

**Lake Jericho Volunteer Fire and Rescue**  
**Standard Operating Guidelines**

**Subject:                    Vehicle Maintenance**

**Effective Date:         January 1, 2010**

**Authorized By:         Chief Guy Coombs**

---

**I.     Purpose**

To keep an accurate record of Department maintenance and to ensure the prompt and efficient repair of out-of-service Items.

**II.    Policy**

All maintenance problems found on apparatus, tools, and stations will be reported to the Maintenance Officer on a daily basis or as needed.

**III.   Procedure**

1. The Captain ( Maintenance Officer)will be the overall responsible Officer–In-Charge of the maintenance for all vehicles and major mechanical equipment. He will accomplish or arrange for all maintenance and repair, and he must be informed of all maintenance and repair that is conducted on Department vehicles. All repairs done or needed must ultimately be reported to the Fire Chief.
2. All maintenance problems will be reported to the Fire Chief by the Maintenance Officer so the information can be recorded in the Daily Shift Journal.
3. If the problem is serious enough to remove an apparatus from service, the Maintenance Officer and Fire Chief should be notified as soon as possible.
4. If the maintenance problem can be or needs to be repaired that day, it shall be done at the discretion of the Maintenance Officer .
5. If the effort to fix the problem exceeds the time available or if the problem requires the immediate attention, then the Fire Chief should be informed by phone.
6. Certain repairs can be done in-house by our personnel. These simple repairs include changing light bulbs, replacing lenses and fuses, adding fluids, replacing body nuts and bolts, etc. Notifying the Fire Chief is not necessary for these types of repairs unless it is an ongoing problem.