

Planning Standards Checklist for Annex S, Transportation

Jurisdiction(s): City of Beaumont

Annex Date: 10 January 2013

Date of most recent change, if any: Major Revision

(The date which appears on the signature page)

Note: The annex will be considered DEFICIENT if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
S-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex, in addition to those cited in the basic plan.	I.
II. Purpose	
S-1. Include a purpose statement that describes the reason for development of the annex.	II.
III. Explanation of Terms	
S-1. Explain and/or define terms and acronyms used in the annex.	III.
IV. Situation & Assumptions	
S-1. <i>Include a situation statement related to the subject of the annex.</i>	IV.A
S-2. <i>Include a list of assumptions used in planning for transportation services during emergency situations.</i>	IV.B
V. Concept of Operations	
S-3. <i>Describe the local concept of operations for transportation management during emergency situations.</i>	V.A
S-4. <i>Include a list of actions by phases of emergency management to be taken to ensure adequate transportation services during emergency situations.</i>	V.B
VI. Organization & Assignment of Responsibilities	
S-6. <i>Describe the organization that will be used to provide transportation services during emergency situations.</i>	VI.A
S-6. <i>Include a listing by organization and/or position of the transportation tasks to be performed during emergency situations.</i>	VI.B
VII. Direction & Control	
S-8. <i>Identify by position/title the individuals who will provide policy guidance for and oversee the provision of transportation services during emergency situations.</i>	VII.A
VIII. Readiness Levels	
S-8. <i>Describe actions to be taken at various readiness levels.</i>	VIII.A-D
IX. Administration & Support	
S-9. Include policies on resources, maintenance and preservation of records, training & exercise, and external support.	IX.A-E
X. Annex Development & Maintenance	
S-10. <i>Specify the individual(s) by position responsible for developing and maintaining the annex.</i>	X.A
S-10. Make reference to the schedule for review and update of annexes contained in section X of the Basic Plan.	X.B

XI. References	
S-11. Identify references pertinent to the content of the annex not listed in the Basic Plan.	XI.
Other	
S-1-1. <i>Include a sample passenger or cargo transportation request (213rr)</i>	Appendix 1
S-2-1. <i>Include a sample passenger or cargo transportation request. (STAR)</i>	Appendix 2
S-3-1. <i>Include a sample form to record vehicle inspection</i>	Appendix 3
S-4-1. <i>Include samples of demobilization forms</i>	Appendix 4

FOR LOCAL GOVERNMENT USE		Signature	Date
This Checklist Completed By: Tim Ocnaschek			10 Jan 2013

FOR GDEM USE		Initials	Date
GDEM Regional Liaison Officer Review			
GDEM Preparedness Section Processing			

ANNEX S

TRANSPORTATION

CITY OF BEAUMONT

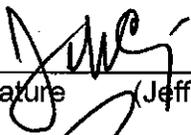


EMERGENCY MANAGEMENT

APPROVAL & IMPLEMENTATION

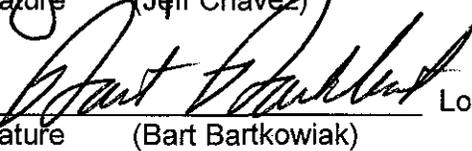
Annex S

Transportation


Signature (Jeff Chavez)

Fleet Manager

1/10/13
Date


Signature (Bart Bartkowiak)

Logistics Section Chief

1-11-13
Date


Signature (Chris Boone)

Community Development Director

1/10/13
Date


Signature (Tim Ocnaschek)

EMC

1/10/13
Date

ANNEX S

TRANSPORTATION

I. AUTHORITY

See Basic Plan, Section I.

II. PURPOSE

This annex outlines our concept of operations and organizational arrangements for transportation of people, supplies, and materials during emergency situations, assigns responsibilities for various transportation tasks, and outlines related administrative requirements.

