

SOUTH PORTLAND FIRE DEPARTMENT

STANDARD OPERATING GUIDELINES

Policy #:	5.109	Effective Date:	8/9/2012
Title:	Use of Station Bays/Equipment	# of pages:	1
Category:	Personnel	Classification:	Green

1. **PURPOSE:** To outline to use of department garage bays for non departmental use

2. **POLICY:**

- **You must have permission of the Officer in Charge (OIC) or in his/her absence, the Officer Candidate (OC) to bring your vehicle in the station to store, wash or work on it. Vehicles must be able to be moved at all times (i.e. keys available).**
- Only vehicles owned by department members or family (i.e. spouse/children) can be brought into department bays.
- Personnel on duty may bring personal vehicles in to be washed or worked on after regular daily business hours Monday thru Friday and only after the required work for the day has been completed. Once done, you must clean up any tools or messes made and return any station or equipment tools used to their proper place of storage. Exceptions to this rule will be allowed by the officer with discretion.
- If you change the oil or any fluid in your vehicle, it is the member's responsibility to properly dispose of the fluid and not to leave it on fire department property.
- Personal vehicles may be stored in the station during cold or inclement weather and to allow for plowing of snow. Storage of personal vehicles are subject to the following:
 1. Vehicles stored inside shall not block any emergency vehicle or prevent other emergency vehicles from being stored inside.
 2. Access to the personal vehicle shall be allowed with the key in the ignition should the vehicle need to be moved for emergency purposes.
 3. Personal vehicles shall **never** be parked in the front bays
 4. All vehicles shall be removed prior to 0700 each morning.
- **Personal vehicles brought into this station shall be at the owner's risk.**
- City Apparatus and equipment are always the priority and shall be checked at the start of each shift and cleaned and washed.
- At no point will a city vehicle be left outside while a personal vehicle is in a bay.

3. **REFERENCES:**

- SPFD Bulletin 2012-04

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief