

# Washington Township Fire Department Standard Operating Procedure

**Division 500:** Maintenance  
**Section 501:** Vehicles & Fire Apparatus  
**Subject 501.02:** Maintenance Program for Vehicles & Apparatus  
**Supersedes:**



## Approved By:

Date: January 31, 2005

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## PURPOSE:

These guidelines will establish a maintenance program to ensure the service and repair of department vehicles and apparatus for safe operating conditions and readiness for response at any time.

## RESPONSIBILITY:

All members shall become familiar with and use the provisions of these guidelines, and refresh themselves as necessary to maintain their effectiveness.

## PROCEDURES:

Maintenance procedures to service and provide preventive maintenance shall be provided at least annually on all vehicles and apparatus. Such procedures will be provided more frequently pursuant to manufacturer's recommendations, or as usage and generally recognized service practices dictate. The minimum guidelines are:

Level A Service – Level A Service shall be performed at 2,500 miles or 150 motor hours. Level A Service shall include, but is not limited to, the following actions: motor oil change, motor oil filter change, tire inflation pressures, and other standard service inspections as recommended by the manufacturer or recognized practice.

Level B Service – Level B Service shall be performed at 25,000 miles. Level B Service shall include, but is not limited to, the following actions: transmission fluid replacement, rear end fluid replacement, wheel bearing replacement, and other more extensive service and inspections as recommended by the manufacturer or recognized practice.

Aerial Ladder Service – Aerial ladders shall be serviced every 25-40 hours of operation per the manufacturer's recommendation. A copy of work performed shall be sent to the manufacturer.

The Maintenance Department will perform necessary and recommended detailed inspections, equipment checks and inspections on vehicle systems including, but not limited to, frames, suspension systems, axles, tires, wheels, motors, motor cooling systems, motor fuel systems, motor air filtration systems, motor exhaust systems, transmissions, drive line components, steering systems, braking systems, chassis air and air powered accessories, electrical systems, crew and passenger compartments, cab tilting systems, bodies and compartments, powered equipment racks, water and agent tanks, auxiliary, transfer or any fire pumps, pump drive systems, piping and valves, instruments and gauges, pump controls, pump priming systems, aerial devices, aerial stabilization systems, aerial hydraulic systems, aerial warning systems, aerial waterway systems, and foam proportioning systems.

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The Maintenance Department will maintain all vehicle and apparatus records as they relate to certification, service performed, outside contractor repair, recalls, and any other necessary information to provide a complete and current history for each vehicle.

The Maintenance Department will provide members with operational, procedural, and safety related information regarding the proper use and operation of department vehicles and apparatus. This information will be distributed in written procedure, manufacturer manual, or industry acceptable format.

The Maintenance Department will receive all reported deficiencies or requests for service on vehicles and apparatus. Each report/request will be acted upon accordingly to provide the necessary service or repair, record as an act already performed, or resolve as unfounded. Criteria defining when vehicles or apparatus are to be taken out of service are provided in another policy.

**References**

American Automobile Manufacturers Association Publications  
*Vehicle Inspection Handbook- Passenger Cars & Light Trucks*  
*Vehicle Inspection Handbook-Truck/Bus/School Bus*

NFPA Publications  
*NFPA 1915 Standard for Fire Apparatus Preventive Maintenance Program*