



**Division 02** **Apparatus and Equipment**

**Chapter 38 – Vehicle Modifications/Alterations**

February 2009

**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.

- 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.

**DEFINITIONS**

N/A

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.

**PROCEDURES**

**1. General Provisions**

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

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.

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.

**REFERENCES**

N/A

**FORMS/ATTACHMENTS**

PGC Form #3947, Monthly Vehicle Inspection Report Form



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

MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

STATION

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

MILEAGE

FIRST DAY                      LAST DAY

UNIT

VEHICLE

M

ENGINE HRS

FIRST DAY                      LAST DAY

DAY	↑	INITIAL	COMMENTS/ACTION TAKEN
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31			

DATE IN	SHOP TICKET / P.O. #	VENDOR	DESCRIPTION OF WORK	DATE OUT