

# GLASTONBURY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES



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CATEGORY: TRAINING

SUB-CATERGORY: OPERATION OF APPARATUS

SUBJECT: APPARATUS DRIVING POLICY

#### Section I - Introduction

#### A. Objective

The primary objective is to ensure that all apparatus drivers are responsible for the safety of Department personnel and the public while operating any Department vehicles. This policy will be strengthened through on-going training, periodic revision and refinement of the procedures, formal apparatus qualifications, proper state licensing and strict enforcement of the state laws pertaining to emergency vehicles.

#### B. Applicability

To all vehicles, including specialized equipments, which includes All Terrain Vehicles (ATV's) and Marine Units assigned to the Glastonbury Fire Department.

#### C. References

None

#### Section II - Standard Operating Guidelines of Department Apparatus and Specialized Vehicles:

- Any Glastonbury Fire Department member that operates any apparatus, which includes All Terrain
  Vehicles (ATVs), must maintain a current and valid driver's license. In addition, any member qualified to
  operate any of the Department's marine units must maintain a State of Connecticut Safe Boating Certificate
  that has been issued by the Department of Energy and Environmental Protection.
- Members are to hold the appropriate valid licenses for the apparatus, which that member is qualified to operate.
- It is the responsibility of every Department member to promptly notify the Fire Chief or designee of any change in the license status (i.e. license type changes, loss of license, etc.) Failure to report a license status change or driving of any town-owned vehicle without a valid operator's license will result in disciplinary

action ranging from a 30-day suspension up to and including termination of employment with the Town of Glastonbury Fire Department.

- Fire Department vehicles shall be operated only by those members that have been trained in the proper operation of each vehicle, understands the operation of the vehicle and has been authorized by the Chief Officer in charge of Apparatus and the Station's Captain and /or designated evaluator.
- The towing of any Fire Department Marine unit or trailer units shall be done only by those members that have been trained in the proper operation of each trailer, understands the operation of each trailer and has been authorized by the Chief Officer in charge of Apparatus and Station's Captain and/or designated evaluator.
- All drivers shall meet Glastonbury Fire Department Driver Education Guidelines.
- All fire apparatus drivers will be subject to a periodic medical evaluation as specified by the Department's Physical Policy, in order to determine one's ability to adequately perform the duties as an operator of fire department vehicles.
- Drivers of the fire department vehicles shall be directly responsible for safe and prudent operation under all conditions.
- when the driver is under the direct supervision of a Fire Officer, the Fire Officer shall also assume responsibility for the actions of the driver as it pertains to the apparatus driver's operation and placement of vehicle. It will be the Fire Officer's responsibility to take whatever appropriate action is necessary if the apparatus driver is operating erratically or in an unsafe manner.
- Drivers shall not move fire department vehicles under any conditions, until it is confirmed that all personnel on-board are seated and belted in regular seats. Additionally, prior to moving the apparatus, any loose equipment (e.g. thermal imaging camera, are, etc.) in the cab should be safely stowed.
- Riding on the tail-step or in any other exposed positions shall be specifically prohibited. Standing while riding shall be specifically prohibited.
- The Department's Engineers will be responsible to inspect all apparatus assigned to their particular station at least weekly and within 24 hours after any use or repair have been made to identify and correct any unsafe conditions.
- Any fire department vehicle found to be unsafe shall be place out of service until repaired. After being repaired, the vehicle shall be inspected by either a Company Engineer, Company Officer or Chief Officer assigned to oversee Department apparatus prior to being placed back in service.
- A preventative maintenance program schedule shall be established in cooperation with the Town of Glastonbury Vehicle Maintenance Facility with all vehicle records maintained by the Vehicle Maintenance Facility.
- The fire apparatus driver shall understand and demonstrate the theory and principles of defensive driving techniques, both in an emergency and non-emergency situation.
- The fire apparatus driver shall understand and observe all applicable state and local laws, including rules and regulations, governing the safe driving and operation of fire department vehicles qualified on.

- Providing it can be accomplished safely, if one emergency vehicle must pass another emergency vehicle for any reason, the passing vehicle must first receive permission to do so from the lead vehicle.
- The fire apparatus driver shall avoid backing whenever possible: Where backing is unavoidable, spotters shall be used. If no spotter is available, the driver shall dismount and walk completely around the apparatus to determine if obstructions are present before backing.
- Smoking within any vehicle assigned to the Fire Department is prohibited.

