

East Lake Tarpon Special Fire Control District



SOP 907 Daily Vehicle Check

**Implementation
Date: 11/2000**

Revision Date(s): 09/2004

Reviewed Date(s):

Forms or Attachments: None

1. This section is to be used as a guide by vehicle operators when checking their respective vehicles. It should be noted that all vehicle operators will be responsible to maintain their vehicles in a constant state of readiness at all times.

2. Morning Vehicle Checks
 - A. Each oncoming driver shall contact the off going driver to cover any discrepancies noted with each vehicle.
 - B. Form #907.1 or 907.2 will be completed daily and discrepancies will be noted. Form will be given to the vehicle maintenance officer who will in turn correct any problems that cannot be corrected (i.e., replacing light bulbs) by Shift Personnel, and file for future information.
 - C. Shift officers shall document any discrepancies in the station log book.
 - D. The following items are to be checked each morning by all vehicle operators.
 1. Engine
 - a. Run for 10 minutes
 - b. Voltage output
 - c. Amp. outage
 - d. Fuel level if less than 3/4 shall be filled.
 - e. Pull vehicle to ramp checking steering, clutch, brakes
 - f. Tires - tread wear
 2. Electrical system, all lights, to include clearance, headlights, backup lights, warning lights, hand lights, etc.

Note: Sirens are not to be tested in audible mode.

3. Pump
 - a. Operate pump
 - b. Operate class one Captain System (Relief valve on P57 (522 only))
 - c. Operate all gate valves
 - d. Excessive water leakage from pump packing
4. Water tank level, if so equipped. All vehicles with water tanks shall be maintained at maximum capacity (visually inspect level).
5. Visually inspect foam tank level (522 only).
6. Check inventory of equipment, reporting changes or missing equipment.

3. Vehicle start-up procedures

NOTE: Master Switch to be used. Never turn this switch to the OFF position with the engine still running.

- a. Do not accelerate the engine prior to reaching the normal oil pressure reading (non-emergency running only i.e., morning pull out and checks).
- b. Release parking brake before moving vehicle.
- c. On apparatus equipped with air brake systems, make sure the proper air pressure is built up before attempting to move the vehicle. Failure to do this may result in drive-line damage.
- d. While idling for extended periods of time, diesel engines should have the high idle switch on, which sets the throttle at 1200 RPM's to provide proper lubrication of the engine (P57 522 only). All unnecessary lighting and accessories should be shut down.

NOTE: All new apparatus have automatic high idles.

4. Vehicle Shut Down Procedures

- a. On diesel equipped engines, the engine should be permitted to idle a minimum of three to five (3-5) minutes before shutting down. The high idle switch, a/c units, and all lights should be shut off prior to turning off engine. This allows proper cooling and lubrication of the engine.
- b. On automatic transmissions, the gear shift shall be left in the position designated by the manufacturer. (Admin. Vehicles in "Park, Engine & Brush trucks in "Neutral", etc.)
- c. All vehicles will be parked with the parking brake on. This applies to vehicles at emergency scenes or any time a vehicle is left unattended.
- d. Unless there is a services brake failure, at no time will the parking brake be applied while the vehicle is in motion.

