

GLASGOW FIRE DEPARTMENT
Standard Operating Guideline

GUIDELINE: VEHICLE MAINTENANCE			SECTION: 120
WRITTEN 08/13/1990	REVIEWED	REVISED 08/25/2021	Page 39

PURPOSE

To ensure the proper steps are being taken to have proper upkeep and maintenance and to see that all sergeants and relief drivers use proper procedures to report maintenance issues of Fire Department vehicles.

INTENT

1. The administration of a maintenance program for apparatus.
2. Establish a preventive maintenance program for all apparatus, perform such maintenance when scheduled, keep maintenance records of all apparatus and report to the Fire Chief as to the condition and all maintenance performed.
3. Communicate directly to the Fire Chief of an inability to repair any apparatus, complete a Work Order on the vehicle and send to the Fire Chief.
4. Ensure that each piece of Fire Department apparatus is functioning properly to respond to multiple alarms.
5. When work is sent to a private certified mechanic, see that all work is properly performed, that no unnecessary expense is incurred, and the apparatus is returned to service as soon as possible.
6. When emergency repairs are needed, the shift officer, the Chief or his/her designee shall authorize repairs by a certified mechanic, returning the apparatus to service as soon as possible.
7. Glasgow Fire Department personnel will be authorized to make minor repairs to the apparatus, such as (light bulbs, sirens, oil and filter change, battery replacement, equipment brackets, etc.) No one shall perform any specialized work to the apparatus outside of his/her scope of knowledge and/or certification.
8. All Glasgow Fire Department support vehicle maintenance shall go through the lease maintenance program.