III. EXPLANATION OF TERMS

DDC	Disaster District Committee
EOC	Emergency Operations Center
FNSS	Functional Needs Support Services
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
MHE	Materials Handling Equipment
SOP	Standard Operating Procedures
STAR	State of Texas Assistance Request
UC	Unified Command

IV. SITUATION & ASSUMPTIONS

A. Situation

1. In an emergency situation, the transportation of people, equipment, and supplies may have to be facilitated or restricted from areas at risk and in support of response and recovery activities. We have the ultimate responsibility for arranging for or providing the transportation needed to support emergency operations.
2. During emergency situations, rapid evacuation from areas at risk may be necessary for school children, hospital patients, nursing home residents, the elderly, those with disabilities, and prisoners.
3. Specialized transportation may be needed to transport some special needs groups, such as medical patients and prisoners.

4. Our transportation equipment and that of private transportation companies may sustain damage during emergency situations and trained equipment operators may become disaster victims, limiting the means available to transport people and relief equipment and supplies.
5. Transportation infrastructure, such as roads, bridges, and railroads, may sustain damage during emergency situations, making it difficult to use some of the transportation assets that are available.
6. Major emergency situations may disrupt normal transportation systems, leaving many people, such as school children, the elderly, infirm, and those with disabilities, without transportation.
7. Some cargo may require materials handling equipment (MHE) at the on-load point and the delivery point. The availability of such equipment must be considered in transportation planning.
8. In coordinating the use of transportation resources, qualified drivers must be included in the arrangements.
9. Special facilities, such as schools, hospitals, nursing homes, day care facilities, and correctional facilities, are responsible for the welfare and safety of all persons. Virtually all such facilities are required to have an emergency plan that includes provision for emergency evacuation. The facility operator is responsible for making arrangements for suitable transportation.

B. Assumptions

1. If people must be evacuated or relocated, the primary mode of transportation for most residents will be personal vehicles. However, transportation must be provided for people who do not have vehicles.
2. During emergency situations, we will use our own transportation resources and those available pursuant to inter-local (mutual aid) agreements to the extent that they are available.
3. If commercial transportation providers that we normally deal with are able to support our emergency needs, we will continue to contract with those companies during emergency situations.
4. As school buses are the primary local passenger transportation resource, we assume that local school districts will respond to requests for transportation assistance from local government during emergency situations.
5. If we are unable to obtain transportation services from commercial providers, we may rent or lease transportation equipment to provide the required transportation.
6. Businesses or individuals may be willing to donate transportation services or loan transportation equipment during emergency situations.

7. Municipal or rural transit system buses will be diverted from their normal routes and schedules as needed to support emergency operations.
8. Transportation assets may be requested from the Disaster District Committee DDC 2B in Beaumont when assets within the jurisdiction are not sufficient.
9. Duties and requirements identified for the IC also apply to the UC as applicable by ICS fundamentals.

V. CONCEPT OF OPERATIONS

A. General

1. **Transportation Requirement.** When carrying out emergency transportation activities, immediate needs must be considered first, followed by continuing requirements. Immediate transportation needs normally involve the evacuation of people, including residents of special facilities, from risk areas. Continuing transportation needs typically involve the movement of relief supplies, equipment, and emergency workers during response and recovery operations.
2. **Passenger Transportation.** Where possible, emergency passenger transportation requirements will be satisfied with the following resources:
 - a. Voluntary use of personal vehicles
 - b. City of Beaumont owned vehicles
 - c. Municipal or rural transit system buses
 - d. School buses
 - e. Leased or rented buses
 - f. Passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
 - g. Donated transportation equipment or services
 - h. State-owned or contracted vehicles or airplanes
3. **Cargo Transportation.** Where possible, emergency cargo transportation requirements will be satisfied with the following resources:
 - a. City of Beaumont-owned vehicles
 - b. Leased or contract equipment
 - c. Commercial freight carriers
 - d. Cargo or converted/modified passenger vehicles provided by other jurisdictions pursuant to inter-local agreements
 - e. Donated transportation equipment or services
4. **Functional Needs Facilities.**
 - a. **Schools & Day Care Centers**

If evacuation of public schools is required, students will normally be transported on school buses. Private schools, charter schools, and day care centers, including adult day care facilities, typically do not have significant transportation resources and

may require other local or state government transportation assistance during emergencies.

b. Hospitals, Nursing Homes, & Correctional Facilities

Transportation of many medical patients and prisoners requires specialized transportation and appropriate medical or security support. The facility operator is responsible for making arrangements for suitable transportation and coordinating use of appropriate host facilities. In the case of short-notice or no-notice emergency situations, facilities may be unable to make the required arrangements for transportation and local or state government may need to assist. Some nursing home and senior assisted living patients may be able to use normal transportation vehicles.

5. Individuals with functional needs. Individuals who are aged, ill, or have disabilities may need special transportation assistance, including boarding assistance and help with their belongings. They may be unable to walk to transportation pickup points for the general public.
6. Requesting Transportation Support.
 - a. Requests for transportation support may be generated by an Incident Commander or by departments and agencies that require additional transportation support to carry out the emergency responsibilities assigned in this plan. Requests for transportation support should be made to the Transportation Officer/Ground Support Unit Leader using an ICS form 213 resource request in Appendix 1 or the STAR form in Appendix 2. Requesters should prioritize their requests.
 - b. The Transportation Officer/Ground Support Unit Leader shall identify appropriate transportation resources to fill such requests, coordinating as necessary with the requester and transportation providers.
7. External Support. In accordance with this plan, emergency support and assistance will be provided as quickly as is feasible. Consistent with priority of need, attempts to provide assistance is outlined in Section IX, paragraph E.

B. Activities by Phases of Emergency Management

1. Prevention/Mitigation
 - a. Identify and maintain a current list of local public and private transportation resources. A listing of all Fleet resources is available in the EOC and in the Logistics Folder on the City Share Drive. See Annex M, Resource Management, for a list of transportation resources and sources.
 - b. Identify possible transportation needs that could result from various disasters.
 - c. Develop procedures for preserving transportation resources from known hazards by relocating them or protecting them in place.
 - d. Acquire key assets needed for specialty transportation issues to mitigate shortfalls.

2. Preparedness

- a. Determine possible emergency transportation needs and related requirements for moving people, supplies, and equipment. Assess capabilities in relation to requirements to identify resource shortfalls; identify additional resources required.
- b. Negotiate agreements with other jurisdictions, public agencies and private industry for use of their transportation assets, and, where appropriate, drivers during emergency situations.
- c. Participate with other departments and agencies in the determination of evacuation routes for known hazards and, where appropriate, pickup points or routes for those who may require public transportation.
- d. Review special facility evacuation plans to ensure they include realistic transportation arrangements.
- e. Plan and execute exercises involving the public and private sector. These exercises should include the utilization of various types of transportation and heavy duty equipment.
- f. Provide for contracts and backup supply of tires and maintenance parts to keep fleet vehicles operational.

3. Response

- a. Activate emergency transportation function to receive and process requests for cargo and passenger transportation.
- b. Designated a check-in area for large-scale incidents/events which will usually be at the designated Staging site. For small-scale incidents/events, assets may be dispatched directly to the scene; however, it is incumbent on the responder to check in at the ICP prior to engaging in operations.
- c. Respond to transportation requests within limits of available resources.
- d. Monitor transportation resource status and identify requirements for additional resources to the EMC or IC/UC as applicable.
- e. Maintain records on use of transportation resources (See Appendix 3).
- f. Accomplish a vehicle inspection checklist (See Appendix 3) for all non-City assets checking in to an incident. City owned assets are inspected prior to use by internal policy.

4. Recovery

- a. Continue to coordinate transportation of equipment, supplies and passengers as needed.

- b. Assess further transportation needs of citizens and provide transportation as needed.
- c. Return borrowed resources and those obtained through agreement, lease, or rental when those resources are no longer required. See Appendix 4 for demobilization forms.
- d. All assets being demobilized from an incident, whether City or Non-City owned, will be inspected prior to demobilization. See Appendix 3 for sample form.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. General

1. Our normal emergency organization, described in Section VI.A of the Basic Plan and depicted in Attachment 3 to the Basic Plan, shall carry out the function of providing transportation services in emergency situations.
2. The Mayor shall provide policy guidance with respect to emergency transportation operations.
3. The Fleet Manager or designee during citywide ICP/EOC activations shall serve as Transportation Officer/Ground Support Unit Leader and will work with the EMC and applicable Department Directors to coordinate emergency transportation operations.

