



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Out-Of-Service Vehicles
Reference Number:	ADM 03-003
Effective Date:	16-Nov-04
Last Revision Date:	8-Feb-05
Signature of Approval	Curtis Sheets, Chief

Purpose:

To establish a procedure for placing department vehicles and emergency apparatus out of service.

Policy:

Emergency apparatus or department vehicles shall only be placed out-of-service when there is a mechanical problem. Units returning from incidents that just need to be restocked back at the station shall mark returning not available instead of out-of-service.

Members will notify the shift captain of the problem.

Shift captains will notify dispatch to activate the appropriate tones notifying all members if an engine is out-of-service. If said unit is placed out-of-service after 2200 hours, notifying dispatch will take place the following morning at shift change.

The member placing an unit out-of-service shall report the problem to the vehicle maintenance person by filling out the vehicle maintenance form and notifying them via email that the form is in their mailbox.

Either the shift captain or member shall notify a Chief of the problem and what correction action has been taken to fix the situation. This may be done via email unless immediate help is needed to eliminate the problem.

Once the unit has been placed back in service, dispatch will be notified and the appropriate tones activated notifying members the said units is back in service.