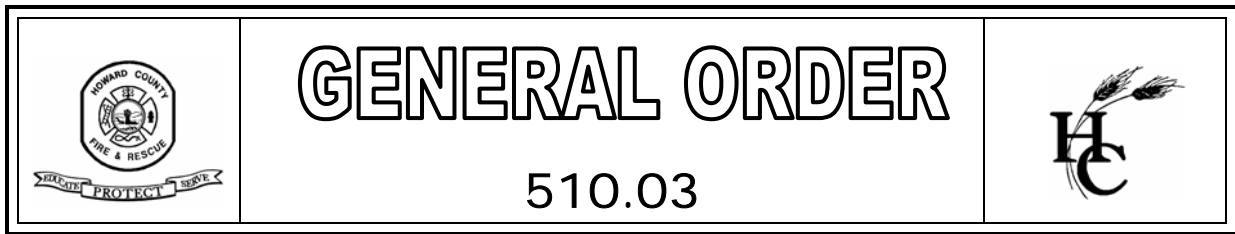


# DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Revision Date	Attachments
Support Services	3/07/2002	N/A	A-C

## **SUBJECT: Vehicle Maintenance and Repair**

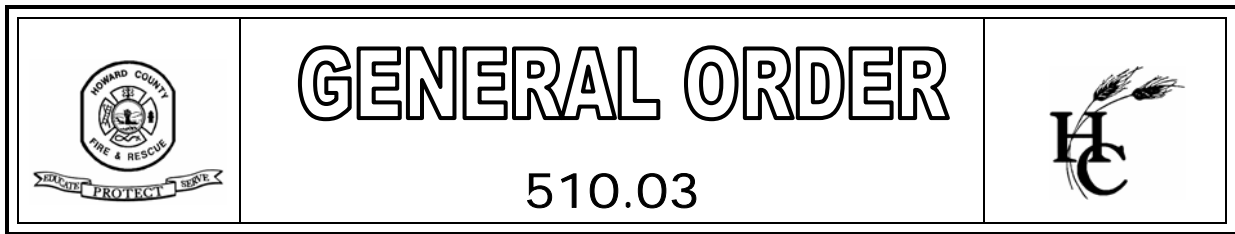
**APPLICABILITY: All Personnel**

### **POLICY:**

All vehicles owned by Howard County shall be maintained according to the standards in this order via a cooperative effort between the Howard County Department of Fire and Rescue Services (DFRS) personnel and county shop personnel. Volunteer corporations utilizing vendors other than the county shop for vehicle maintenance shall uphold county-owned vehicles to these standards and adhere to these reporting procedures. Volunteer corporations owning their own apparatus are expected to maintain their vehicles in a safe condition.

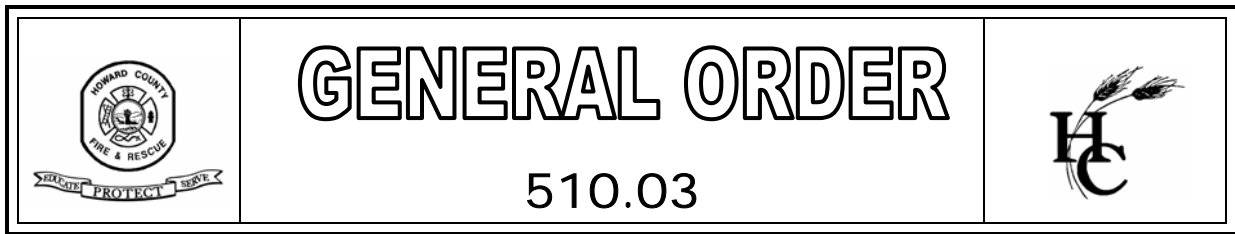
- 1 DFRS personnel shall be responsible in part for both the maintenance and minor repair of county-owned vehicles.
  - 1.1 Daily and weekly checks shall be performed by the vehicle's assigned driver/operator in accordance with the DOT and COMAR inspection standard and then recorded on the appropriate DFRS check sheet. **(See attachments A-C).**
  - 1.2 Daily and weekly checks on reserve and detail apparatus shall be performed and recorded by personnel in the station where the apparatus is currently housed.
  - 1.3 DFRS personnel shall be responsible for ensuring that vehicles under their purview are scheduled for preventive maintenance as outlined in Section 2 below.
    - 1.3.1 Preventive maintenance for vehicles assigned in the field is to be scheduled by the company captain.
    - 1.3.2 Preventive maintenance for staff vehicles is to be scheduled by the Fleet Maintenance Division upon input from the vehicle's driver/operator.
  - 1.4 DFRS personnel shall be responsible for maintaining the vehicle in the following areas between scheduled service intervals:
    - 1.4.1 Ensure proper fluid levels;
    - 1.4.2 Ensure sufficient lubrication of aerial ladders. To this end, station personnel shall lubricate the ladder slides according to the vehicle owner's manual on the first Monday of each month;
    - 1.4.3 Ensure sufficient lubrication of door hinges and locks. To this end, station personnel shall lubricate these devices on the first Monday of each month with

