



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Inspection of Vehicles
Reference Number:	ADM 04-002
Effective Date:	16-Nov-04
Last Revision Date:	12-Nov-20
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

The purpose of the policy is to create a uniform procedure on how apparatus shall be inspected.

**Policy:**

Each piece of apparatus has an assigned day during the week on which that unit shall be inspected using the daily assignment check sheet. These daily checks will begin by 08:30 and no later than 09:00. Personnel shall complete the daily check sheets online through eSchedule checking all appropriate supplies and equipment.

In addition to the assigned apparatus for the day, personnel shall start all apparatus in the stations. If there is a known piece of equipment that has problems, that piece should be started and run on a daily basis.

Gas powered equipment shall be started and run until hot. This should take place outdoors. If the gas powered equipment is fixed to the apparatus then the unit should be moved outside prior to running the equipment.

Shifts are assigned apparatus, which shall be inspected, and interior compartments cleaned once a month while completing the appropriate monthly inventory check sheet. It is the responsibility of the Chief and Deputy Chief to administer random checks. Immediate feedback and/or suggested improvements on the status of the trucks shall be given to the Captain or Lieutenant of the shift at the time of the inspection.

On fire apparatus, all valves will be exercised during the weekly detailed check. At least quarterly, all lines should be pulled and flowed to make sure all valves are functioning properly.

Any problems found during the inspection should be submitted using the trouble ticket system and indicate if the issue was corrected. Depending on the severity of the issue, the OIC shall be notified so the issue can be resolved.

Any piece of apparatus being placed out of service needs to follow SAP 04-003.