


<b>East Lake Tarpon Special Fire Control District</b>					
	<i>SOP 902 Vehicle Maintenance Purpose and Responsibility</i>				
	<table border="1"> <tr> <td style="width: 50%;"><b>Implementation Date: 11/2000</b></td> <td style="width: 50%;"><b>Revision Date(s): 09/2004</b></td> </tr> <tr> <td></td> <td><b>Reviewed Date(s):</b></td> </tr> </table>	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 09/2004</b>		<b>Reviewed Date(s):</b>
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<b>Forms or Attachments: None</b>					

**PURPOSE AND RESPONSIBILITY**

This management procedure establishes standard and approved methods necessary for the proper maintenance of Department apparatus and auxiliary equipment.

Each apparatus of this Department assigned to a Fire Station for emergency response, standby, or garaging will receive inspection and maintenance on a scheduled basis. This activity will be recorded and reported on standard forms approved by the Department and will be monitored and reviewed by those persons assigned to that responsibility.

It shall be the responsibility of each driver to maintain his assigned vehicle in complete state of readiness at all times. This is to include the cleanliness of the vehicle as well.

District Chiefs shall monitor and assist maintenance activities by reviewing all forms to insure correct preparation and completion. They will also be responsible to see that all equipment under their supervision is maintained and kept ready to respond at all times.

The District Chiefs shall be involved in formal inspections and spot checks of all apparatus as a means of controlling apparatus cleanliness and readiness. This is to include the monitoring of all reports and inventories.

Failure to properly comply with this Standard Operating Procedure may result in disciplinary action.