# DEPARTMENT OF FIRE AND RESCUE SERVICES



- WD-40;
- 1.4.4 Ensure sufficient lubrication of keystone valves, gated intakes and 6" caps. To this end, station personnel shall remove and lubricate the threading of the devices with white lithium grease on the first Monday of each month.
- 1.5 DFRS personnel may attempt minor vehicle repairs which include, but are not limited to:
- 1.5.1 Replacement of light bulbs;
  - 1.5.2 Replacement of light lenses or assemblies;
  - 1.5.3 Replacement of siren/dimmer switches;
  - 1.5.4 Replacement of wiper blades;
  - 1.5.5 Replacement of petcock drain valves;
  - 1.5.6 Replacement of broken mirrors;
  - 1.5.7 Cleaning of battery terminals.
- 1.6 DFRS personnel shall not adjust brakes or attempt repairs of brakes on any vehicle. County shop personnel shall be solely responsible for the maintenance of braking systems.
- 1.7 An annual evaluation shall be performed on each major piece of county-owned apparatus by the personnel assigned to maintenance where the apparatus is currently housed. This evaluation will determine the overall condition of the vehicle.
- 2 Requests for routine maintenance and repairs shall be scheduled using the Vehicle Maintenance Request form (attachment A-C).
- 2.1 The Company Captain or his/her designee shall schedule routine work for field units normally used by that station.
  - 2.2 Requests for vehicle repairs shall be initiated by the on duty shift.
  - 2.3 Maintenance and repairs request for Staff vehicles will be handled by the Fleet Maintenance Division.
  - 2.4 The maintenance/repair request shall be forwarded to the repair facility with the vehicle.
  - 2.5 Shop personnel will check off work completed on the unit and return the form with the apparatus.
  - 2.6 The Company Captain or his/her designee shall properly file the completed repair

# DEPARTMENT OF FIRE AND RESCUE SERVICES



request.

- 3 County shop personnel shall be responsible for the maintenance and repair of county-owned vehicles based on the following schedule:

- 3.1 Group I Vehicles - Cars, Utilities, Brush Units

- 3.1.1 Every 3,000 miles

- 3.1.1.1 Change oil and filter
- 3.1.1.2 Check transmission fluid level
- 3.1.1.3 Replace the fuel filter
- 3.1.1.4 Align the front end
- 3.1.1.5 Inspection and adjust brakes
- 3.1.1.6 Lubricate the chassis
- 3.1.1.7 Perform all work required by the vehicle manufacture at the various vehicle mileage.

- 3.1.2 Each April and October

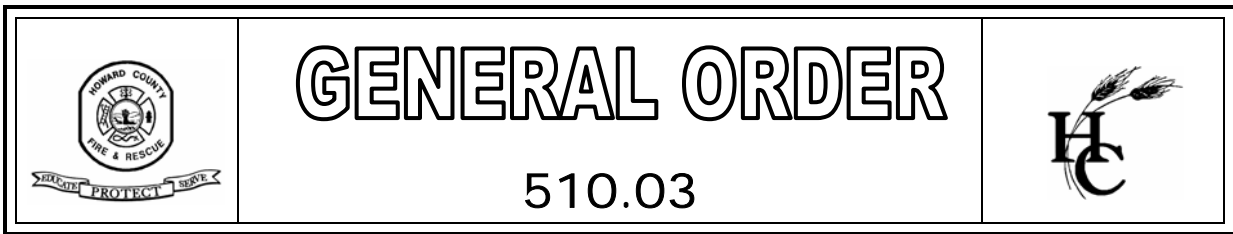
- 3.1.2.1 In April, check air conditioner function, change dryer in system.
- 3.1.2.2 In October, check heater system, check antifreeze levels.

- 3.2 Group II Vehicles - Ambulances

- 3.2.1 Every 3,000 Miles

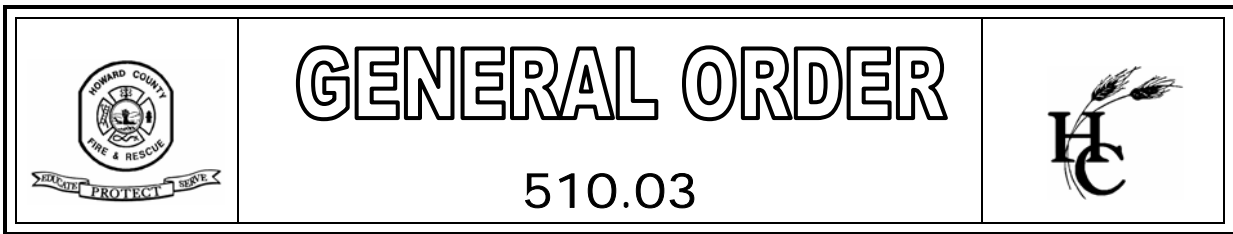
- 3.2.1.1 Change oil and filters
- 3.2.1.2 Change the fuel filter
- 3.2.1.3 Replace air filters
- 3.2.1.4 Inspect belts, replace if necessary
- 3.2.1.5 Check cooling system, hoses, and clamps, replace if necessary
- 3.2.1.6 Inspect the drive shaft
- 3.2.1.7 Check throttle linkage and idle spring
- 3.2.1.8 Inspect fan and fan shroud
- 3.2.1.9 Check coolant strength
- 3.2.1.10 Inspect for fluid leaks
- 3.2.1.11 Lubricate transmission linkage
- 3.2.1.12 Inspect tires, replace if necessary
- 3.2.1.13 Inspect and lube front wheel bearings
- 3.2.1.14 Lubricate front axle spindles
- 3.2.1.15 Inspect rear carrier fluid for leaks and damage
- 3.2.1.16 Inspect brake system, note measurement
- 3.2.1.17 Lubricate caliper slide rails
- 3.2.1.18 Lubricate chassis
- 3.2.1.19 Lubricate doors, hood, hinges, and locks