B. Task Assignments

1. Transportation Officer/Ground Support Unit Leader will:
 - a. Identify available transportation resources (see Annex M, Resource Management and City Fleet Asset spreadsheet under the Logistics folder on the City share drive) and work with the EMC to maintain a transportation resource contact list.
 - b. Coordinate with schools, other public agencies, and businesses regarding emergency use of their transportation assets and develop appropriate agreements and procedures for notifying appropriate officials of emergency situations.
 - c. Coordinate with local public transportation authorities and commercial transportation providers to establish procedures for providing transportation resources during emergency situations.
 - d. Coordinate with other emergency services to identify and prioritize requirements for transportation of supplies, equipment, materials, and passengers necessary for response and recovery operations.
 - e. Coordinate public transportation during mass evacuations.
 - f. Coordinate transportation resource inspections upon "check-in" to incident/operation. See appendix 3 for a sample inspection checklist.

- g. Coordinate with the Mass Care Branch Director for passenger and cargo transportation to support for shelter and mass care operations.
2. Emergency Management Coordinator will:
 - a. Coordinate with special facilities to determine their requirements for specialized transportation support during emergencies and the arrangements the facilities have made to provide such support.
 - b. Coordinate public transportation support for mass evacuations.
 - c. Coordinate with Law Enforcement on evacuation routes and the location of transportation pickup points and staging areas.
 - d. Coordinate with local public transportation authorities or the Evacuation Branch Director regarding pickup points and times for citizens requiring public transportation.
 - e. Provide the Public Information Officer timely information on emergency transportation arrangements that can be disseminated to the public.
 3. All Departments and Agencies having transportation assets will:
 - a. Provide current information on available transportation equipment to the Transportation Officer for use in updating the transportation resource list.
 - b. Provide equipment and personnel to fulfill requirements for emergency transportation of cargo and passengers, upon request of the Transportation Officer and to the extent possible.
 - c. Forward prioritized emergency transportation requests to the Transportation Officer for action using the ICS Form 213rr or STAR. Examples of the forms are available in Appendices 1 and 2.
 4. Law Enforcement will:
 - a. Determine evacuation routes, provide traffic control for large-scale evacuations, and provide security at designated assembly and evacuation sites.
 - b. Determine transportation pickup points and staging areas, in conjunction with the Transportation Officer/Ground Support Unit Leader, Mass Care Branch Director and Evacuation Branch Director.
 5. The Mass Care Branch Director or Evacuation Branch Director will:

Coordinate with Emergency Management to identify transportation requirements to support for shelter and mass care and evacuation operations to the Transportation Officer/Ground Support Unit Leader.
 6. The Beaumont Independent School District will:

Provide buses and drivers to assist in emergency operations upon request of the Mayor or designee.

7. The Beaumont Transit Authority will:

Provide buses and drivers to assist in emergency operations upon request by the Mayor or designee.

VII. DIRECTION & CONTROL

A. General

1. The Mayor or designee will establish priorities for and provide policy guidance for transportation activities.
2. Based on the scope of the incident, the EMC, IC/UC, or Logistics Section Chief will provide general direction to the Transportation Officer/Ground Support Unit Leader regarding transportation operations.
3. The Transportation Officer/Ground Support Unit Leader and staff will plan, coordinate, and carry out transportation activities.

B. Line of Succession

The line of succession for the Transportation Officer is:

1. Fleet Manager
2. Logistics Section Chief
3. Emergency Management Coordinator

VIII. READINESS LEVELS

A. Readiness Level IV – Normal Conditions

See prevention/mitigation and preparedness activities in paragraphs V.B.1 and V.B.2 above.

B. Readiness Level III – Increased Readiness

1. Monitor situation.
2. Alert key personnel and transportation provider points of contact.
3. Check readiness of all equipment and facilities and correct any deficiencies.
4. Update transportation resource status information.
5. Review agreements for use of transportation resources owned by others.

6. Review plans and procedures and update them, if needed.
7. Determine if critical transportation assets need pre-stage for easy access (i.e. highwater vehicles, etc).

