

Travis County Emergency Services District No. 9

Westlake Fire Department

Standard Operating Guideline

Subject: Vehicle Maintenance

Effective Date: June 27, 1997

Authorized By: Chief Paul Barker **Revised Date:** December 31, 2003

I. Purpose

To keep an accurate record of Department maintenance and to ensure the prompt and efficient repair of out-of-service Items.

II. Policy

All maintenance problems found on apparatus, tools, and stations will be reported to the on-duty Shift Commander on a daily basis.

III. Procedure

1. The Assistant Chief will be the overall responsible Officer-In-Charge of the maintenance for all vehicles and major mechanical equipment. He will accomplish or arrange for all maintenance and repair, and he must be informed of all maintenance and repair that is conducted on Department vehicles. All repairs done or needed must ultimately be reported in writing to the Assistant Chief.
2. All maintenance problems will be reported in writing by e-mail and reported to the Shift Commander so the information can be recorded in the Daily Shift Journal.
3. If the problem is serious enough to remove an apparatus from service, the Shift Commander will notify the Assistant Chief by pager as soon as possible.
4. If the maintenance problem can be or needs to be repaired that day, it shall be done at the discretion of the Assistant Chief and the on-duty Shift Commander.
5. The on-duty Shift Commander will brief the on-coming Shift Commander of the work that was done or needs to be done.
6. If the effort to fix the problem exceeds the time available or if the problem requires the immediate attention, then the Assistant Chief should be informed by pager of the problem. If an out of service item is repaired out-of-house, then the Shift Commander and Assistant Chief must be notified in writing.
7. Certain repairs can be done in-house by our personnel. These simple repairs include changing light bulbs, replacing lenses and fuses, adding fluids, replacing body nuts and bolts, etc. Notifying the Assistant Chief is not necessary for these types of repairs unless it is an ongoing problem.