# DEPARTMENT OF FIRE AND RESCUE SERVICES



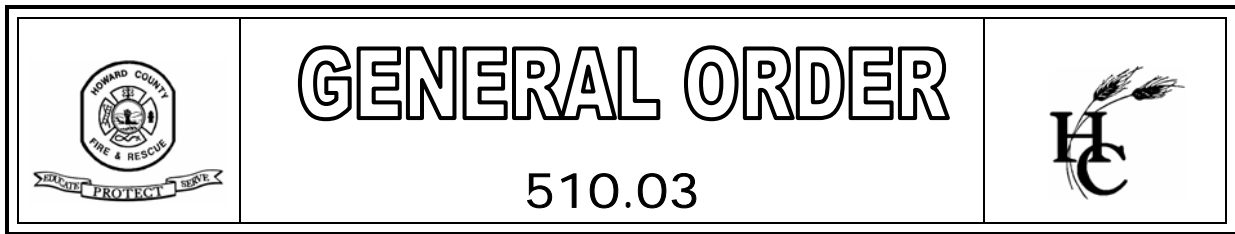
- 3.2.1.20 Align front end
- 3.2.2 Each April
  - 3.2.2.1 Make air conditioning functional
  - 3.2.2.2 Change dryer in system
- 3.2.3 Each October
  - 3.2.3.1 Make heating system functional
  - 3.2.3.2 Check for leaks
  - 3.2.3.3 Check antifreeze for right strength.
- 3.2.4 Annually
  - 3.2.4.1 Change transmission fluid and filter
  - 3.2.4.2 Change rear fluid
  - 3.2.4.3 Change batteries
  - 3.2.4.4 Change glow plugs
  - 3.2.4.5 Change coolant
  - 3.2.4.6 Perform power flush
  - 3.2.4.7 Clean Radiator fins
  - 3.2.4.8 Perform DOT inspection.
- 3.3 Group III Vehicles - Class B vehicles
  - 3.3.1 Service A - **This service is required every 4000 miles, 250 engine hours or annually, whichever occurs first.**
    - 3.3.1.1 Change engine oil
    - 3.3.1.2 Change oil filters
    - 3.3.1.3 Clean or replace air filter
    - 3.3.1.4 Replace fuel filters(primary and secondary) at appropriate interval
    - 3.3.1.5 Inspect belts, replace if necessary
    - 3.3.1.6 Service air dryer
    - 3.3.1.7 Change air compressor filter at appropriate interval
    - 3.3.1.8 Inspect for leaks
    - 3.3.1.9 Change water/fuel separator element at appropriate interval
    - 3.3.1.10 Replace transmission fluid filter
    - 3.3.1.11 Replace transmission fluid at appropriate interval per manufacturer.
    - 3.3.1.12 Inspect transmission for leaks
    - 3.3.1.13 Lubricate drive line and chassis
    - 3.3.1.14 Check lubricant level
    - 3.3.1.15 Clean transfer case breather
    - 3.3.1.16 Change transfer case fluid at appropriate interval per manufacturer.
    - 3.3.1.17 Check rear carrier fluid level
    - 3.3.1.18 Check front wheel bearing lubricant
    - 3.3.1.19 Inspect brake linings, list measurement
    - 3.3.1.20 Check level of cooling system

# DEPARTMENT OF FIRE AND RESCUE SERVICES



- 3.3.1.21 Inspect hoses for wear, replace as necessary
  - 3.3.1.22 Check for leaks around clamps, adjust as necessary
  - 3.3.1.23 Perform DOT inspection
  - 3.3.2 Each April
    - 3.3.2.1 Make air conditioning functional
    - 3.3.2.2 Change dryer in system
    - 3.3.2.3 Change coolant and filter/conditioner
    - 3.3.2.4 Flush radiator
    - 3.3.2.5 Clean radiator fins
  - 3.3.3 Each October
    - 3.3.3.1 Make heating system functional
    - 3.3.3.2 Check for leaks
    - 3.3.3.3 Check antifreeze for the right strength.
  - 3.3.4 Annually
    - 3.3.4.1 Steam clean and lubricate the ladder, turntable, and other related parts (cylinders, locks, etc.).
- 4 In accordance with recommendations established by NFPA 1500, the following is a list of vehicle defects that are to be utilized in determining an unsafe vehicle operating condition. Any vehicle found to be unsafe shall be placed out of service until the appropriate repairs are completed. It is not the intent of these guidelines to identify every possible unsafe vehicle condition. A vehicle experiencing any of the defects listed below does not necessarily render it unsafe to drive. They are to be used as general guidelines in conjunction with the judgment of the vehicle operator to determine an unsafe vehicle.
- 4.1 Brakes
    - 4.1.1 Audible or visual air leak at brake chamber (i.e., ruptured diaphragm, loose chamber clamp, etc.).
    - 4.1.2 Air line with audible leak, or bulge / swelling, cracked or broken air line
    - 4.1.3 Loose compressor mounting bolts, or loose or cracked pulley on air compressor.
    - 4.1.4 Inoperable parking brake system, parking brake will not hold vehicle.
    - 4.1.5 Evidence of oil seepage into or out of the brake lining/drum interface area.
    - 4.1.6 Oil running from the drum or bearing seal area (inside of tire area).
    - 4.1.7 Brake drums with evidence of external crack(s).
    - 4.1.8 Low pressure warning device missing, inoperative or does not operate at 55 psi or below.
    - 4.1.9 Air reservoir tanks separated from its attachment points.
    - 4.1.10 Air leak of sufficient nature that air pressure cannot be maintained. between 80-90 psi, at engine idle, with parking brakes applied.

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- 4.1.11 Master cylinder less than 1/4 full.
- 4.1.12 Any visually observed brake fluid leaks.

