SUBJECT: VEHICLE OUT OF SERVICE PROCEDURE

PURPOSE: To provide guidelines relative to placing Fire Department vehicles out of service.

SCOPE: This policy shall apply to all members of the Egg Harbor Fire Department.

POLICY

A. Fire Department vehicles may be removed from service for repairs, routine service and safety.
B. A vehicle may be removed from service by the vehicle operator whenever (in the opinion of the operator) the continued operation of the vehicle would constitute a safety hazard.
C. Vehicle operators who remove Fire Department vehicles from service shall notify the Officer in charge immediately.
D. Whenever an emergency vehicle is removed from service, if said emergency vehicle is a major piece of fire apparatus the Fire Chief and/or Assistant Chief shall be notified of the situation immediately.
E. Whenever an emergency vehicle is removed from service due to an immediate need, the apparatus shall be red tagged on the steering wheel with the following information.
   a. Reason for being out of service
   b. Person taking apparatus out of service.
   c. Officer notified.
   d. Date taken out of service.
F. The Officer in charge of apparatus shall record any repair or routine service of all vehicles on repair work orders.
G. Whenever an emergency vehicle must be removed from service for routine maintenance or repairs, such removal shall be scheduled in advance and coordinated with the Officer in charge of apparatus.
H. Whenever an apparatus operator or any Fire Department member becomes aware of missing equipment and/or a piece of apparatus is in need of repair, said individual shall notify the Officer in charge of apparatus.

RESPONSIBILITY

A. The overall responsibility for managing vehicle service status rests with the Officer in charge of apparatus.
B. Officers in charge of apparatus are responsible for maintaining an awareness of the current service status of the vehicles and apparatus.