#### Section III - Operation of Department Apparatus

#### A. General:

• Connecticut State law and the Glastonbury Fire Department policy provide for certain variances from the standard motor vehicle laws for emergency responses. However, it is critical that all apparatus drivers are aware that the special provisions granted to them by law and policy shall not relieve the driver of any apparatus from the duty to drive with due regard for the safety of all persons and property. If an accident should occur with an emergency vehicle (utilizing the proper use of warning lights and audible siren) while in violation of any standard motor vehicle law or any posted "rule of the road", that the operator of the apparatus could be found guilty of not driving with due regard for the safety of all persons and property. The best outcome an operator might expect in this scenario is that the other vehicle's driver may be cited for failure to yield the right-of-way to a properly identified emergency response vehicle. The operator of any apparatus is responsible for its safe operation at all times.

#### B. Emergency and Non Emergency Response Mode

I. <u>Emergency Response Mode:</u>

The operator of an apparatus may, when utilizing the proper warning lights and siren:

- Proceed through any red light or stop sign, only after stopping to the extent necessary to ensure safe operation of the vehicle. Furthermore, the apparatus may then proceed only after the operator has confirmed that all oncoming traffic, in all lanes has yielded the right of way.
- Exceed the posted speed limits, by no more than 10 MPH under favorable conditions. This applies only to light traffic, dry road conditions and visibility. Under less favorable conditions, the posted speed limit is the absolute maximum permissible.
- Disregard regulations regarding the direction of traffic movement or turning providing that the apparatus
  does not exceed 10 MPH at those times. When an apparatus must use the center or oncoming traffic lanes
  to approach a controlled intersection (traffic light or stop sign) the operator of the apparatus must come to a
  complete stop before proceeding through the intersection, including occasions when the apparatus has a
  green light.
- Emergency response is authorized only in conjunction with an emergency incident. Unnecessary emergency response shall be avoided whenever possible. The following rules shall apply when responding to situations that might dictate an emergency response:

- Under emergency operations the driver of any fire department vehicle shall:
  - a. obey all traffic laws
  - b. stop for stop signs, red lights, etc.
  - will not exceed the posted speed limit by no more than 10 MPH under favorable conditions
  - d. use audible signals
  - e. use all flashing warning lights
- When the first arriving unit reports from the scene that "nothing is showing" or an equivalent report, all remaining units that are not on scene shall continue with activated warning lights and siren, but shall not exceed the posted speed limit.
- Upon confirmation that "nothing is showing" or an equivalent report stating that there is no emergency, the remaining units that are not on scene will respond with the flow of traffic or what is known as "COLD" response.
- The use of both warning lights and audible siren are required whenever the apparatus is responding in an emergency mode.
- Unless an active fire or life threatening condition has been confirmed by a credible secondary source, only the first due apparatus of the Primary responding company may respond in the Emergency Mode (Lights & Siren).
  - a. commercial/residential fire alarm
  - b. smell of smoke in the area
- All other apparatus shall proceed in a "Cold" response mode
  - a. proceed with the normal flow of traffic
  - b. no use of audible signal
  - c. no use of warning lights
  - d. obey all traffic laws
- Upon confirmation of any emergency situation at the incident scene other responding apparatus may continue to response in an emergency mode.
- When approaching a school bus while responding in an emergency mode the operator of the apparatus shall immediately bring the vehicle to a stop when approaching a school bus that is actively displaying flashing red lights. The apparatus shall not be less than ten feet from the front when approaching and not less than ten feet from the rear when overtaking or following a school bus, except at the specific direction of a traffic officer. The emergency vehicle shall not proceed until the school bus is not longer displaying its red flashing signals. This includes the prohibition of vehicular turns at an intersection of two or more highways toward a school bus receiving or discharging passengers.

