

Operating Guideline # 403  
Pre and Post Trip Inspections  
October 2, 2019



**PURPOSE:**

The purpose of this Operating Guideline (OG) is to establish guidelines that provide measures intended to assure that apparatus are safe and serviceable.

**ISSUE/RATIONALE:**

The operators of commercial motor vehicles are required by legislation to conduct and record “pre-trip vehicle inspections” as a means to ensure their vehicles are safe to operate on Ontario roadways. While emergency vehicles are exempt from the strict enforcement of these provisions, it is none-the-less a prudent risk management strategy to conduct these inspections where feasible.

Since it is not feasible to conduct a safety inspection immediately prior to an emergency response because of the need for a quick response, a “post-trip” inspection will be conducted following a response, thereby ensuring the vehicle has been checked prior to the next usage.

**GUIDELINE:**

**General**

1. A pre-trip vehicle inspection will be performed before any fire apparatus leaves the fire station utilizing the form illustrated in Appendix A (“Apparatus Pre/Post Trip Inspection Form”). All areas of the form are to be completed fully by the EVO and shall be reviewed and signed by a Company Officer. (EXCEPTION: Emergency Response - see sentence 2.)
2. Where a pre-trip inspection is not possible due to an emergency response, a post-trip inspection shall be completed by the EVO in the same manner as outlined in Sentence 1 using the same form upon return to the station.
3. One copy of the “Apparatus Pre/Post Trip Inspection Form” is to be maintained in the vehicle, while the second copy is to be forwarded to Administration with the alarm/training/activity report as the case may be. Administration staff shall ensure these are forwarded to the Deputy Fire Chief.

**Apparatus Pre/Post Trip Inspection Form Sections A, B and C**

4. Section A of the “Apparatus Pre/Post Trip Inspection Form” is to be completed including the apparatus unit number, the operating EVO’s name and FD Number, the location of the inspection (i.e. Station 1, 2 or 3, or specify other location), the vehicle mileage, and the date of the inspection. In addition, the EVO shall ensure that the appropriate emergency supplies and proper documentation are in the vehicle.
5. Section B of the “Apparatus Pre/Post Trip Inspection Form” contains a listing of the 23 areas of the apparatus to be checked as required by the Ministry of Transportation. The appropriate box beside each item is to be checked as “Pass” if the item is acceptable. Alternatively, where a major or minor defect is identified, the appropriate area of the form is to be checked. If a particular item does not apply to the apparatus being checked, N/A (for not applicable) is to be entered. (See sentences 8 and 9 for additional information.)

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6. Section B of the “Apparatus Pre/Post Trip Inspection Form” also contains 8 items specific to MLFD apparatus. This section asks the EVO to verify whether the item indicated has been checked and is in acceptable condition.

7. Section C of the “Apparatus Pre/Post Trip Inspection Form” is allocated to briefly document any defects identified during the inspection. This is to be completed IN ADDITION TO the “Internal Equipment Service Request Form” (See sentences 8 and 9 for additional information.)

### **Major Defect**

8. In the event that a significant safety concern (major defect) is found that necessitates that the vehicle be removed from service, the following additional steps shall be taken:

- a. The EVO shall place a large note on the steering wheel of the apparatus stating that the vehicle is “Out of Service”;
- b. The EVO shall complete a “Internal Equipment Service Request Form” (illustrated in Appendix B) in addition to the “Apparatus Pre/Post Trip Inspection Form” and forward both to the Mechanical Division via Administration;
- c. The EVO or Company Officer shall notify the Station Duty Officer immediately when a vehicle is deemed to be “Out of Service”; and
- d. the Station Duty Officer shall notify both the Mechanical Division and Command Duty Officer as soon as possible by email, and dispatch by telephone or radio.

NOTE: See Appendix C for a list of items which constitute a Major Defect.

