

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

**40.02.02**  
INSPECTION, MAINTENANCE,  
& REPAIR OF VEHICLES



Adopted: 12/20/16  
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Revised: 11/09/22

Approved: *Zan J. Bahr*

**Purpose:** To ensure vehicles are inspected and maintained in a state of readiness.

**References:** WAC 296-305-04507-Fire Apparatus Maintenance and Repair; NFPA 1911, "Standards on Acceptance and Service Tests of Fire Department Pumping Apparatus."

**Procedure:**

1. Inspection, maintenance, and repair of vehicles.
  - a) All Fire District 8 emergency vehicles shall be inspected daily, and after any use or repair to identify and correct unsafe conditions.
  - b) All staff vehicles will be inspected weekly.
  - c) Any noted repair needs will be forwarded to the employee responsible for maintenance on the proper maintenance request form.
  - d) If the repair needed is of an emergency nature, the on-duty 820 officer will be immediately notified.
  - e) Any Fire District 8 vehicle found to be unsafe shall be placed out of service until repaired.
  - f) Fire pumps on apparatus shall be service tested in accordance with the frequency and procedures specified in NFPA 1911, "Standards on Acceptance and Service Tests of Fire Department Pumping Apparatus."
  
2. Apparatus maintenance request form.
  - a) A Maintenance Request Ticket shall be completed [electronically](#) via Vector CheckIt software program.
  - b) The maintenance request ticket needs to be completed by the individual requesting or reporting the need for maintenance.
  - c) Emergency repairs shall be documented in the same fashion by the individual requesting or reporting the need for maintenance even if 820 has been notified.