occur near or adjacent to any fresh air intakes to the building, than said operation shall be re-located.

Special circumstances or conditions unique to a particular property provides for specific control and description as follows:

## STATION 41

1. The north parking lot is for Fire Alarm Operator and emergency response parking.
2. The elementary school parking to the east of the property may be used after normal business hours and on weekends for emergency response parking.

**Subject:            Vehicular Parking at Fire Department Properties**

Date:    February 28, 2005

Page:    2 of 2

---

---

3. Additional emergency response parallel (to the curb) parking is available on Iron Gate Park Drive, so long as 1) the north lot is already full, 2) the west office complex is full or cannot be used, and 3) parking is in a legal manner.
4. Twenty leased parking spaces are available at the upper (south side) parking lot of the Post Office (99 Maple Avenue), and are marked as such. These parking spaces are for on duty members working shifts at the station, members attending training, house duties, or meetings, and/or overflow parking when the station lot is full.
5. Parallel parking alongside and immediately adjacent to the handicap ramp is prohibited.

STATION 42 (45 West Whipp Road)

1. Parallel parking along either side of the west entry drive is prohibited.

STATION 45/HEADQUARTERS

1. Privately owned vehicles are to be parked in designated spaces at the south, west, and east perimeters of the parking lot. The center, double row area of the rear parking lot is designated for parking of fire and EMS apparatus and overflow parking after other areas are full.
2. Parallel parking along the north side of the southern entry drive is prohibited.

TRAINING TOWER

1. Privately owned vehicles shall not be parked in areas or spaces designated as part of the Tower Operations Area.
2. Only fire and EMS apparatus designated to operate or perform in the Tower Operations Area shall be so located. Any other apparatus shall be located as directed by an officer or lesson plan.

**References:**