#### II. Non-Emergency Response Mode

The following calls for service will be considered non-emergency response mode, which shall mean no lights or siren and to drive with the flow of traffic:

- public assist (non-emergency)
- lock-out (non-emergency)
- lock-out vehicle (animal inside)
- carbon monoxide detector sounding no medical symptoms
- fire officer discretion

The follow chart is to be used as a guide as to what constitutes either a "HOT" or "COLD" response:

Incident Type	1st Engine	1st Ladder or Rescue	All Other Apparatus
Structure Fire - Confirmed	Hot	Hot	Hot
Fire Alarm - No smoke or fire seen	Hot	Cold	Cold
Smoke in the Building	Hot	Cold	Cold
Odor (Unknown) in Bldg.	Hot	Cold	Cold
Smoke in area (outside)	Hot	Cold	Cold
Gas Odor (Natural or Propane) Inside	Hot	Hot	Cold
Gas Odor (Natural or Propane) Outside	Hot	Cold	Cold
CO Detector - No Symptoms	Cold	Cold	Cold
CO Detector w/Symptoms	Hot	Hot	Cold
MVA w/Injuries local Streets	Hot	Hot	Cold
MVA w/lnjuries Routes 2 or 3	Hot	Hot	Hot
MVA - Fluid Leak	Cold	Cold	Cold
Water/Ice Rescue	Hot	Hot	Cold
Hazardous Materials Spill	Hot	Hot	Cold
Water in Basement - No Utilities	Cold	Cold	Cold
Wires on Ground	Hot	Cold	Cold
Mutual Aid - to Scene	Hot	Hot	Hot
Mutual Aid - Station Coverage	Cold	Cold	Cold

HOT - Lights & Siren (use caution when approaching intersection and ensure that you have control of the intersection before proceeding)

COLD - No Lights or Siren (normal flow of traffic obeying all traffic laws)

## III. Civilian Responsibilities with respect to Emergency Vehicles

Operators of emergency apparatus must be aware of the State laws pertaining to the public's responsibilities:

- Upon immediate approach of an emergency vehicle, while utilizing all proper warning devices, all vehicles are required to pull to the right-hand edge of the road and stop. Therefore, use maximum caution when an emergency vehicle must pass any vehicle on the right side.
- No person or vehicle may willfully or negligently obstruct an emergency vehicle while that vehicle is in an emergency response mode.

- Any fire officer may remove, or cause to be removed, any vehicle in any location which obstructs or retards
  the fire department's ability to control and/or extinguish a fire.
- No vehicle will drive over any fire department hose without a Fire Officer's approval. Approval should not be granted to drive over any charged hose lines.
- No vehicle (other than other emergency vehicles) shall follow any fire apparatus responding to an alarm closer than 500 feet or park any vehicle on the same block that the fire apparatus has stopped in order to answer to a fire alarm.

#### Section IV - Driver Education and Policy

- At a minimum all apparatus drivers will be required to maintain a "Q" endorsement license for the operation of any Department apparatus having a gross vehicle weight in excess of 26,001 pounds.
- The Department will conduct a check of all motor vehicle records of those firefighters classified as apparatus drivers in April of each year.
- Any driver that has either a loss or suspended driver's license must inform their Company Captain with 24 hours following the loss or suspension and will not be permitted to operate any department vehicle or apparatus. Failure to report said violation within 15 days of conviction will result in disciplinary action and possible termination from the Department.
- Furthermore, any apparatus driver that has any moving traffic violations(s) on their personal Department of Motor Vehicle record must inform their Company Captain.
- Effective June 1, 2020 a driver that reaches the age of 72 will be required to successfully complete an annual medical physical with the Department's approved provider in order to continue to drive any apparatus in which the gross vehicle weight exceed 26,001 pounds. A driver, that reaches the age of 72 and refuses to complete their annual medical physical with the Department's approved provider will be prohibited from driving any apparatus where the gross vehicle weight exceeds 26,001 pounds.
- Effective January 1, 2010 firefighters not previously certified as a Department apparatus driver will be required to attend and successfully complete the Connecticut Fire Academy's course in operation of emergency response vehicles or an equivalent program approved by the Chief Officer responsible for Training.

#### Section V - Road/Skills Test for Existing Drivers.

- Any apparatus driver that performs less than 5 hours each year of on the road driving will be required to participate in a road/skills evaluation test every two-years:
  - Stations 1 & 3 will be required to complete their evaluations on odd years.
  - Stations 2 & 4 will be required to complete their evaluations on even years.
- On the road driving hours will consist of the following:
  - o responding to an incident
  - o drills or training evolutions
  - o driver training, provided that a Company Officer or Department Chief Officer has given prior approval.
  - o Hours are recorded within the Fire Department's system of record (Firehouse).

- The designated Department course will include the following:
  - Hills
  - 2. Long downhill grades
  - 3. Curves
  - Intersections
  - 5. Stopping distances
  - Standard driving practices

#### Section VI - Driver Evaluation Route

- The Driver Evaluation Route can be started at any of the Department's four stations.
- The Driver Evaluation Route is approximately 17 miles long and takes about one hour to complete
- The route is set up as follows:

Hebron Avenue left onto Oak Street, right onto New London Turnpike, Right onto Main Street, left onto Glastonbury Boulevard to Route 2 East, to Route 17, right onto Hubbard Street, left onto Main Street, left onto Chestnut Hill Road, right onto New London Turnpike, left onto Manchester Road, right onto Forest Lane, left onto Butler Drive, right onto Shoddy Mill Road left onto Weir Street, left onto Hebron Avenue.

- In addition to the Driver Evaluation Route a Department apparatus driver, using a fire department vehicle in which the driver is qualified to operate, will be required to demonstrate the following driving skills:
  - serpentine A.
  - B. alley dock
  - C. diminishing clearance
  - D. straight line
- As part of the Road/Skills exercise a Driver Evaluation form will be used (Exhibit A)
- Upon completion of the Road/Skills evaluation course it will be the responsibility of the Company Captain to summit the Driver Evaluation form the Chief Officer in charge of Training.
- A copy of the Driver Evaluation form will be retained in the individual's personnel file at the Chief's office.

Section VII-Approval

Fire Chief Mulual P. Thu Date of Approval: 6/1/2020

## Exhibit A GLASTONBURY FIRE DEPARTMENT DRIVER ROAD/SKILLS EVALUATION FORM

Name			
Name Last	First	Mic	ddle
Address:			· 1,087 V4,-
Town:	State:	Zip:	
Telephone:_(H)	(W)		
Driver License Number:			
CDL: Yes_	No Endorse	ments:	v.i.
Driver License Number: CDL: Yes Type of License:		Company #	·····
Date: Start Time:	Finish Time	Weather Conditions:	
PART 1 – PRE-TRIP INSPE 1) Checks general condition 2) Tests steering, brake actio 3) Checks instruments for no PART 2 - PLACING VEHIC A. ENGINE Ensures transmission is in no Starts engine without difficu Checks instruments at regula Maintains proper engine RP	when approaching the upon and parking brake ormal readings  CLE IN MOTION AND cutral before starting engity ar intervals	USE OF CONTROLS	
B. BRAKES Knows proper use Tests service brake Tests parking brake before s Builds fluid pressure in air to		cle.	PROGRAM TO A STATE OF THE STATE
C. TRANSMISSION Starts unit moving smoothly Selects proper gear			
D. LIGHTS Adjust speed for night drivin Dim lights when approachin		owing other traffic	

## PART 3 BACKING AND PARKING

A. BACKING Gets out and checks area before backing Understands and utilizes mirrors properly Signals when backing, uses Emergency flasher & audible back and utilizes spotter when available	
B. PARKING (CITY) Able to parks without hitting any other vehicles or any stationary objects Parks correct distance from curb Secures unit properly -sets parking brake, transmission in shuts off engine, block wheels, (when necessary)	
C. PARKING (ROAD) Parks off pavement Uses emergency warning signal and or other devices when necessary Secures unit properly	
PART 4 SLOWING AND STOPPING	
Gears down properly before descending a hill Starts without rolling back Tests brakes at top of hills Uses brakes properly on grades Makes proper use of mirrors Plans stop far enough in advance to avoid hard braking Stops clear of crosswalks	
PART 5 OPERATING IN TRAFFIC PASSING AND TURNING	
A. TURNING Signals intention to turn well in advance Gets into proper lane well in advance of turn Checks traffic conditions and turns only when intersection is clear	
B. TRAFFIC SIGNS AND SIGNALS Plans stop in advance and adjusted speed correctly Obeys all traffic signals Comes to a complete stop at all stop signs	
C. INTERSECTIONS Yields right of way Checks for cross traffic regardless of traffic controls Enters all intersections prepared to stop is necessary	

