Purpose

To establish the proper procedures needed to ensure the serviceability and operational readiness of all the fire department vehicles to include

a. In-House Maintenance
b. County Maintenance
c. Accomplishment of County Maintenance
d. Emergency Repair

Procedure

1. In-House Maintenance

a. Departmental fire chiefs will appoint one (1) member of their department to act as vehicle maintenance liaison.

b. The vehicle maintenance liaison will be responsible for the completion and documentation of all in-house maintenance.

c. In-house maintenance may consist of the following items:
   i) Changing light bulbs.
   ii) Checking fluid levels, Add if necessary.
   iii) Draining fluid from air storage tanks.
   iv) Changing windshield wiper blades.
   v) Check belts, et cetera.
   vi) Any other items approved by the County Garage Fleet Manager.

2. County Maintenance

a. Each vehicle will be taken to the county garage once a year as to receive appropriate preventive maintenance, state inspection and general fluid service.

b. On required Apparatus, a pump test shall be coordinated by the County Fleet Manager.

c. All repairs, modifications, or alterations will be accomplished or approved by county garage personnel.

d. All repairs, modifications, or alterations that will require craftsmen or services
not available at the county garage will be approved by the county garage supervisor prior to completion. All radios and/or electrical equipment will be approved by the county garage prior to installation.

3. Accomplishment of County Maintenance

a. All desired maintenance must first be annotated on a “Prince George County Request for Auto Repair” form. These forms will be available at each station and the Directors Office. Each request **MUST BE FILLED OUT COMPLETELY** describing exactly and in detail what the problem or concern is. Failure to do so may result in the requested maintenance not being accomplished in a timely manner.

b. Each repair request **MUST** be signed by the departmental fire chief, station maintenance liaison, or the Director.

c. A red out of service tag must be secured to the steering wheel with a copy of the “Prince George County Request for Auto Repair” form attached.

d. The repair request will then be turned into the County Garage Staff. The vehicle maintenance liaison person or departmental chief will ensure the Director is notified of the needed repair.

e. The County Garage Staff will schedule the vehicle for repair after the work order has been received. If Garage staffing allows they will pick the vehicle up and deliver it back to the station.

f. **ANYONE** found operating outside of these S.O.P. guidelines will be subject to disciplinary action in accordance with the established departmental policies and procedures.

g. On a case-by-case basis, the County Garage Staff can enlist the help of trained and qualified departmental personnel.

4. Emergency Repair

a. An emergency repair will be defined as any condition or defect that will in any way adversely affect the serviceability or safety of the vehicle or of those members operating on that vehicle.

b. Emergency repairs after hours may be accomplished by contacting dispatch and they in turn will contact County Garage Staff to come out.

   The County Garage Staff will determine if the vehicle will be taken out-of-service, repaired immediately or replaced by Reserve Apparatus. The County
5. Tire Repair

All routine tire service and new tires should be obtained through County Garage

a. Emergency after hour tire service is available by calling dispatch and they will call out the appropriate repair vendor. This service should be initiated by a Chief Officer, Director or County Garage Staff. Contact should be made only through the Prince George Communication Center.

6. Towing

a. Call dispatch if any county vehicle need to be towed and they will send the next wrecker on rotation, please give them the size of the vehicle needed to be towed along with the plate number.