

Washington Township Fire Department Standard Operating Procedure

Division 500: Maintenance
Section 501: Vehicles and Fire Apparatus
Subject 501.01: Removing Vehicles or Fire Apparatus from Active Service Status and the Use of Reserve Apparatus
Supersedes: Directive 501.01, 12/15/03
General Order 83-3 (all dates)



Approved By:

Date: March 31, 2005

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PURPOSE:

To establish guidelines for taking vehicles or fire apparatus out of service and to provide for the use of reserve apparatus owned by Washington Township.

RESPONSIBILITY:

All fire department members must know and understand the process utilized to remove vehicles or fire apparatus from active service status as well as how to place reserve apparatus in and out of service. Members assigned to and working at stations where reserve apparatus is housed are responsible to maintain such apparatus as if it were first line apparatus. Further, members shall refresh themselves as necessary to maintain their effective use of these provisions.

PROCEDURES:

Established criteria for removing vehicles or apparatus from service will be maintained by the Maintenance Department. Criteria will be developed from manufacturers recommendations, NFPA 1915, Standard for Fire Apparatus Preventive Maintenance Program, and/or 49 CFR, part 390, Federal Motor Carrier Safety Regulations.

If fire department personnel believe a mechanical or operational problem exists with a vehicle or fire apparatus that compromises its proper or safe operation, the following guidelines must be followed:

1. The immediate responsible person (Station Officer, crew leader, squad leader, or driver/operator) for that vehicle or apparatus must be notified. The immediate responsible person must be provided a detailed description of the problem(s), what steps, if any, were taken to resolve the matter, and if the condition is temporary or more long term. The immediate responsible person shall notify one of the following individuals, following the chain of command:
Shift Commander Deputy Chief Chief
(if an individual is otherwise engaged at an incident scene, attempt to not interfere with that work)
2. If the immediate responsible person, as described in Item 1 above, is not available, than notification must be made to one of the following individuals, following the chain of command:
Shift Commander Deputy Chief Chief
(if an individual is otherwise engaged at an incident scene, attempt to not interfere with that work)

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Only the above listed personnel shall make the final decision to remove a vehicle or apparatus from active service status. The responsible person described in Item 1 above shall make an entry into the Company Journal and Daily Log when vehicles or apparatus for the assigned station are removed from active service status.

3. If it is determined that a vehicle or apparatus is to be removed from active service status, the Fire Alarms Office must be notified by the Officer that makes that final determination. The information received into the Fire Alarm Office will be logged and re-disseminated through the alpha page Info Update Group. Conversely, when first line apparatus is placed back into service and reserve apparatus returned to reserve status, the Fire Alarm Office will be notified by the responsible person listed in Item 1 above, with such notification logged and re-disseminated by the Fire Alarm Office through the alpha page Info Update Group.
4. Regardless of whether or not the vehicle or apparatus is removed from active service status, an Equipment Repair Request form (Form #74) must be completed pursuant to established policy.
5. Maintenance Department personnel may be recalled only after obtaining authorization to do so from the Deputy Chief or Chief. Normal working hours for the Maintenance Department personnel are 0700 to 1530 hours Monday through Friday, excluding Holidays.

Reserve apparatus will be moved into other stations as determined by and according to the needs of the department and community. Stations and members utilizing reserve apparatus shall perform a Daily Equipment Check upon the apparatus when it is initially received into the station and prior to its being placed in service. Further, members shall continue to use and maintain reserve apparatus at their station just the same as if it were the normally assigned apparatus. An entry into the Company Journal and Daily Log shall be made, by the responsible person listed in Item 1 above, when a reserve apparatus is placed into active service. The entry shall include any equipment removed from the first line apparatus and placed onto the reserve apparatus.

Following use, when reserve apparatus is returned to its normally assigned station, to again be housed as reserve, it shall be inspected by members at the receiving station to assure that it is available, just as if it were normally assigned apparatus. An entry into the Company Journal and Daily Log shall be made, by the responsible person listed in Item 1 above, when a reserve apparatus is placed into active service. The entry shall also reflect that the first line apparatus has been returned to service, and that any equipment that had been removed was subsequently placed back on the apparatus.

Any deviations, removal, or additions of tools or equipment on reserve apparatus shall only occur after having been approved by the Station Captain and Deputy Chief of Operations. The exception to this is the usual and necessary transfer of certain equipment from the first line apparatus to a reserve.

Reserve apparatus may be placed into service when all other apparatus is out of service on other alarm(s). Since at this point the reserve apparatus is not replacing a usual piece of apparatus, it will take on the station identification number for purposes of radio traffic and communication. (i.e.

Reserve

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Engine 44 put in service at Station 43 would communicate on the radio as “Reserve Engine 43”.) An entry into the Company Journal and Daily Log shall be made, by the responsible person listed in Item 1 above, when a reserve apparatus is placed into active service.

References:

National Fire Protection Association

Standard 1915, Fire Apparatus Preventive Maintenance Program