D. PASSING Allows sufficient space ahead for passing	
Passes only in safe locations	
Signals changing lanes before and after passing	
Warns driver ahead of the intention to pass	
Passes only when appropriate to avoid impeding other traffic	
Returns to right lane promptly but only when safe to do so.	~ <del>,</del>
E. SPEED	
Observes speed limits	
Drives at speed consistent with the ability to adjust speed properly to	
road, weather and traffic conditions	<del></del>
Slows down in advance of curves, danger zones and intersections Maintains consistent speed where possible	·········
iyizintains consistent speed where possible	<del></del>
F. COURTESY AND SAFETY	
Yields right of way	
Consistently strives to drive in a safe manner	
PART 6 MISCELLANEOUS	
A. GENERAL DRIVING ABILITY AND HABITS	
Consistently alert and attentive	
Consistently is aware of changing traffic conditions	
Anticipates problems	· 
Performs routine functions without taking eyes from road	
Checks instruments regularly while driving	<del>,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, </del>
Remains calm under pressure	
Remarks:	
GENERAL PERFORMANCE: Satisfactory:Needs Training:	Unsatisfactory
QUALIFIED FOR	
SIGNATURE (CAPTAIN)	
SIGNATURE EVALUATOR	
DATE	

# Glastonbury Fire Department Standard Operating Procedures For

# Apparatus Responding to an Alarm

1.	Approaching apparatus, check for anything under, around of in front of vehicle, i.e., leaks, flat tires or anything that could have fallen or rolled under apparatus.		
2.	Disconnect power cord.		
3.	Enter cab: a. Check seat position. b. Secure seat belt. c. Set parking brake. d. Ensure automatic transmission into neutral/park. e. Turn battery switch on. f. Start engine.		
4.	Check gauges.  a. oil – normal range.  b. voltage – normal range.  c. fuel – adequate.  d. air supply gauge.		
5.	Check service brake.  a. Check by stopping apparatus when clear of bay.  b. Put foot on service brake pedal, holding it down, listen for air leak noise from air reservoir under vehicle.  c. Check brake pedal pressure and air pressure gauge.		
6.	Turn on flashing warning lights and headlights.		
7.	Make sure all personnel riding apparatus have seat belts secured.		
8.	Sign on the radio to dispatcher, i.e., Engine, responding to(give location).		
9.	Approaching the scene the apparatus will give an arrival and will ask for instructions or assume a predefined position.		
10.	The fire apparatus driver is responsible for the proper placement of apparatus and operation of equipment.		
11.	Before exiting cab: a. Apply parking brake. b. Engage pump if required. c. Use wheel chocks.		

- 12. When dismissed from assignment notify the dispatcher that the apparatus is returning:
- 13. When back at the firehouse, inform the dispatcher that the apparatus is off in quarters.
- 14. The apparatus driver shall fill out a vehicle condition report after assignment is finished.
- 15. It shall be the responsibility of the Glastonbury Fire Department companies, engineers to perform a pre-trip inspection at least weekly, and within 24 hours after any use or repair to identity and correct unsafe conditions. They shall use "Connecticut's Manual for Drivers of Commercial Motor Vehicles" for guidelines.
- 16. Any fire department vehicle found to be unsafe shall be placed out of service until repaired.

# GLASTONBURY FIRE DEPARTMENT EMERGENCY VEHICLE

## **Condition Report**

Date	Hour Reading		Apparatus No.	
	Odometer	Reading	Post Trip Inspection	
	ONLY ITEMS CHECKE	D REQUI	RE ATTENTION	
()	Gauges – Ammeter, Oil Pressure, Fuel, Water Temperature, Air Pressure or Vacuum	()	Head Lights Tail Lights Stop Lights	
( )	Windshield Wipers	()	Turn Signals and 4-Way Flasher	
()	Windshield & Windows	( )	Reflectors	
()	Heater & Defroster	( )	Emergency Equipment	
()	Mirrors	( )	Other - if Applicable	
()	Brakes (Foot & Parking)	()	Clearance Lights	
()	Engine Noises	( )	Emergency Warning Lights	
()	Horns & Sirens	( )	Side Marker Lights	
()	Steering	( )	Brake Hoses	
()	Vehicle Body	()	Compartment Door Locks	
()	Wheels, Tires, Lugs	( )	Drain Air Tanks of Moisture	
( )	Fuel Tank and Cap	()	Air Systems	
( )	Leaks - Water, Fuel, Oil	( )	Mounted Equipment	
	Remarks- (Explain unsatisfactory items i	noted above	e)	
Any it	em that is check off, be sure to notify an o	fficer of ar	y problems.	
Name	of Officer			
Signat	ure of Driver			

