

SERVICE VEHICLE PREVENTIVE MAINTENANCE

Page Number: Page 1 of 2 **Effective Date:** 01/01/2005 **Reviewed with No Changes:** 04/01/2011 **Supersedes Editions:** 2/28/2007

Purpose: *Properly maintained vehicles prolong the life of the vehicle and reduce the likelihood of costly repairs. This procedure sets out the responsibilities and maintenance tasks for service vehicles.*

Procedure:

1. This procedure is applicable to all fire department vehicles whose third unit number is "0", "1" or "9".
2. There shall be one (1) career firefighter who is assigned the responsibility for performing and documenting preventive maintenance and inspection of service vehicles. These tasks shall be under the general supervision of the maintenance officer.
3. Attached to this document is a chart showing which services must be performed and at what intervals.
4. Persons who are assigned fire department service vehicles shall monitor the mileage of the service vehicle. When a service is due, that person must contact the firefighter performing preventive maintenance to schedule a time for the service to be performed. Failure to see that appropriate service is performed at required intervals may be cause for loss of service vehicle use privileges.
5. The person assigned the service vehicle shall deliver the vehicle to station one at or before the agreed upon time for service. Service vehicles shall not be picked up from members' homes. (Remember being assigned a department vehicle is a privilege and not a right).
6. Service vehicles housed at stations shall be monitored for service needs by the person performing the service.
7. The person performing the service shall document the service, conduct the vehicle inspection using the appropriate inspection checklist.
8. Copies of the vehicle inspection report and service form shall be filed in the appropriate maintenance files.
9. When the service is completed, the person performing the service shall notify the person to whom the vehicle is assigned or otherwise return the vehicle to the station to which it is assigned.
10. There are certain intervals where the service is to be outsourced to a factory authorized service center. When this service is required, the person in charge of performing preventive maintenance shall contact such centers and determine the cost for the service. The less costly facility shall be used.
11. When service is outsourced, the person in charge of performing preventive maintenance shall coordinate delivery and retrieval of the vehicle.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.

Okolona Fire Department
Standard Operating Procedure

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12. The following chart is the schedule for preventive maintenance:

Mileage	Service	Mileage	Service	Mileage	Service
3,000	1	39,000	1	75,000	1, 3, 4, 7*
6,000	1, 2	42,000	1, 3	78,000	1, 2
9,000	1	45,000	1, 3, 4*, 7*	81,000	1
12,000	1, 2	48,000	1, 2	84,000	1, 2
15,000	1, 3, 4*	51,000	1	87,000	1, 6
18,000	1, 2	54,000	1, 2	90,000	1, 2, 3, 4, 7*
21,000	1	57,000	1	93,000	1
24,000	1, 2	60,000	1, 2, 3, 4*, 5, 7*	96,000	1, 2, 6
27,000	1	63,000	1	99,000	1
30,000	1, 2, 3, 4*, 7*	66,000	1, 2, 6*	102,000	1, 3
33,000	1	69,000	1	105,000	1, 3
36,000	1, 2, 6	72,000	1, 2		

Number	Service to be done
1	Oil change, new oil filter. Perform inspection
2	Tire rotation/maintenance. Visually inspect brakes. Lubricate chassis as appropriate.
3	Air filter change
4	Fuel filter replacement, inspect steering linkage, suspension, drive shaft and ball joints*
5	Replace spark plugs*
6	Cooling system flush and fill
7	Transmission fluid and filter change*

* Items marked with an asterisk shall be performed at a factory authorized service center

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