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| Section: Vehicles, Apparatus, & Equipment- 103.00 |
| SOP # 103.01 | Subject: Vehicle Maintenance & Refueling | Page: 1 of 1 |
| Effective: 02/17/2022 | Authorized: Tiffany Lamp- Asst. Director |
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 Rural Pope County Emergency Medical Services

 Standard Operating Procedures

103.01.01 Purpose

To advise personnel of the proper vehicle maintenance and refueling policy and procedures.

103.01.02 General

This SOP will refer to both County owned and operated apparatus as well as apparatus owned by individual volunteer fire/EMS corporations and operated by county personnel.

103.01.03 Policy

Vehicle Maintenance

1. Vehicle fluid levels are to be checked each shift with the completion of the shift vehicle checks.
2. Vehicle tires and PSI are to be checked along with the shifts vehicle checks.
3. All required vehicle maintenance needed is to be reported to the supervisor.
4. Any and all vehicle malfunction should be IMMEDIATELY reported to the supervisor.

Refueling of units

1. Refueling of units should be done so when the fuel level has fallen below ¾ of a tank.

2. No vehicle should ever be turned over to the on-coming crew with less than a ½ tank of fuel.

3. Volunteer apparatus operated by county personnel will be fueled in accordance with said station’s refueling policy and procedures.

4. Fuel is only to be dispensed into official county vehicles or motorized equipment.

5. All fuel usage is to be logged in the appropriate log for verification by administration.