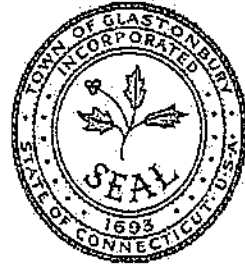




**GLASTONBURY FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**



SOG NUMBER: FDO-119

ISSUED DATE: 03-10-13

EFFECTIVE DATE: 04-10-13

REVISION #: 1

REVISED DATE: 01-11-16

EFFECTIVE DATE: 01-11-16

CATEGORY: EMERGENCY OPERATIONS - GENERAL

SUB-CATEGORY: DEPARTMENT DIRECTIVE

SUBJECT: APPARATUS POST TRIP INSPECTION

RELATED GUIDELINES: TRG-002

Section I – Introduction

A. Objective

To record in chronological order the post trip inspection of a department apparatus after each use. The purpose of the record log is to ensure that there are no known vehicle defect(s) and if defect(s) are detected that they are properly reported and documented for repair.

B. Applicability

This guideline is applicable to all department Engines, Ladders, Rescues and Service apparatus. Excluded from this guideline are staff vehicles, marine units and ATVs.

C. References

None

Section II – Post Trip Inspection Guideline:

- 1) Upon returning to the fire station and parking the apparatus the driver will be responsible to complete a post trip inspection of the apparatus to ensure its readiness. The inspection will consist of the following guidelines:
 - a. Check for anything under, around and in front of the vehicle.
 - i. The visual examination should focus on
 1. Leaks
 2. Flat tires
 3. Or anything that could have loosened up on the apparatus, fallen off of the apparatus or rolled under the apparatus.
 - b. Complete an interior inspection of the driver's compartment area.
 - i. The inspection should include:
 1. Seat position
 2. Seat belt

3. Parking brake
 4. Automatic transmission is in the neutral/park position
 5. Battery switch is off.
- c. Complete an inspection of the apparatus' gauges
- i. The inspection should include:
 1. Oil – normal range
 2. Voltage – normal range
 3. Fuel – adequate (three-quarters or better)
 4. Air supply gauge
- d. Complete an inspection of the apparatus' service brake
- i. The inspection should include:
 1. Putting your foot on the service brake pedal, depressing it down while listening for air leak noise from air reservoir under vehicle.
 2. Check brake pedal pressure and air pressure gauge.
- e. Complete an inspection of the apparatus' warning lights, clearance lights and audio devices
- i. The inspection should include:
 1. Headlights – low and high beams
 2. Turn signals
 3. Clearance lights
 4. Emergency strobe and flashing lights
 5. Siren
 6. Air horns
- f. Complete an inspection of all passenger seats
- i. The inspection should include:
 1. Visual inspection of seat belts
 2. Ensure that the seat belts are secured.
 3. All equipment stowed in the area, i.e. SCBA, flashlights, tools, etc. are properly secured.

Section III – Post Trip Inspection Documentation:

- 1) Upon completion of the post trip inspection the apparatus driver will be required to complete the Apparatus Log.
 - a. See Appendix A for a sample of the Apparatus Log that will be kept in a three ring binder on each apparatus.
- 2) The apparatus log will consist of the following columns:
 - a. Date
 - b. Time
 - c. Mileage
 - d. Engine Hours
 - e. Incident Location and/or Description of Activity
 - f. Defect Found Y/N
 - g. Description of Defect or Information
 - h. Operator
- 3) The apparatus log is to remain in the apparatus.

