

## Fleet Status

Supersedes: 05-05-04

Effective: 08-10-09

### PURPOSE

The purpose of this procedure is to provide better tracking of the status and location of units requiring maintenance during the course of the day. This procedure is also intended to ensure more efficient scheduling of non-critical requests for vehicle service from in-service units.

### PROCEDURE

#### VEHICLE CHECKOUT

1 At the beginning of each shift, or as soon as practicable thereafter, the primary operator of the vehicle shall perform a thorough checkout of the mechanical condition of the vehicle. This should include at a minimum a check of fluid levels or evidence of leaks, fan belt check, tire condition, lights and siren, and evidence of any damage to the vehicle. The vehicle operator is also responsible for ensuring the presence and good condition of equipment in all exterior cabinets. The “attendant” (or primary operator in the case of single person units) is responsible for checking out all of the equipment and supplies inside the vehicle, including the AED/Monitor/Defibrillator, jump kit/first aid bag(s), oxygen and associated delivery devices, and ensuring that the medication inventory is completed and properly documented.

#### REQUESTING FLEET SERVICES

- 2 In-Service: All requests from an in-service unit seeking permission to go to Fleet Services for minor maintenance shall be referred to the Dispatch Operations Supervisor. The Dispatch Operations Supervisor will evaluate unit availability, call-load, and the number of units already at Fleet Services prior to granting permission and will advise the On-Duty Shift Commander of the service assignment. In-service units are not to report to Fleet Service without having first obtained permission from Dispatch Operations. Once approved, the dispatcher will place the unit on a “**VMaint**” assignment in the CAD system with a brief notation in the comments indicating the type of problem (e.g.: “getting washer fluid”, “getting air in a tire”).
- 3 Out of Service: Whenever a vehicle develops a mechanical problem that requires it to be taken out of service, the dispatcher should place the unit on a “**BRKDN**” assignment in the CAD system with a brief notation in the comments section indicating the type of problem (e.g.: “won’t start”, “flat tire”, etc.). The Shift Commander and appropriate Division Supervisor shall be notified whenever a vehicle is out of service for any reason. The Division Supervisor shall be responsible for investigating the circumstances of the vehicle being out of service, and ensure steps are taken to get the unit back in service as expeditiously as possible.

- 4 Vehicle Swap: The Service Code "**VSWAP**" shall be used whenever a unit is sent to Fleet Services for a scheduled / routine vehicle swap.