# TOWN OF GLASTONBURY

# Fire Department

To;	All Drivers of Glasto	onbury Fire Department	
From:	Chief's Office		
Date:			
	Driving Violations	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	*************************
Effective immediately, drivers of all Glastonbury Fire Department vehicles must inform Glastonbury Fire Department of any moving traffic violations that are on their Department of Motor Vehicle driving records. Failure to report said violations within 15 days of conviction will result in disciplinary action and possible termination.			
A loss or suspension of license must be reported to your captain or lieutenant at the start of the next work day immediately following the loss or suspension. This form will be filed in your personal record and must be updated or re-signed each January.			
<u>Date</u>	Driving Violation	Location	Type of Vehicle
<del></del>		<del>. ,,,</del>	
		Signature	
		Date	·
Signature/Reviewed by:		Captain	
		Date	

# CONNECTICUT GENERAL STATUTES SEC. 14-283. RIGHTS OF EMERGENCY VEHICLES OBSTRUCTION OF

(a) "Emergency vehicle", as used in this section, means any ambulance or emergency medical service organization vehicle responding to an emergency call, any vehicle used by a fire department or by any officer of a fire department while on the way to a fire or while responding to an emergency call but not while returning from a fire or emergency call, or any state or local police vehicle operated by a police officer answering an emergency call or in the pursuit of fleeing law violators.

(b) The operator of any emergency vehicle may (1) park or stand such vehicle, irrespective of the provisions of this chapter, (2) proceed past any red light or stop signal or stop sign, <u>but</u> only after slowing down or stopping to the extent necessary for safe operation of such vehicle, (3) exceed the posted speed limits or other speed limits imposed by or pursuant to section 14-218a or 14-219 <u>as long as he does not endanger life or property by so doing,</u> and (4) disregard statutes, ordinances or regulations governing direction of movement or turning specific directions.

(c) The exemptions herein granted shall apply <u>only</u> when an emergency vehicle is making use of an audible warning signal device, including but not limited to a siren, whistle or bell which meets the requirements of subsection (f) of section 14-90, and visible flashing or revolving lights which the requirements of sections 14-96p and 14-96q, and to any state or local police vehicle properly and lawfully making use of an audible warning signal device only.

(d) The provisions of this section shall not relieve the operator of an emergency vehicle

from the duty to drive with due regard for the safety of all persons and property.

(e) Upon the immediate approach of an emergency vehicle making use of such an audible warning signal device and such visible flashing or revolving lights or of any state or local police vehicle properly and lawfully making use of an audible warning signal device only, the operator of every other vehicle in the immediate vicinity shall immediately drive to a position parallel to, and as close as possible to, the right-hand edge or curb of the roadway clear of any intersection and shall stop and remain in such position until the emergency vehicle has passed, except when otherwise directed by a state or local police officer or fireman as provided in section 7-313a.

(f) Any officer of a fire department may remove, or cause to be removed, any vehicle upon any public or private way which obstructs or retards any fire department, or any officer

thereof, in controlling or extinguishing any fire.

(g) Any person who willfully or negligently obstructs or retards any ambulance or emergency medical service organization vehicle while answering any emergency call or taking a patient to a hospital, or any vehicle used by a fire department or any officer or member of a fire department while on the way to a fire, or while responding to an emergency call, or any vehicle used by the state police or any local police department, or any officer of the division of state police within the department of public safety or any local police department while on the way to an emergency call or in pursuit of a fleeing law violators, shall be fined not more than fifty dollars or imprisoned not more than seven days or both.

(h) Nothing in this section shall be construed as permitting the use of a siren upon any motor vehicle other than an emergency vehicle, as defined in subsection (a) of this section, or a rescue service vehicle which is registered with the department of motor vehicles pursuant to

section 19a-181.

