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S.O.P. #: 400-18

SUBJECT: CARE AND MAINTENANCE OF RESERVE B.C. AND E.M.S. VEHICLES

DIVISION: FIELD OPERATIONS

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Objective: To outline a procedure for the care and maintenance of reserve Battalion Chief and EMS Lieutenants vehicles.

Section 1: Daily Procedures

A. Check the following daily to ensure the proper operation of same:

1. All lights, headlights, emergency lights, brake lights, tail lights, turn signals, etc.
2. Brakes (for pedal travel distance)

B. Check the following fluids:

1. Engine oil level.
2. Engine coolant level.
3. Fuel level.

Section 2: Weekly Procedures

The following shall be completed at least once weekly:

A. Batteries

1. Check water levels; add water, if necessary. (Do not overfill)
2. Check the terminals and carrier for tightness and corrosion.
  - a. If terminals or carrier are loose, tighten.
  - b. If corroded, notify your Officer-in-Charge who will have the problem corrected by your servicing facility during your next scheduled appointment for service.

B. Co2 Extinguishers

1. All Co2 extinguishers on these vehicles are to be weighed weekly and/or after each use.
  - a. Do not send Co2 extinguishers to the shop unless they are at least half (1/2) empty.
  - b. Do not discharge the entire contents before sending it to the Shop. (Unless entire contents have been expelled on an emergency).

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C. Automatic Transmission Fluid

1. Check the fluid level of automatic transmissions. Add the proper fluids when needed to bring the level up to where it belongs.

NOTE: The fluid level in automatic transmissions must be kept at the proper levels. Overfilling causes foaming, resulting in slippage and the fluid spattering out through the vent.

2. Refer all transmission service problems to the appropriate Vehicle Operations and Maintenance facility.
3. Check tires with a pressure gauge and add air when needed.

Section 3: Servicing/Repair of Reserve Cars

- A. Housing stations shall monitor their reserve car, paying special attention to the need for service and/or needed repairs.
- B. For service/repairs, housing station shall contact their closest Vehicle Operations and Maintenance facility to schedule these needs.
- C. During long-term usage, the person(s) utilizing these reserves are responsible for carrying out the duties stated above in A and B. They are also responsible for notifying the station that houses the reserve vehicle of any service/repairs conducted on the vehicle.
- D. After the vehicles have been scheduled for service/repairs, a copy of the scheduling notice shall be placed in a conspicuous location within the vehicle to notify any/all individuals utilizing the vehicle of same.

Section 4: Administrative Duty Officer Notification

- A. The Officer-in-Charge of the housing station or the personnel utilizing the reserve unit in the event the housing station is vacant, must notify the administrative duty officer (A.D.O.) before change over begins when:
  1. Placing a reserve unit in service.
  2. Returning the unit to reserve status.
  3. Sending the vehicle to their service/repair facility.
  4. Their reserve unit returns from their service/repair facility.
- B. The A.D.O. notification shall be made day or night regardless of the time.

NOTE: Reserve units must be returned to their housing stations immediately after they are no longer needed. Reserve units must be kept indoors at all times when in reserve status.