#### 4.2 Steering System

- 4.2.1 Any steering wheel free play that seems excessive (30 degrees before the steering axle tire moves).
- 4.2.2 Any missing or loose steering support bolts/brackets.
- 4.2.3 Worn or faulty universal joints.
- 4.2.4 Steering wheel not properly secured.
- 4.2.5 Any looseness of the pitman arm on the steering gear.
- 4.2.6 Any loose power assist cylinder.
- 4.2.7 Any loose tie rod ends or drag links.
- 4.2.8 Any condition that interferes with the free movement of any steering component.

#### 4.3 Exhaust System

- 4.3.1 Any exhaust system leak at a point forward of or directly below the cab that permits entry of exhaust fumes into the cab, jump seat or patient compartment area.
- 4.3.2 Any exhaust system component so located as to result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the vehicle.

#### 4.4 Frame

- 4.4.1 Any cracked, loose, or broken frame member adversely affecting support of functional components such as steering gear, fifth wheel, engine, transmission, body parts, and suspension.

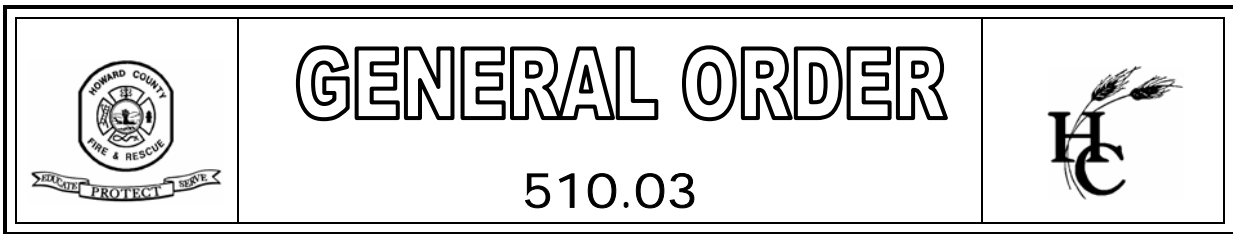
#### 4.5 Fuel System

- 4.5.1 Any visible fuel system leak at any point.
- 4.5.2 The fuel tank not securely attached to the vehicle by reason of loose, broken or missing mounting bolts or brackets. (NOTE: Some fuel tanks use springs or rubber bushings to permit movement.)

#### 4.6 Springs/Suspension System

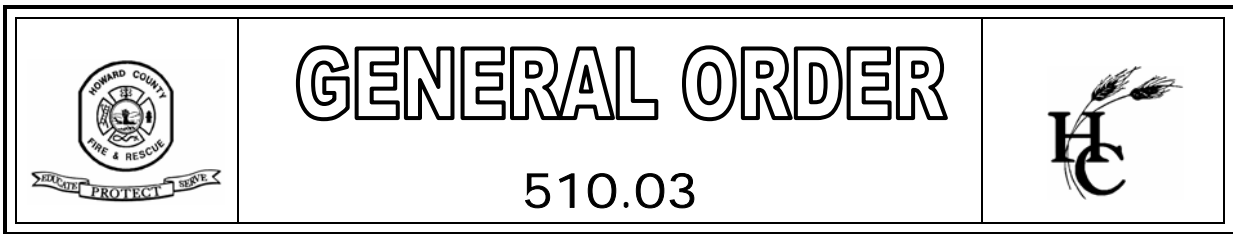
- 4.6.1 Any u-bolts or other spring-to-axle clamp bolts cracked, loose or missing.
- 4.6.2 Any spring hanger cracked, loose or missing.

