



<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:	28-Feb-19
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. These check sheets when completed shall be turned into the Assistant Chiefs.

In addition to the assigned apparatus for the day, personnel shall start all apparatus in the stations. Personnel shall complete the daily check sheets online through eSchedule checking all appropriate supplies and equipment. If there is a known piece of equipment that has problems, that piece should be started and run on a daily basis.

Shifts are assigned apparatus, which shall be inspected, and interior compartments cleaned once a month while completing the appropriate monthly inventory check sheet. Check sheets shall be completed online through eSchedule and submitted. It is the responsibility of the Chief and Assistant Chiefs 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 this monthly detail 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 noted on the check sheet and a trouble ticket shall be completed noting what the issue was and if it was corrected. Depending on 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.