

SUBJECT: VEHICLE REPAIR AND SERVICE PROCEDURE**SECTION:** 201.03**REVISED:** OCTOBER 1, 2007**PAGE(S):** 2

PURPOSE

This guideline provides a mechanism for repair and service of Fire Department vehicles and apparatus and maintains vehicles and apparatus in a safe and sound mechanical condition.

POLICY

Whenever the needed repair of vehicles is beyond the capabilities of Fire Department Personnel, the city garage will complete the service and repairs or an outside agency may be contracted with to complete the necessary repairs.

PROCEDURE

A Service Request Work Order Form is completed and signed by the person requesting the repair and then forwarded to the Maintenance Officer. The appropriate entries shall be made into the Day Log and Apparatus Daily Check Sheet.

The Shift Supervisor shall coordinate with the Maintenance Officer to arrange scheduling for routine repairs.

Upon completion of repairs and when the vehicle is returned to service, appropriate entries shall be made into Firehouse Software Apparatus Daily Check Sheet, and Day Log.

EMERGENCY REPAIRS

Whenever emergency repairs are necessary for a Fire Department vehicle, members shall be guided by this policy and by "Apparatus Out of Service Criteria SOG. The Fire Chief shall be notified.

Shift Supervisor shall arrange for emergency repairs. Emergency repairs of a minor nature may be completed by Fire Department members when operating in the field.

When city mechanics are off duty, the Fire Chief may contact said Public Works Chief and recall to duty the appropriate number of mechanic(s) necessary to complete the emergency repairs.

The Shift Supervisor, if the Fire Chief is unavailable, may contact the Public Works Chief to effect whatever emergency repairs are necessary or to tow the Fire Department vehicle to a secure location.

Appropriate entries shall be made into Firehouse Software, Apparatus Daily Check Sheet, and Day Log.

RESPONSIBILITY

The overall responsibility for vehicles and apparatus service and repair rests with the Maintenance Officer.

The overall responsibility for scheduling service and repairs of Fire Department vehicles and apparatus rests with the Maintenance Officer.

The shift supervisors are responsible for insuring that Fire Department policies are followed concerning apparatus repairs and services on their respective Units.

The Maintenance Officer shall be responsible for verifying the need for service and/or repair of apparatus and vehicles.

Shift supervisors and the Maintenance Officer shall coordinate with each other concerning the scheduling of service and repairs.

Members who operate Fire Department vehicles and/or apparatus shall be responsible to notify their shift supervisor of the need for service or repair.