



General Order Number: 02-38	Effective Date: January 2010
Division: Apparatus and Equipment	
Chapter: Vehicle Modifications/Alterations	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall set forth a policy and procedure established in order to maintain a threshold of safety when nonstandard parts or components are utilized for evaluation purposes on any and all Fire/EMS apparatus.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

1. General Provisions

Apparatus Maintenance must approve all vehicle modifications/alterations that would be considered experimental and/or prototypes.

This approval must be requested in writing prior to the modifications/alterations being made to the apparatus. The request must include the following:

- Description of the modification/alteration.
- Who is requesting the modification/ alteration (i.e., component manufacturer, chassis manufacturer, etc.).
- The reason for the modification/alteration.
- The established criteria to monitor and evaluate the modification/alteration.
- Period of time the modification/alteration will be evaluated.
- Probable consequences if the modification/ alteration was to fail or malfunction.
- The person(s) and/or corporation accepting the liability for any and all damage and personal injuries resulting from a failure due to the modification/alteration.

Once the approval is granted, all documentation in accordance with the established criteria to monitor and evaluate the modification/alteration must be submitted to Apparatus Maintenance with the monthly Vehicle Inspection Report Form.

Should any failure, malfunction or unusual operation or appearance occur, the vehicle is to be placed out-of-service, and Apparatus Maintenance is to be notified immediately.



REFERENCES

N/A

FORMS / ATTACHMENTS

PGC Form #3947, Monthly Vehicle Inspection Report Form



PRINCE GEORGE'S COUNTY FIRE/EMS DEPARTMENT MONTHLY VEHICLE INSPECTION REPORT

DAILY = A
WEEKLY = B
MONTHLY = C
QUARTERLY = D

MONTH _____ YEAR _____
 MILEAGE
 FIRST DAY LAST DAY UNIT
 ENGINE HRS
 FIRST DAY LAST DAY

STATION

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VEHICLE

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DAY	↑	INITIAL	COMMENTS/ACTION TAKEN
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DATE IN	SHOP TICKET / P.O. #	VENDOR	DESCRIPTION OF WORK	DATE OUT