C. Readiness Level II – High Readiness

1. Monitor situation.
2. Update transportation personnel and equipment status.
3. Alert and brief transportation providers for possible emergency operations.
4. Review status of preplanned evacuation routes, pickup points, and staging areas locations.
5. Update transportation resource status information.
6. Review contracts and agreements and prepare lease options as applicable.

D. Readiness Level I – Maximum Readiness

1. Monitor situation and update transportation resource status information.
2. Staff citywide ICP/EOC positions if ICP/EOC is activated.
3. Consider protective actions for transportation resources.
4. Make tentative transportation resource allocations to probable emergency tasks
5. Pre-stage transportation assets, where appropriate.
6. Execute agreements, leases or contracts as applicable.

IX. ADMINISTRATION & SUPPORT

A. Resources

Local transportation resources are described in Annex M, Resource Management and in Logistics folder on City share drive.

B. Maintenance of Records

Records will be maintained on the use of all transportation equipment, whether owned, leased, rented, or borrowed; see Appendix 3 for a sample of a vehicle inspection checklist. These records will be used as a basis for possible recovery of emergency operations expenses from a responsible party or reimbursement of certain expenses by the state or federal government.

1. The Transportation Officer/Ground Support Unit Leader will submit records of equipment repair/maintenance as appropriate.
2. The operator/user will submit records of usage as appropriate.

C. Preservation of Records

Vital records should be protected from the effects of disasters to the maximum extent feasible. Should records be damaged during an emergency situation, professional assistance in preserving and restoring those records should be obtained as soon as possible.

D. Training & Exercises

1. Transportation personnel who will staff the ICP or EOC shall receive appropriate training on the operation of those facilities, which should be arranged by the Transportation Officer/Ground Support Unit Leader and/or EMC.
2. Exercises should periodically include a scenario that provides for the demonstration of emergency transportation.

E. External Support

1. Summaries of inter-local agreements and agreements with other governmental entities, volunteer groups, and businesses for resource support, as well as contingency contracts with commercial transportation providers are listed in Attachment 6 to the Basic Plan. Activation of such agreements and contracts will normally be coordinated through the EOC, or by the EMC.
2. If transportation requirements cannot be satisfied with the resources available locally or through agreements and contracts, assistance may be requested from the State. Request for state assistance will be made to the DDC Chairman for District 15 in Beaumont by the Mayor or a person authorized to act for him/her.

X. ANNEX DEVELOPMENT & MAINTENANCE

- A.** The EMC, in coordination with the Transportation Officer/Ground Support Unit Leader and Community Development Director, is responsible for developing and maintaining this annex. Recommended changes to the annex should be forwarded as soon as needs become apparent.
- B.** This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.
- C.** Departments and agencies assigned responsibilities in this annex are responsible for ensuring that their SOPs cover assigned responsibilities.

