



City of Winter Park Fire-Rescue

Standard Operating Guideline

100.16

Title: Vehicle Maintenance / Replacement Program

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Purpose: A guideline that establishes a prescribed maintenance and replacement schedule for all fleet vehicles operated by the Winter Park Fire Department.

Scope: This guideline shall cover all vehicles assigned to the Fire Department's fleet and shall be maintained by the department's designated apparatus officer or their designee, in cooperation with the City of Winter Park's Fleet Maintenance and Finance Departments.

General: The need to provide a schedule of maintenance and replacement for all vehicles is essential to providing quality service. It is with this in mind that the following schedule of maintenance and replacement of department vehicles suggested.

100.16.01. Preventative Maintenance Program:

Two specific types of preventative maintenance sessions will be scheduled for each vehicle. A "CPM", as defined by the Fleet Maintenance Division shall be performed every third visit while an "APM" shall be performed during all subsequent visits. The Fire Department's fleet maintenance officer shall work in cooperation with the Fleet Maintenance Division to ensure proper scheduling for each vehicle.

100.16.02. Preventative Maintenance Schedule:

Each vehicle shall be seen at the Fleet Maintenance Division on a quarterly basis for preventative maintenance. In cooperation with the City of Winter Park's Fleet Maintenance Division, a schedule for all Department vehicles shall be maintained by the Department's fleet maintenance officer.

100.16.03. Vehicle Replacement:

A Fleet Vehicle replacement schedule shall be maintained by the Fire Department. This schedule shall reflect the purchase and projected replacement date for each vehicle in the fleet.

The vehicle replacement schedule shall be reviewed annually prior to preparation of the City's annual budget.

The Fire Department's fleet maintenance officer shall evaluate the replacement list, along with the City of Winter Park's Fleet Maintenance and Finance Directors as a part of the City's overall budget process. Changes to the existing schedule shall be suggested at that time and be based upon the current vehicles overall performance and maintenance costs.

100.16.04 Vehicle Replacement Schedule:

The following replacement schedule is suggested for each type of department vehicle. Selection of the actual type and a date of replacement shall be established in cooperation with the City's Fleet Maintenance and Finance Directors.

Administrative Vehicles:	7 years
Rescue / Transport Vehicles:	7 years
Fire Apparatus - Engines	10 years
Fire Apparatus - Truck / Aerials	10 years

100.16.05 Reserve apparatus

It is the intent of the Department to maintain sufficient reserve apparatus in a ready state condition. All reserve units shall be inspected on a daily and weekly schedule as required in WPFD SOG 100.03.

All reserve apparatus shall also be included in the City's apparatus Preventative Maintenance (PM) program and schedule.



James E. White
Chief of Department