

## **Standard Operating Guidelines**

### **TRUCK CHECKS**

Guideline # 140.04

Date: 3/09R

#### **PURPOSE**

The purpose of this Operating Procedure is to provide Career Firefighters with the proper guidance and direction in performing scheduled truck/equipment checks of all District #3 vehicles housed within the building and maintaining records of such checks.

#### **PROCEDURES**

##### **DAILY VEHICLE CHECKS**

**All vehicles will have SCBA checked on a daily basis. In addition emergency lights, siren, water level, radio and EMS equipment shall be checked at beginning of each shift. Walk around of vehicle to detect any damage from previous shift.**

##### **WEEKLY VEHICLE CHECKS**

All emergency vehicles will be given a complete check at weekly intervals. These checks will be performed during the regular working hours and that the paper work for the corresponding week is completed by 12:00 P.M. on Friday. This will help set up the following weeks work schedule and repairs on vehicles.

These checks will include a visual verification of all equipment. Vehicle fluid levels will be checked for proper levels (oil, water, power steering fluid, brake fluid radiator, booster tank, fuel levels and hydraulic levels). Equipment fluid levels will also be checked (fuel, oil, phosphate ester).

These checks will also include an audio check of the siren, air horn, P/A system, radio and back up alarm.

These checks will also include a check of the pump, which will include, but not limited to, engaging of the pump, relief valve, tachometer and throttle, checking pump discharge gauges, packing for excessive leaks, primer operation, discharge drains and valves, engine gauges at pump panel and volume and pressure controls.

Checks will include the start up, proper operation, cool down and refilling of necessary fluids on all gasoline powered/hydraulic tools.

Due to the different nature of some vehicles and the specialized equipment carried on some vehicles any item not mentioned previously will be checked against the vehicle check sheet to insure all items are checked.

## **Weekly Cleaning**

Apparatus shall be washed and dried at least weekly unless it is required sooner than that due to inclement weather.

## **BI-WEEKLY CHECKS**

That electric fans, outlets, drop-lights and cords be checked every other week.

## **MONTHLY CHECKS/CLEANING**

Ladders, extinguishers and transmission fluid will be checked. Ladders shall be cleaned as necessary.

## **QUARTERLY CHECKS/CLEANING**

That every three months the following will be done:

1. Repack all high rise packs
2. Clean all Scott pack regulators
3. Wax all vehicles
4. Clean all glass

## **BI-YEARLY CHECKS**

That every six months preventive maintenance be performed on all pumps and engines. Required maintenance on aerial. Maintenance shall be performed by authorized vendors.

## **YEARLY CHECKS**

That once a year the following be performed:

1. All hose be tested
2. All pass devices have their batteries changed
3. All bay doors openers have their batteries changed
4. All extinguishers have their yearly service performed
5. Sanding, painting, polishing, sharpening of tools, equipment, trucks where applicable.
6. Maintenance on aerial.
7. Pump testing of apparatus

## **TWO YEAR CHECKS**

That the following checks be performed:

1. All Scott packs be bench tested(U.L.)
2. All ladders be tested (U.L.)

## **Documentation**

Each vehicle has a separate check sheet which is to be completed during each check. Any items on the check sheet that are not up to standard are to be marked as such and corrective action is to be taken to remedy the problem. If the problem can't be fixed immediately the career person in charge of trucks is to be notified as well as the supervisor.

Once the check sheets are complete and submitted to the supervisor for review they are then filed in the Chiefs office.

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Approved:

Date:

District Chief:

