



TOLEDO FIRE & RESCUE DEPARTMENT



D-3 VEHICLES / DRIVING

Maintenance Manual

Date Revised: 07/01/2018

Last Modified: 08/26/2025 07:33

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Air Brake Maintenance

Every week on tool day, every driver of an apparatus equipped with an air braking system shall purge the petcock on the reservoir of the air brakes to rid the system of accumulated moisture. If this is not done, especially during cold weather, the system could easily freeze and render the brakes useless.

The Maintenance Bureau has installed dryers on the apparatus with air brakes, but the driver must still drain the reservoirs every week on tool day.

Additional care must be given to the air braking system in cold weather as detailed in "[Cold Weather Operations - Apparatus and Equipment Concerns - Additional](#)".

Vehicle Fuel Management

The use of Fire and Rescue Department vehicles is to be limited to essential trips. Avoid single errand trips by trying to combine more than one objective into one trip. If possible, substitute telephone contact, e-mail or use Fire and Rescue Department mail for correspondence.

Enforce proper driving habits (non-emergency).

- Observe all posted speed limits,
- Avoid abrupt starts and stops. These abrupt actions are very hard on all components.
- Avoid "foot to floor" high-speed accelerations.

Officers and Chief Officers will be held responsible for implementation and enforcement of these measures.

Check Engine Light

If the check engine light comes on look for a serious problem that requires immediate attention. Check your dashboard gauges and lights for indications of low oil pressure or overheating. These conditions mean you should return to the station and shut off the engine as soon as you can. Contact the shop as soon as practical. If after hours contact your Battalion Chief who will contact the shop.

Stop Engine Light

Stop Engine Light means the on board computer system (ECU) has detected a potential serious problem that if continued would do damage to the engine. The next possible level above that warning is the engine shutting itself down. Pull the vehicle over ASAP and shut it off. Contact the shop before returning to the station. If after hours contact your Battalion Chief who will contact the shop.

Vehicle Checks/Fuel Levels

At the 0700 check, all tools and equipment carried on each response vehicle shall be inventoried and compared to the apparatus inventory form. The completion of the inventory is to be noted in the journal. The Officer on duty is responsible to assure that the same complement of tools and equipment is present on the vehicle after each response and at the end of the shift.

Any loss of tools or equipment that occurs during the shift is to be detailed on a communication and sent to the fire shop through the Officer on duty and the Battalion Chief.

Any addition of tools and equipment made to the vehicle's inventory during the day is to be noted in the journal and added to the apparatus inventory form.

Response vehicles shall be checked daily using the 0700 check list, form 300-14 ***(See TFRDWeb station dashboards for form)**, and refueled as necessary. The fuel level in all response vehicles **shall** be kept 1/2 full or greater at all times. The only exception would be on extended or multiple emergency responses that do not allow time to refuel. In these cases, the vehicles **shall** be refueled at the next opportunity.

Staff, service and non-response vehicles should be checked for fluid levels and general safety when refueling, The fuel level shall be kept at least 1/2 full or greater. Drivers are responsible for leaving these vehicles with the necessary level of fuel.

Refueling of Apparatus

Fire and Rescue Department drivers must be present when refueling takes place and assure that the proper fuel is used. This is especially important when at the scene of a fire or other emergency and fuel must be transported to the site.

Fire vehicles and tanks that use or contain diesel fuel are clearly marked. Refueling should be done at designated places except in emergency situations.

Do not over fill fuel tanks, especially in warm months. (Fuel expands when its temperature rises.)

All personnel are issued a city fuel card. This card provides access to both diesel and gasoline pumps. When fueling, be sure to accurately enter the vehicle number and mileage.

If the fuel card reader is not allowing you to fuel, use an officer's fuel card as they all have an override capability.

- Immediately report lost or stolen fuel card to your immediate supervisor and the Maintenance Officer.
- If your card is not working, notify the Maintenance Officer.
- To replace a fuel card; complete a "City of Toledo Employee Fuel Card Form" ***(See TFRDWeb station dashboards for form)**.

Fueling Gas Cans

- When card reader asks for vehicle ID - enter #341002.
- When it asks for mileage - Enter #1.
- Pre-mix 2 stroke fuel is at the shop.
- Top off fuel cans when at the shop for repairs or maintenance.

Maintenance Day Procedures

- If you are scheduled for maintenance day at the shop you shall be **at the shop by 0800**.
 - Call and let the wheel officer know if you are going to be late.
- Have a written list of issues you want addresses while in for maintenance day.
- You will be assigned an extra apparatus once at the shop
- If you are bringing in a ladder truck, you may need to stop and pick up a reserve on the way to the

shop. Discuss this with the shop before

- Plan on returning to the shop to pick up your apparatus after 1430.
- You will be notified maintenance is complete.
- If so desired, you may use the power washer / steam cleaner to clean the apparatus, compartments and / or tools assigned to your rig when you return to pick up the rig in the afternoon.
- Advise shop personnel know if you want to do this.

Delivering and Picking-Up Apparatus from the Shop

When delivering or picking up apparatus at the Maintenance Bureau, the person or persons delivering that apparatus shall first go to the office to notify the Maintenance Bureau personnel that the apparatus has arrived or is leaving.

At this time, either the Maintenance Bureau or the driver of the vehicle will drive the vehicle into the Maintenance Shop. Do not block the overhead door leading into the building.

If the driver and/or crew are to wait at the Maintenance Bureau, they shall wait in the designated waiting area. Compliance with this procedure shall be the Company Officer's responsibility.

Backing-up Fire Apparatus

When it becomes necessary to back apparatus, drivers shall do so only after receiving a signal from a Fire and Rescue Department member or other authorized person who shall be stationed at the rear of the apparatus. The member stationed at the rear shall continue to provide direction to the driver until the apparatus has completed its backward movement.

Recognizing that under fire ground or other emergency conditions there may be times when this is impossible and no one is available, it shall be the Driver's responsibility to exercise all due caution when backing apparatus. Under these conditions, the driver shall dismount and check the rear area for clearance and safety before proceeding to back the vehicle.

Drivers of sedans shall exercise a turnaround for rear view inspection before backing. If a Fire Department member is available, they shall be used as a backer in these instances.

At no time shall the speed exceed **four (4)** miles per hour when backing. Failure to observe these safety requirements may result in disciplinary action.

Reference the [Non-Emergency Procedure B-2 'Backing of Apparatus'](#) for further information.

Backing up Fire Apparatus – Night time

Spotlights on the rear of the apparatus (if so equipped) should be turned on before the apparatus begins backing. A hand light should be carried by the guide to aid in backing the apparatus. At no time will the light be directed toward the driver's mirror. If there is ever a doubt as to the safety of the guide or the apparatus, stop the maneuver until proper adjustments are made.

Movement of Apparatus Notification

Apparatus status is maintained in the Fire Dispatch office showing the number, status, type, and location of all line and extra apparatus. It is important that when apparatus is changed from one station to another, either for repair or for storage, that the information be given to the alarm office.

It is the responsibility of the Officer on duty at the station to inform the dispatcher of any change of equipment in his/her station.

If equipment is moved from a station when the company is out of quarters, it is the responsibility of the individual moving the equipment to notify the dispatcher and note in the company journal.

See Also:

Permanent link:

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Last update: **08/26/2025 07:33**