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- 4.6.3 One-fourth or more of the leaves in any spring assembly broken.
  - 4.6.4 Any leaf or portion of any spring leaf missing.
  - 4.6.5 Any broken main leaf in a leaf spring. (NOTE: Any leaf of a leaf spring assembly is a main leaf if it extends at both ends, to or beyond the load bearing surface of a spring hanger or equalizer.)
  - 4.6.6 The spring end cap or insulator box mounted on the axle.
  - 4.6.7 Any spring eye.
  - 4.6.8 One or more leaves displaced in a manner that could result in contact with a tire, rim, brake drum, or frame.
  - 4.6.9 Any broken coil springs.
  - 4.6.10 Any broken or missing shocks.
  - 4.6.11 Any broken torsion bar spring in torsion bar suspension.
  - 4.6.12 Missing or broken axle bolts.
- 4.7 Tires/Wheels
- 4.7.1 Any tire with less than 4/32" tire tread when measured in any two adjacent major tread grooves at any location on the tire.
  - 4.7.2 Any part of the breaker strip or casing ply is showing in the tread.
  - 4.7.3 Any sidewall that is cut, worn, or damaged to the extent that the cord is exposed.
  - 4.7.4 Visually observable bump, bulge, or knot apparently related to tread or sidewall.
  - 4.7.5 Flat tires or noticeable air leak in tire.
  - 4.7.6 Any visible crack(s) or damage to wheel's rim, including cracks between hand or stud holes.
  - 4.7.7 Missing or broken lug nuts or studs.
  - 4.7.8 Any tire mounted in such a way that it comes into contact with any part of the vehicle.
- 4.8 Windshields/Windshield Wipers
- 4.8.1 Any visual cracks or distortions that impair the driver's vision.
  - 4.8.2 Any wiper that is inoperative, or is missing or has damaged parts that render it ineffective on the driver's side.
- 4.9 Bus Emergency Exits
- 4.9.1 Any emergency exit that is missing, inoperable, or obstructed when used for transporting passengers.
- 4.10 Lighting Devices/Warning Lights



# DEPARTMENT OF FIRE AND RESCUE SERVICES



- 4.10.1 Any low beam headlamp missing or inoperative.
  - 4.10.2 Both brake lamps are missing or inoperative.
  - 4.10.3 Both tail lights inoperative. At least one steady burning tail lamp on the rear of the vehicle must be visible from 500 ft.
  - 4.10.4 Any turn signal device missing or inoperative.
  - 4.10.5 Siren is missing or inoperative.
  - 4.10.6 Emergency lighting is not visible from all sides of vehicle.
- 5 Proper records shall be maintained for all county-owned apparatus.
- 5.1 Records for vehicles assigned to the field shall be maintained and updated by the company captain or his/her designee.
  - 5.2 Records for staff vehicles shall be maintained and updated by the Fleet Maintenance Division based on input from the vehicle's driver/operator.
  - 5.3 A file shall be maintained for each vehicle. The file shall contain the vehicle specifications, purchasing information and maintenance and repair records.
    - 5.3.1 Maintenance records shall consist of:
      - 5.3.1.1 All daily and weekly check sheets for the past year.
      - 5.3.1.2 All damage reports and completed requests for repairs.
      - 5.3.1.3 Completed Maintenance and Repair Requests
      - 5.3.1.4 Down time in one quarter days for the unit.
      - 5.3.1.5 Monthly mileage on the vehicle.
  - 5.4 Reports for all county-owned apparatus shall be forwarded monthly to the Fleet Maintenance Division using the most current reporting method.
    - 5.4.1 Monthly reports shall consist of:
      - 5.4.1.1 Unit Number
      - 5.4.1.2 FAICS
      - 5.4.1.3 Mileage
      - 5.4.1.4 Engine hours
      - 5.4.1.5 Pump Hours
      - 5.4.1.6 Down time for the vehicle in 1/4 days
        - 5.4.1.6.1 Repairs
        - 5.4.1.6.2 Maintenance
      - 5.4.1.7 Service completed
      - 5.4.1.8 Major or long term problems
      - 5.4.1.9 Warranty work completed



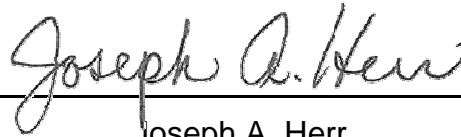
# DEPARTMENT OF FIRE AND RESCUE SERVICES

 <p>HOWARD COUNTY FIRE &amp; RESCUE SERVING PROTECT SERVE</p>	<h2>GENERAL ORDER</h2> <h3>510.03</h3>	 <p>HC</p>
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5.4.2 Annual reports shall consist of:

5.4.2.1 Inspection of overall vehicle condition


Approved:



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Joseph A. Herr  
Fire Chief

# DAILY CHECKSHEET : ✓ if OK - D if deficient

COMPLETE FOR ALL VEHICLES		MON	TUE	WED	THU	FRI	SAT	SUN
	<b>FLUID LEVELS</b>	ENGINE OIL						
		BRAKE FLUID						
		TRANSMISSION FLUID						
		STEERING FLUID						
		BATTERY WATER						
		RADIATOR LEVEL						
		CHECK BELTS						
<b>RADIOS</b>	PORTABLES - NUMBER							
	HEADSETS							
<b>LIGHTS AND SAFETY EQUIPMENT</b>	FUEL LEVEL							
	FUEL CARD/KEY							
	HEADLIGHTS							
	BRAKE LIGHTS							
	TURN SIGNALS							
	BACK UP LIGHTS							
	CLEARANCE LIGHTS							
	EMERGENCY LIGHTS							
	SPOT/FLOOD LIGHTS							
	COMPARTMENT LIGHTS							
	HORN/SIREN							
	WIPERS							
	PUMP PANEL LIGHTS							
	WATER LEVEL LIGHTS							
	HEATER/DEFROSTER							
VESTS, MAPS								
KEY in KNOX BOX?								
<b>BREATHING APPARATUS</b>	HARNESS ASSEMBLY							
	REGULATOR							
	AIR - <i>MUST BE FULL</i>							
	GAUGES							
	HP LINES							
	RESTRAINT STRAPS							
	SPARE BOTTLES							
	FACEPIECE							
<b>EMS and AED EQUIPMENT</b>	BLS AID KIT							
	ALS AID KIT							
	OXYGEN EQUIPMENT							
	AED/DEFIB							
	OTHER EQUIP							
<b>PUMP CHECKOUT</b>	WATER LEVEL							
	PUMP OPERATION							
<b>PLACE COMMENTS ON WEEKLY SHEET</b>	INDICATE IF UNIT OOS							
	INITIAL DAILY							

**HOWARD COUNTY FIRE RESCUE – VEHICLE CHECK SHEET**

UNIT# \_\_\_\_\_ FAICS# \_\_\_\_\_ WEEK OF-(Mon-Sun) \_\_\_\_\_ WEEKLY DONE ON \_\_\_\_\_



# HOWARD COUNTY FIRE RESCUE

## VEHICLE MAINTENANCE and REPAIR REQUEST

<b>VEHICLE INFORMATION</b>	UNIT NUMBER		MILEAGE		
	FAICS		ENGINE HOURS		
<b>REQUEST INFORMATION</b>	<b>TYPE OF SERVICE</b>			<b>REQUEST DATES</b>	
	ROUTINE SERVICE		REPAIR	DATE OF REQUEST	
				DATE TAKEN TO SHOP	
			DATE BACK IN SERVICE		
<b>ROUTINE MAINTENANCE REQUEST</b> Check Appropriate Service Requested			<b>REPAIR REQUEST</b> List Repairs Requested		
250 hr/4000 mile			1)		
3000 mile			2)		
April/October			3)		
<b>Mechanic Check Items Completed</b>			4)		
<b>250HR, 4000MILE - ENGINE/TWR/SQUAD</b> <input type="checkbox"/> Change engine oil <input type="checkbox"/> Change Filters <input type="checkbox"/> Clean or Replace Air Filter <input type="checkbox"/> Replace Fuel Filters <input type="checkbox"/> Inspect Belts and Replace if Necessary <input type="checkbox"/> Inspect for Leaks <input type="checkbox"/> Replace Transmission Fluid, Filter <input type="checkbox"/> Inspect Transmission for Leaks <input type="checkbox"/> Lube Driveline and Chassis <input type="checkbox"/> Check Lubricant Level <input type="checkbox"/> Check Transfer Case Breather, <input type="checkbox"/> Check Rear Fluid <input type="checkbox"/> Check Front Wheel Bearing Lubricant <input type="checkbox"/> Inspect Brake Linings, List Measurement <input type="checkbox"/> Check Cooling System, Inspect Hoses <input type="checkbox"/> Check Clamps for Leaks <input type="checkbox"/> DOT Inspection <b>APRIL/OCTOBER SERVICE (ALL AS NEEDED)</b> <input type="checkbox"/> April – Check A/C Function, change Dryer <input type="checkbox"/> Change Coolant and Filter. Flush system <input type="checkbox"/> October – Check Heater System Function <input type="checkbox"/> Check for Leaks, Check Antifreeze			5)		
			6)		
			7)		
			<b>3000 MILE – AMBs &amp; Other Vehicles</b> <input type="checkbox"/> Change Oil and Filters <input type="checkbox"/> Change Fuel Filter <input type="checkbox"/> Replace Air Filter <input type="checkbox"/> Inspect Belts and Hoses, Replace <input type="checkbox"/> Check Cooling System, Check Hoses <input type="checkbox"/> Check Clamps <input type="checkbox"/> Inspect Drive Line <input type="checkbox"/> Check Throttle Linkage, Idle Spring <input type="checkbox"/> Inspect Fan and Shroud <input type="checkbox"/> Check Coolant Strength <input type="checkbox"/> Inspect for Fluid Leaks <input type="checkbox"/> Lubricate Transmission Linkage <input type="checkbox"/> Inspect Tires, Replace if Necessary <input type="checkbox"/> Inspect and Lube Front Bearings <input type="checkbox"/> Lubricate Front Axle Spindles <input type="checkbox"/> Inspect Brake System, Lubricate Caliper Slide Rails, Inspect Brake Linings. Note Measurement <input type="checkbox"/> Lube Chassis, doors Hood, Hinges <input type="checkbox"/> Check alignment, align if necessary.		
<b>Service Requested By:</b>					
<b>Mechanic Comments:</b>					



# WEEKLY APPARATUS CHECK

MILEAGE \_\_\_\_\_

ENG HRS. \_\_\_\_\_

ENGINES/TANKERS	AERIAL APPARATUS
Pump Shift Operation	Check Hydraulic level
Operate Primer/check fluid level	PTO Operation Check
Operate Drains/ Flush	Check Jack Operation
Check Hoseloads, Hydrant Valve	Ladder - Raise, Rotate, Extend
Check Caps, Swivels, Gates	Check Manual Override
Check and Operate Nozzles	Check Ladder Intercom
Check for Leaks/noises	Check for Hydraulic Leaks

## ALL VEHICLES

<b>TIRES WHEELS</b>	Check Wheels/Lugs/Hubs	<b>Generator</b>	Run under load		
	List Pressures / Tread Depth		Lights/Outlets		
	F L: / R: /		Oil Level		
	R LO: / RO: /		Cord Reels		
	R LI: / RI: /		<b>Ground Ladders</b>	Check Halyards, Dogs	
	LO: / RO: /			Check Mounting Equipment	
	LI: / RI: /			Clean and Operate	
Bleed Air Tanks	<b>GENERAL TOOLS and EQUIP</b>	Check Heat Tabs			
Check Drop Chains		Detectors			
All STEMS accessible?		Imaging Cameras			
<b>BRAKES</b>		Parking Brake Holds?	Fans		
		PSI Aud. Alarm Starts	BA and Spare Cylinders		
		PSI Aud. Alarm Stops	Extinguishers		
		Check Slack Adjusters			
		Time to Refill System	Cascade		
PSI Spring Brake activ		Knox Box Test			
<b>RESCUE TOOLS</b>		Circular Saws	PAT Ring		
	Chain Saws	Safety Vests/Road Triangles			
	Torches/Cutters	Map Books			
	Ropes/Rigging	Door Openers			
	Hydraulic Pumps	Accident Report Kit			
	Air Bags	Fuel Card			
	Rams	Vehicle Registration			
	Jaws/Cutters	ERG			
	Hydraulic Lines/Reels	<b>EMS EQUIP</b>	ALS Bag		
	Cribbing		BLS Bag		
Ladder Belts	Check Drug Box				
Rescue Harnesses	Check and Inventory all Stock				
Air Tools/Lines	Check Monitor and Batteries				
Repelling Equipment	Check EMS Radios				
Other Equipment	Inspect and clean all tools				
<b>BODY CHECK</b>	Windshield/Glass	Clean all Compartments			
	Body/Paint Damage	<b>COMMENTS:</b>			
	Seats/Upholstery				
	Doors/Windows				
	Seat Belts				
	Drop Chains				
	Check Undercarriage				
Clean and Vacuum					