XI. REFERENCES

Annex S (Transportation) to the *State of Texas Emergency Management Plan*

APPENDICES

Appendix 1..... Transportation Request Form/ ICS 213B

Appendix 2..... Vehicle/Equipment record & use log/ICS 214B

Appendix 3..... Vehicle/Equipment Check-in/inventory sheet

Appendix 4..... Transportation Asset Demobilization

RESOURCE REQUEST MESSAGE							ICS-213 RR TX Local (04/10)		
Incident Name:				Initial Request Date / Time:			Form Request #:		
County / MOC Tracking #:			City / Hospital Tracking #:		Requesting County:		DDC Tracking #:		
ORDER Note: Use additional forms when requesting different resource sources of supply.									
Qty.	SPUL #	PROC #	MACC #	Item*	Unit**	Detailed Item Description: (kind, type, characteristics, brand, specs, size, etc.)	Attachments	Cost (if Known)	Demob Item?***
* Item Name: ** Unit of Measure: (case, ea, pack, etc.) *** Demob: Will the item need to be included in Demobilization?									
Requestor									
Purpose for Request (REQUIRED):									
POC Name:		POC Telephone #:		Location Name:		Physical Address:			
Requested by Position (Name):					Requestor Phone Number:		Priority:		
Sent to Supervisor:				Supervisor Signature / Approval:			Date/Time		
Comments Area for Supervisor:									
Sent to Section Chief:				Section Chief (EOC) Signature / Approval:			Date/Time		
Comments Area for Section Chief:									
Logistics									
Relative Order Type:									
Name of Supplier:			Point of Contact:			Phone Number:			
Fax Number:			Point of Contact Email:						
Comments from Logistics:									
Logistics Chief Signature / Approval:							Date/Time:		
Finance									
Comments from Finance:									
Finance Chief Signature / Approval:							Date/Time:		
SPUL									
Comments from SPUL:									
Is Request Being Filled?			SPUL Resource Fill Signature:			Fill Date/Time:			
Is Request Being Sent to Requestor?			SPUL Resource Sent Signature:			Sent Date/Time:			
SPUL Approval:			SPUL Push Signature:			Push Date/Time:			
PROC									
Comments from PROC:									
Is Request Order In Progress?			PROC Resource Fill Signature:			Fill Date/Time:			
Is Request Being Sent to Requestor?			PROC Resource Sent Signature:			Sent Date/Time:			
PROC Approval:			PROC Push Signature:			Push Date/Time:			
MACC									
Comments from MACC:									
Is Fill Order In Progress?			MACC Resource Fill Signature:			Fill Date/Time:			
Is Request Being Sent to Requestor?			MACC Resource Sent Signature:			Sent Date/Time:			
MACC Approval:			MACC Push Signature:			Push Date/Time:			
Notes:									

Requestor fills out items in grey and keeps copy; each branch or section fills out their listed portion and keeps copy; finance, if needed fills out appropriate items and keeps copy. Finished copy is returned to requestor, while another copy goes to documentation.

ICS-213 RR TX Local (06/10)

State of Texas Assistance Request (STAR)			(Latest Version as of 10/11)		
Incident Name:		Initial Request Date / Time:	Requesting County / Entity:		Request #:
Is this RR Tied to Another Request? (provide other Request Number)			Other Tracking Numbers:		
Qty	Unit	Item Name	Detailed Item Description: (kind, type, characteristic, brand, specs, size, etc.)		Cost
					Demob Item?
Justification / Purpose for Request:					
When is this Resource Needed?			Estimated Timeframe of Need (how long will you need this resource?)		
Final Destination					
Point of Contact (POC) Name:		POC Telephone Number:	POC Email:		POC Fax:
Facility Name:			Facility Telephone Number:		Facility Zip:
Facility Address			Facility City		Facility State
Additional Instructions:					
Requested by Position (Name):			Requestor Email:		Requestor Phone Number:
Requestor Signature:			Date / Time		
Provide Map, Diagram, etc. if Available:					

Vehicle Inspection Form

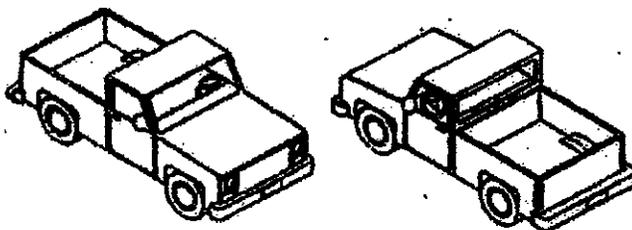
Contractor:	Incident Name	Incident Number			
	Agreement No.	Resource Order No.			
Operator	Make	Model			
Driver License	Serial No.	4X4	4X2		
Vehicle License	Starting Mileage	Equipment Type			
Record Initial travel time and daily hours worked to Equipment Shift Ticket					
Vehicle Checklist -- Diagram and Remarks on back		Pre-Use		Release	
		Yes	No	Yes	No
1. Steering. Over 3" free play, check tie rod ends.					
2. Clutch. Proper adjustment. 1/4" free travel.					
3. Brakes foot and hand. Must hold firm.					
4. Gauges. All must be in working order.					
5. Horn. Must be working order.					
6. Washer and wipers must be working order. Check rear view mirror.					
7. Seat belts for all occupants. Seat and cushions in working order. Tears and condition list under remarks.					
8. Cooling system must be in working order free from leaks.					
9. Engine free from leaks and knocks.					
10. Oil full and clean and in good condition.					
11. Electrical system. Generator and starter must be in good working order.					
12. Battery. Check for corrosion on terminals.					
13. Transmission. Check for leaks.					
14. Drive line U-joints. Check for looseness.					
15. Differential. Check for leaks.					
16. 4-Wheel drive. Check gearboxes. Leaks.					
17. Springs and shocks. Check hangers.					
18. Tie rods. Looseness or bent.					
19. Frame. Cracks or bent.					
20. Lubrication. Dry fittings.					
21. Tires. Wheels. Lug bolts or nuts. Depth of tread must be 3/32".					
22. Lights. Must be in working order.					
23. Glass. Chips and cracks.					
24. Body condition. Report all dents and conditions.					
25. Exhaust system. Check for leaks.					
26. Fuel system. Check for leaks.					
27. Accessories. Must have jack, wheel wrench, spare tire and wheel.					
* Safety Items -- Do Not Accept until Corrected					
Pre-Use Inspector: _____		Date: _____			
Home Unit: _____		Phone No.: _____			
Contractor or Representative: _____		Date: _____			
Release "NO CLAIMS NO DAMAGE"					
Inspector: _____		Date: _____			
Home Unit: _____		Phone No. _____			
Contractor: _____		Date: _____			