### **Minor Defect**

9. In the event that an item is identified which requires a repair (minor defect) but does not necessitate that the vehicle be removed from service, the following steps shall be taken:

- a. The EVO shall complete an “Internal Equipment Service Request Form” (illustrated in Appendix B) in addition to the “Apparatus Pre/Post Trip Inspection Form” and forward both to the Mechanical Division via Administration; and
- b. The Company Officer shall notify the Deputy Fire Chief by email.

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10. Upon return to the station, the EVO is responsible for ensuring the following is completed:

- Externally mounted equipment is secure;
- the booster (water) tank is filled if necessary;
- the fuel tank is at least  $\frac{3}{4}$  full;
- the vehicle is clean;
- all emergency warning equipment is functional;
- the "shore power" (110v) cord is plugged in and secure;
- all small equipment is checked and any small engine used (saws, extrication power unit, generators) are in the "On" and "Choked" position and ready for starting at the next incident;
- check that the "Master Power Switch" has been turned off; and
- An "Internal Equipment Service Request Form" is completed if an issue develops during the use of the apparatus that needs repair.

11. Where a vehicle has been removed from service and subsequently repaired, the Mechanical Division shall be responsible for notifying the Station and Command Duty officers by email that the vehicle has been placed back in service when repairs are complete, and dispatch by radio or telephone.

12. The Mechanical Division shall maintain a permanent record of all "Pre/Post Inspection Forms" completed as well as all "Internal Equipment Service Request Forms" that are completed and acted upon.

**RESPONSIBILITY:**

It is the responsibility of all Emergency Operations Division staff to comply with the provisions of this Operating Guideline.

**DEFINITIONS:**

**Emergency Supplies means** a charged fire extinguisher, a first aid kit and emergency triangle kit for vehicle breakdowns).

**EVO (Emergency Vehicle Operator) means** an individual who has completed the requisite training required by the Training Division and has been designated to drive/operate a particular type of apparatus.

**Major Defect means** a defect that affects the safe operation of the vehicle/apparatus.

**Minor Defect means** a defect that does not affect the safe operation of the vehicle/apparatus.

**Proper Documentation means** the vehicle registration (ownership/permit), valid insurance card, Commercial Vehicle Operators Registration (CVOR) certificate, and the current Annual Inspection Certificate.

**REFERENCES:**

- Section 21 Committee firefighters Guidance Note GN-1-2, Vehicle Inspections & Maintenance Program

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### Apparatus Pre/Post Inspection Form

The following vehicle has been inspected in accordance with O.reg 199/07 s.7(1) and the Muskoka Lakes Fire Department Operating Guidelines by the undersigned as the designated Emergency Vehicle Operator.

Apparatus: \_\_\_\_\_ EVO: \_\_\_\_\_

Location: \_\_\_\_\_ Mileage: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Supplies are in vehicle (circle one)      YES      NO

The proper documentation is in the vehicle (circle one)      YES      NO

**B: Pre/Post Trip Inspection**

System & Components	Pass	Major Defect	Minor Defect
Air Brakes			
Cab			
Cargo Securement			
Coupling Devices			
Dangerous Goods			
Driver Controls			
Driver Seat			
Electric Brake System			
Emergency Brake System			
Exhaust System			
Frame and Cargo body			
Fuel System			

System & Components	Pass	Major Defect	Minor Defect
Glass and Mirror			
Heater/Defroster			
General			
Horn			
Hydraulic Brakes			
Lamps and Reflectors			
Steering			
Suspension System			
Tires			
Wheels, Hubs, Fastners			
Windshield wipers			

Fire Specific	YES	NO
Externally Mounted Equipment Secure		
Water Tank Full		
Fuel Level (min ¾)		
Vehicle Clean		

Fire Specific	YES	NO
Emergency Warning Equipment (sirens/lights)		
Shore Power Plugged in		
Small Equipment Checked		
Master Power Off		

If any defects are noted please complete service request and submit to Deputy Fire Chief.

**C: Defects Found**

\_\_\_\_\_

\_\_\_\_\_

EVO Signature: \_\_\_\_\_ Officer Signature: \_\_\_\_\_