

# Montgomery County Fire and Rescue Service

## Fire Chief's General Order

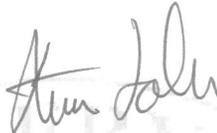
NUMBER: 13-04

**Rescinded 8/20/15**

June 13, 2013

TO: All MCFRS Personnel

FROM: Fire Chief Steve Lohr



SUBJECT: Inspection Program for Assigned and Take-Home Vehicles

Effective October 1, 2013, the MCFRS Fleet Section will initiate a semiannual inspection program for assigned and take-home MCFRS employee staff vehicles and tax funded LFRD light duty vehicles (GVWR less than 10,000 Lbs). These vehicles will be inspected in October and April of each year.

The vehicle inspection will be performed at the Central Maintenance Facility (CMF) by the Fleet Section Chief or his/her designee.

Vehicle items to be inspected will include:

- General vehicle lights
- Emergency lights
- Body & Paint condition
- Tires, Wheels & Hubcaps condition
- Upholstery & Carpet condition
- General vehicle cleanliness
- Maintenance Records (vehicle operator will bring hard copies of 12 months of vehicle repair/service/maintenance records)

The Fleet Section Chief will coordinate scheduling of inspections through the MCFRS Section Chiefs and the Division of Volunteer Services.

All MCFRS staff vehicles will be inspected during the employee's normal work day. Additional evening and weekend hours will be available for tax funded LFRD vehicles.

For questions or further clarification contact AC Eric Houston, Fleet Section Chief.