



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Out of Service Vehicles
Reference Number:	ADM 04-003
Effective Date:	16-Nov-04
Last Revision Date:	5-Nov-20
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 shall mark “returning not available” instead of “out-of-service”.

Members will notify the shift captain of the problem.

The member placing a unit out-of-service shall report the problem to the vehicle maintenance coordinator by filling out a trouble ticket accessed via the Wintergreen Fire & Rescue website under the Member Resources section.

- The member shall place a magnetic “Out of Service” sign on the driver door, just below the window to alert other personnel the apparatus is not in service and should not be driven. These can be found at each station in the bays.

The shift captain shall notify the OIC of the problem and what action has been taken to fix the situation. This may be done via email unless immediate help is needed to eliminate the problem.

A trouble ticket should be completed noting the issues with the vehicle being taken out of service.