

Egg Harbor Fire Department and First Responders Standard Operating Guidelines

SUBJECT: VEHICLE OUT OF SERVICE PROCEDURE

SOG 317

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.

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