

VEHICLE MAINTENANCE DOCUMENTATION POLICY

HAZLET FIRE DISTRICT NO. 1

Of Hazlet Township, NJ

Sponsored by

Hazlet Township Board of Fire Commissioners

Fire District No. 1

Of Hazlet Township, NJ

PURPOSE

The purpose of this document is to define and establish Vehicle Maintenance Document Policy for Hazlet Township Fire Department and its members.

SCOPE

All active firefighters and fire police members of this Fire District. Any employee of Hazlet Fire District #1.

POLICY

The Hazlet Township Board of Fire Commissioners for Hazlet Fire District # 1 requires that Hazlet Fire Company #1, North Centerville Fire Company, West Keansburg Fire Company keep and maintain proper documentation of vehicle maintenance, repairs, and inspections.

- The maintenance, repairs, and inspections included for the purpose of this policy are for in-house, fire company conducted maintenance, repairs, and inspections.
- A document must be maintained for each vehicle, the document is to include:
 - Date of service/maintenance/repair
 - Repairs Made
 - Maintenance preformed
 - Parts Used
 - Name of Person completing service
- The Board of Fire Commissioners requires these documents are maintain and provided to the district office for vehicle/equipment files.
- The Board of Fire Commissioners requires these documents to be provided to the district office at the end of each quarter within the calendar year. (March, June, September, December).

DISCIPLINARY ACTION

The Hazlet Township Board of Fire Commissioners will implement disciplinary action for failure to comply with this policy if and/or when deemed necessary.

Disciplinary Action – Failure to Comply

- Verbal Warning
- Written Warning
- Suspension _____days