

# STANDARD OPERATING PROCEDURE

## Collateral - Fleet



**Department:** Operations

SOP#130.1

**Applicable to:** All Staff

**Effective Date:** 1 July 2020

2 Pages

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

### Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the collateral responsibility of the Fleet Officer.

### Content:

<b>Position Title:</b> Fleet Officer
<b>Supervised By:</b> Deputy Chief
<b>Supervises:</b> BVA Fleet
<b>Status:</b> Collateral Duty
<b>Schedule:</b> As needed within scheduled hours

### Summary Description:

The Fleet Officer is accountable for ongoing inspection and maintenance of all fleet ambulances, fly cars, and other company vehicle's. This includes scheduling preventative maintenance, scheduling acute vehicle maintenance and repair, monitoring service vendors for compliance with the intentions and desires of the agency for vehicle maintenance, and ensuring continuous serviceability of all agency vehicle's.

### Job Magnitude:

Department Staff: 2

Department Budget: As allotted by the the Chief

### Structure:

The Fleet Officer is a collateral duty position, to be filled by an Operations Supervisor, Lieutenant or higher. Work time is split between road, supervisory, and fleet responsibilities. This individual is accountable to the Deputy Chief in areas regarding the scheduling, planning, and activities involved with actual maintenance and service of the fleet, and is accountable to the Chief in regards to the Department Budget. A non-ranking Fleet Manager may be assigned as needed, in order to support the Fleet Officer and ensure the ongoing efficiency and safety of the fleet. In the absence of the Fleet Officer, the Fleet Manager will assume the full responsibilities of the Fleet Officer, or as designated by the Chief. If utilized, the Fleet Manager is accountable to the Fleet Officer.

### Essential Functions:

Major Functions-

- Maintain a schedule of preventive maintenance for all fleet vehicles.
- Coordinate timely repair of acute conditions

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This document supersedes any documents on the topic dated prior to the effective date noted above.

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- Keep a documented log of all repairs and reported problems.
- Keep a weekly mileage log.
- Maintain all supplies associated with Fleet utilization, including fire extinguishers, maps, guidebooks, and advanced technology such as phones, GPS, etc.
- Maintain a small supply of equipment needed for minor in house repairs and preventative maintenance.
- Maintain a supply of necessary equipment for keeping the fleet clean and correcting minor problems.
- Participates in new vehicle selection
- Maintains Vehicle Status Log
- Maintains compliance with the allotted department budget.
- Aids in accident investigation as needed, and is recallable to contribute
- Prepares a monthly report summarizing Fleet status.
- Other Duties as assigned by the Deputy Chief or higher.

### Physical Environment, Working Conditions, and Challenges

- The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks
- Must complete all roles, Officer, Road Provider, and Fleet Officer; often consecutively.
- Complete collateral assignments during times not regularly scheduled to support the needs of the agency, including nights, weekends, and holidays.
- Develop, propose, and implement programs that are responsive to the needs of the agency where little or no precedence may exist.
- Time pressures to develop these strategies which impact heavily on the agency.
- Support new programs and encourage all personnel to comply with current and new vehicle maintenance programs and initiatives.
- Foster an environment of exceptional morale and professionalism.

### Qualifications

- Ranking Operations Officer and associated requirements as such
- Mechanical or fleet management experience
- Fiscal responsibility including management of a department budget and ongoing expenditures

*The Chief reserves the right to waive any of the minimum qualifications set forth above and consider any other qualifications or combination of qualifications that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.*

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