

2017-132 Vehicle Washing



Westbrook Fire & Rescue Department
Standard Operating Procedure

Section: Administration	TOPIC: Vehicle Washing
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POLICY REFERENCES:	APPROVED BY: <hr/> <p>Andrew R. Turcotte Chief of Department</p>

Purpose:

To clarify when vehicles are to be washed and what maintenance may be done in the station. All personnel shall be responsible for compliance with this policy.

Scope:

To provide standard guidelines for department and personal vehicle washing and maintenance.

Policy:

- A.** All vehicles must be washed inside the station; this will allow for the waste water to be collected in the city sewer system. At no time are vehicles to be washed outside the station on the apparatus apron.
- B.** Department vehicles will be washed daily or on an as needed basis as directed by the duty officer.
 - a. Each department vehicle will be waxed twice a year, once in the fall and once in the spring.
- C.** Members personal vehicles may be brought in to the station between the hours of 7pm and 7am under the following conditions:
 - a. The duty officer has given permission.
 - b. Vehicle will remain unlocked with the keys in the ignition.
 - c. Members will bring their own cleaning supplies and will not use department items.
 - d. A cone shall be placed on the yellow back-up guideline at the overhead door to alert others that there is a vehicle already in the bay.
 - e. The vehicle owner assumes all risk and liability.
 - f. No more than 1 vehicle will be in that station at any given time.
 - g. No vehicle will be left in the station overnight.
- D.** No department vehicle will be placed outside during inclement weather for the purpose of maintaining a personal vehicle.

- E.** Personal Vehicle Maintenance
 - a. At no time will a vehicle be permitted to be on jacks or lifts of any kind.
 - b. Only minor repairs/maintenance such as bulb changes and wiper changes will be permitted.
- F.** Fluids that may leak from both department and personal vehicles will be contained using absorbent material and disposed of accordingly.
- G.** Members using the station shall make sure the station is left clean and items have been put away prior to leaving.