



CITY POLICY

POLICY NUMBER: A1400A

REFERENCE:

City Manager 1989 11 09
City Manager 1986 10 17

ADOPTED BY:

City Manager

SUPERSEDES:

A1400

PREPARED BY: Public Works

DATE: 1989 09 20

TITLE: MAINTENANCE OF EMERGENCY & ESSENTIAL VEHICLES & EQUIPMENT

Policy Statement:

EMERGENCY VEHICLES & EQUIPMENT WILL BE GIVEN FIRST PRIORITY FOR MAINTENANCE SERVICES.

ESSENTIAL VEHICLES & EQUIPMENT WILL BE GIVEN SECOND PRIORITY FOR MAINTENANCE SERVICES.

The purpose of this policy is to:

1. Ensure that emergency vehicles and equipment are maintained above all other vehicles and equipment.
2. Ensure that essential vehicles and equipment are maintained above all other vehicles and equipment, except emergency vehicles and equipment.

Define: "Emergency Vehicles and Equipment" as - including all vehicles or equipment which provide a service that, if not provided would directly endanger lives or property.

"Essential Vehicles and Equipment" as - including all vehicles or equipment which provide a service that, if not provided, would Jeopardize public welfare.

"First Priority" as - a need which cannot be superseded.

"Second Priority" as - a need only superseded by an emergency, which directly endangers lives or property.



CITY PROCEDURE

POLICY NUMBER: A1400A

AUTHORITY: City Manager

EFFECTIVE DATE: 1989 11 09

TITLE: MAINTENANCE OF EMERGENCY & ESSENTIAL VEHICLES & EQUIPMENT

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1. DEFINITIONS (See also Policy Page)

1.01 Routine Vehicles and Equipment as - all other vehicles and equipment.

2. RESPONSIBILITIES

2.01 All Department Heads to prepare a list on the priority form Attachment I of all vehicles and equipment as being emergency or essential.

2.02 General Manager Public Works to ensure that maintenance of emergency and essential vehicles and equipment is administered in accordance to this policy.

3. PROCEDURES

3.01 Completion of Attachment I

In completion of Attachment I, Department Heads shall indicate priorities, for the existing fleet and for additional units, on an as requested basis with an annual update provided in September.

Until a revision is submitted, vehicles and equipment, purchased as replacements, will assume the same priority as the unit(s) replaced.

3.02 Vehicles/Equipment Maintenance Services

Public Works' Mobile Equipment Services Branch provides all emergency and essential vehicles and equipment maintenance services and administers this policy as follows:

- (a) Each Repair Facility Supervisor shall ensure that all emergency vehicles and equipment are repaired above all other vehicles and equipment. He shall also ensure that all essential vehicles and equipment are repaired above all other vehicles and equipment excepting those designated as emergency vehicles and equipment.
- (b) The Directors of Repair Facilities shall ensure that all seasonal emergency and essential vehicles and equipment are prepared for use above all other vehicles and equipment.
- (c) The Manager of Mobile Equipment Services Branch shall decide on priorities between such units if a conflict for facilities exists.

4. APPENDIX

Attachment I - Vehicle Maintenance Priority Form

MAINTENANCE OF EMERGENCY AND ESSENTIAL VEHICLES

DEPARTMENT: _____

PREPARED BY: _____

DATE: _____

APPROVED BY: _____

DATE: _____

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ACTIVITY:

VEHICLE TYPE:

No. in Dept. _____

No. of Emergency _____

No. of Essential _____

UNIT # PRIORITY* PRIORITY MONTHS/SEASON UNIT # PRIORITY* PRIORITY
MONTHS/SEASON

-

* PRIORITY

EMERGENCY = 1

ESSENTIAL = 2