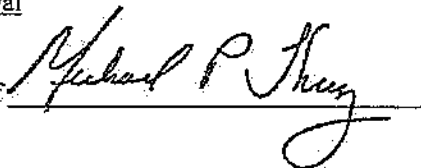
- 4) If a defect is found, the driver will be required to complete a Glastonbury Fire Department Emergency Vehicle Condition Report
 - a. See Appendix B for a sample of the Glastonbury Fire Department Emergency Vehicle Condition Report.
- 5) The Glastonbury Fire Department Emergency Vehicle Condition Report will be used to identify only items that require attention.
- 6) Upon completion of the Glastonbury Fire Department Emergency Vehicle Condition Report the driver is to:
 - a. Notify either the Station's Captain or Lieutenant of the defect found.
 - b. Submit the "White" copy of the condition report to Station's Captain or his/her designee
 - c. The "Yellow" copy is to be submitted to the Chief's office within 24 hours of the defect being identified.
- 7) It will be the Station's Captain or Lieutenant's responsibility to notify the Assistant Chief of the defect(s) noted.
- 8) If the Station's Captain or Lieutenant is not available the driver is to notify the Assistant Chief either by department radio or cell phone.
- 9) If the Assistant Chief is not available then the Chief of the Department is to be notified.

Section IV – Record Log Archive

- 1) At the end of month the Record Log is to be forward to the Fire Chief's office for archive
- 2) Each log will be filed by apparatus and in chronological order by month.
- 3) The Fire Chief's office will retain a copy of all apparatus log for seven years.

V-Approval

Fire Chief



Date of Approval:

1/11/16

APPENDIX A

GLASTONBURY FIRE DEPARTMENT

APPARATUS LOG

GLASTONBURY FIRE DEPARTMENT
APPARATUS LOG
Apparatus #: _____

Date	Time	Mileage	Engine Hours	Incident Location and/or Description of Activity	Defect Found Y/N	Description of Defect or Information	Operator

LOG ANY USE OF THE APPARATUS IF DEFECT IS FOUND FILL OUT A APPARTUS CONDITION REPORT NOTIFY AN OFFICER

APPENDIX B

GLASTONBURY FIRE DEPARTMENT

EMERGENCY VEHICLE

Condition Report

GLASTONBURY FIRE DEPARTMENT
EMERGENCY VEHICLE

Condition Report

Date _____ Hour Reading _____ Apparatus No. _____
Odometer Reading _____ Post Trip Inspection _____

ONLY ITEMS CHECKED REQUIRE ATTENTION

- | | |
|---|--|
| <input type="checkbox"/> Gauges -- Ammeter, Oil Pressure, Fuel, | <input type="checkbox"/> Head Lights |
| <input type="checkbox"/> Water Temperature, Air Pressure or | <input type="checkbox"/> Tail Lights |
| <input type="checkbox"/> Vacuum | <input type="checkbox"/> Stop Lights |
| <input type="checkbox"/> Windshield Wipers | <input type="checkbox"/> Turn Signals
and 4-Way Flasher |
| <input type="checkbox"/> Windshield & Windows | <input type="checkbox"/> Reflectors |
| <input type="checkbox"/> Heater & Defroster | <input type="checkbox"/> Emergency Equipment |
| <input type="checkbox"/> Mirrors | <input type="checkbox"/> Other -- if Applicable |
| <input type="checkbox"/> Brakes (Foot & Parking) | <input type="checkbox"/> Clearance Lights |
| <input type="checkbox"/> Engine Noises | <input type="checkbox"/> Emergency Warning
Lights |
| <input type="checkbox"/> Horns & Sirens | <input type="checkbox"/> Side Marker Lights |
| <input type="checkbox"/> Steering | <input type="checkbox"/> Brake Hoses |
| <input type="checkbox"/> Vehicle Body | <input type="checkbox"/> Compartment Door Locks |
| <input type="checkbox"/> Wheels, Tires, Lugs | <input type="checkbox"/> Drain Air Tanks of
Moisture |
| <input type="checkbox"/> Fuel Tank and Cap | <input type="checkbox"/> Air Systems |
| <input type="checkbox"/> Leaks -- Water, Fuel, Oil | <input type="checkbox"/> Mounted Equipment |

Remarks- (Explain unsatisfactory items noted above)

Any item that is check off, be sure to notify an officer of any problems.

Name of Officer

Signature of Driver