Handout 4-2: Vehicle Inspection Form

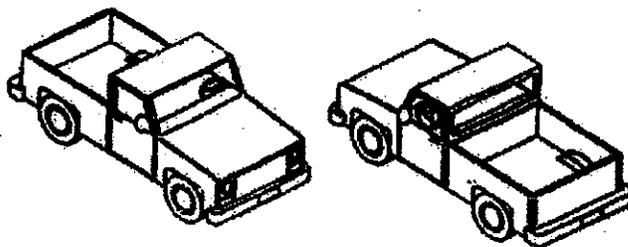


VEHICLE INSPECTION FORM

PRE-USE



RELEASE



REMARKS

Incident Demobilization Vehicle Safety Inspection

Vehicle Operator: Complete items above double line prior to inspection

Incident Name _____ Order Number _____
 Vehicle: License Number _____ Agency _____ Unit _____
 Type (Engine-Bus-Sedan) _____ Odometer Reading _____ Vehicle ID
 Number _____

Inspection Items	Pass	Fail	Comments
1. Gauges and Lights			
2. Seat Belts			
3. Glass and Mirrors			
4. Wipers and Horn			
5. Engine Compartment			
6. Fuel System			
7. Steering			
8. Brakes			
9. Drive line; U-joints			
10. Springs			
11. Exhaust System			
12. Frame			
13. Tires and Wheels			
14. Coupling Devices			
15. Emergency Exit			
16. Pump Operation			
17. Damage on Incident			
18. Body Damage			
19. Other			
Additional Comments:			
Hold For Repairs		Release	
Date	Time	Date	Time
Inspector's Name (print)		Operator's Name (print)	
Inspector's Signature		Operator's Signature	

Make a copy of this inspection; Keep original for records, copy to vehicle operator, copy to Equipment package

INSPECTION ITEMS

(Ref: Federal Motor Carrier Safety Regulation)

HOLD FOR REPAIRS IF:

1	Gauges & Lights	<ul style="list-style-type: none"> -Speedometer Inoperative. (Federal Motor Carrier Safety Regulations (FMCSR 393.82) -All required lighting devices, reflectors and electrical equipment must be properly positioned, colored and working. (FMCSR 393.9) 	8	Brakes	<ul style="list-style-type: none"> -Brake system has any missing, loose, broken, out of adjustment or worn components. -Brake system has any air or fluid leaks. (FMCSR Appendix G, Sub. B) -Brake system has any other deficiencies as described in FMCSR Appendix G, Sub. B.
2	Seat Belts	<ul style="list-style-type: none"> -Any driver's or right outboard seat belt, missing or inoperative. (FMCSR 393.93) -Passenger carrying have missing or inoperative seat belts in passenger seats, buses excepted. 	10	Springs & Shocks	<ul style="list-style-type: none"> -Any U-bolt, spring, spring hanger or any other axle positioning part is cracked. Broken, loose or mis Sing resulting in any shifting of an axle from it's Normal position. (FMCSR Appendix G, Sub B)
3	Glass & Mirrors	<ul style="list-style-type: none"> -Any windshield crack over 1/4" wide. Any damage 1/2" or greater in diameter. Any 2" damaged areas are closer than 3" to each other. Any crack less Than 1/4" wide intersects with any other crack. (FMCSR 393.60) -Any crack or discoloration in the windshield area lying within the sweep of the wiper on either side of the windshield (FMCSR Appendix G, Sub. B) -Any required mirrors missing. One on each side, firmly attached to the outside of the vehicle, and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. See Exceptions (FMCSR 393.80) -Any required mirror broken. 	11	Exhaust	<ul style="list-style-type: none"> -Any leaks at any point forward of or directly below the driver and/or sleeper compartment. -Bus exhaust leaks or discharge forward of the rear-most part of the bus in excess of 6" Gasoline powered or 15" for other than gasoline powered, or forward of any door or window designed to be opened on other than Gasoline powered bus. (Exception: Emergency exit) -Any part of the exhaust system so located as would be likely to result in burning, charring. Or damaging the wiring, fuel supply or any combustible part of the vehicle. (FMCSR Appendix G, Sub B)
4	Wipers & Horn	<ul style="list-style-type: none"> -Wiper blade(s) fail to clean windshield within 1" of windshield sides. (FMCSR 393.78) -Horn, missing, inoperative, or fails to give an adequate and reliable warning signal. (FMCSR 393.81) 	12	Frame	<ul style="list-style-type: none"> -Any cracked, broken, loose or sagging frame member. -Any loose or missing fasteners including those attaching engine, transmission, steering gear, suspension, body or frame to contact the tire or wheel assemblies. -Adjustable axle assemblies with locking pins missing or not engaged. (FMCSR Appendix G, Sub. B)
5	Engine Compartment	<ul style="list-style-type: none"> -Low fluid levels -Loose or leaking battery -Excessive leaks -Cracked or deteriorated belts or hoses. -Any condition of impending or probable failure. 	13	Tires & Tread	<ul style="list-style-type: none"> -Tread depth less than 4/32" on steering axle. -Less than 2/32" on any other axle. -Any body ply or belt material exposed through tread or sidewall. -Any tread or sidewall separation. -Any cut exposing ply or belt material. -Any tire marked "Not for highway use" -A tube-type radial tire without radial tube stem markings. -Any missing or bias and radial tires on the same axle. -Any tire not properly inflated or overloaded. -Any bus with recapped tires. (FMCSR Appendix G, Sub B) -Lock or slide rings; any bent, broken, cracked, im-properly seated, sprung or mismatched ring(s). -Wheels and rims; any cracked or broken or has elongated bolt holes. -Fasteners (both spoke and disc wheels). Any loose, missing, broken, cracked, stripped or otherwise ineffective fasteners. -Any cracks in welds attaching disc wheel disc to rim -Any crack I welds attaching tubeless demountable rim to adapter. -Any welded repair on aluminum wheel(s) on a steering axle or any welded repair other than disc to rim attachment on steel disc wheel(s) on steering axle. (FMCSR Appendix G, Sub. B)
6	Fuel system	<ul style="list-style-type: none"> -Visible leak at any point -Fuel tank cap missing -Fuel tanks not securely attached to vehicle by reason of loose, broken or missing mounting bolts or brackets. (FMCSR Appendix G, Sub B) 			
7	Steering	<ul style="list-style-type: none"> -Steering wheel does not turn freely, has any spokes cracked, loose spokes or missing parts. -Steering lash not within parameters, see chart, in FMCSR 393.209. -Steering column is not secure -Steering system; any u-joints worn, faulty or repaired by welding -Steering gear box is loose, cracked or missing mounting bolts. -Pitman arm loose. -Power steering; any components inoperative. Any loose, broken or missing parts. Belts frayed, cracked or slipping. -Any fluid leaks, fluid reservoir not full. (FMCSR 393.209). 			