

# Training & Technical Services Trailer Policy



**Revised 4/2006**

## Virginia Department of Fire Programs Training and Technical Services Division

### Training & Operation Trailer Policy – Revised 4/2006

#### 1.0 Scope

The Virginia Department of Fire Programs (VD FP) uses a system of trailers to store and transport equipment for use at training and emergency events across the state. These trailers contain various types of equipment and supplies from Technical Rescue Tools to Audio Visual equipment. Assigned Adjunct Instructors (part time employees) tow these trailers to the site as needed.

#### 2.0 Cadre

The Logistics Coordinator is responsible for establishing a list of personnel for pulling the trailers; this list of personnel will be reviewed and approved by the Branch Chief of Training and Technical Services. These individuals will report to the Logistics Coordinator. In the absence of Logistics Coordinator they will report directly to the Branch Chief of Training and Technical Services. A special pay rate for pulling trailers is established by the VD FP at \$18.00/hr. his hourly rate is to be used for the actual time traveling to and from the site with occasional allowable pay for operations and special projects in relation to the trailers.

2.1 Hiring Procedures. Presently all VD FP Adjunct Instructors are eligible to receive towing assignments at the “Course Development/Towing” rate of \$18.00. In the future, VD FP will be establishing an additional cadre of part time employees to tow trailers as contract towers with extensive knowledge in related fire fields.

#### 3.0 Vehicles

Agency vehicles specifically assigned for the towing of trailers should be used at all times. Exceptions to this rule must be pre-approved by the Logistics Coordinator or the Branch Chief of Training and Technical Services These vehicles are state owned and subject to all rules and regulations established by the Commonwealth of Virginia. They will not be used for personnel use nor will they be taken for any other task without expressed approval.

3.1 Vehicle Condition. Vehicles must be maintained in a clean and orderly fashion.

- 3.1.1 Inspect Vehicles. The vehicle must be inspected for external and internal damage before being used. Any damage, scratches, dents, etc. must be reported and logged immediately to the Logistics Coordinator, Equipment Maintainer or Branch Chief of Training and Technical Services. Failure to make an immediate report may result in the driver taking on the responsibility for the damage.

When operating a vehicle, the driver must report any damage immediately. Failure to report this in a timely manner will lead to disciplinary action.

- 3.1.2 Clean Vehicles. When drivers of the vehicles have finished their assignments they must clean out all trash and litter. Any spills, stains, etc. must also be cleaned up. Sweep out the floor and wipe off any obvious dust or dirt. This includes the cab, toolbox and bed of the vehicle. Tools must be cleaned of any dirt, oil, or grime and placed back in the vehicle in their assigned space. Toolboxes and compartments must be maintained and properly cleaned.

When drivers are picking up the vehicle they must inspect the vehicle for damage, litter or cleanliness. Failure to immediately report discrepancies about cleanliness will result in the driver taking on the responsibility of cleaning up the same on their own time.

- 3.1.3 Vehicle Fuel. Upon completion of the towing assignment the driver must fill the vehicle with the appropriate fuel and check the oil level. Drivers picking up vehicles must check the fuel levels and report any discrepancies immediately.

While on the road the drive should attempt to use VDOT fueling facilities as much as possible. If none are open or available, the driver may then use the Voyager card assigned to the unit. Using the Voyager card creates an increased financial burden on the Agency so please be prudent and retain all receipts for proper processing.

#### 4.0 Trailers

Trailers have been established for specific instructional disciplines. These trailers have been outfitted with specialized equipment as recommended by various committee and staff members. This equipment is inventoried. An upgrade to the equipment or the placement of new equipment is the responsibility of the Division Chief assigned that training discipline or the Logistics Coordinator. Equipment cannot be removed from the trailer for anything other than assigned training unless approved by the Branch Chief of Training and Technical Services, Logistics Coordinator or designee. The

maintenance of the trailers is the responsibility of the Equipment Maintainer, Logistics Coordinator or those assigned that responsibility by the Logistics Coordinator or the Branch Chief of Training and Technical Services.

4.1 Liability: Only State or Local Government vehicles shall be used to pull the trailers. Personal vehicles shall not be used.

4.2 Training: All persons hired to pull trailers with Virginia Department of Fire Programs vehicles will attend Trailer Transport training prior to pulling any trailer.

4.3 Trailer Depot. Trailers are to be staged at the VDOT Atlee-Elmont Site unless assigned elsewhere by the Branch Chief of Training and Technical Services, Branch Chief of Training and Operations, HTR Division Chief or the Logistics Coordinator. A specific area has been established for the parking of these trailers. Other sites may be established at other locations as deemed necessary by the VDFP.

When trailers are being used in a specific geographic area for any length of time an alternate storage site may be established by the Logistics Coordinator or the Branch Chief of Training and Technical Services. This temporary location information must be conveyed to the Branch Chief of Training and Technical Services and the Branch Chief of Training & Operations for approval.

Some trailers are permanently assigned to other VDFP division geographic areas. The use of these trailers will comply with this policy.

4.4 Trailer Inventory. It will be the responsibility of the team leader or lead instructor for that training event to inventory the trailer before any equipment is issued. Following the event the trailer will again be inventoried. Any missing, damaged, or worn-out equipment must be documented and this information must be reported to the Logistics Coordinator, Equipment Maintainer, HTR Division Chief or Division Chief responsible for that particular program as soon as possible. Unsafe equipment must be taken out of service and tagged immediately. At the end of the training event all equipment within the trailer must be clean and stored in an orderly fashion. This information can be mailed faxed, electronic mail: [www.vafire.com/HTRInventorygoto.htm](http://www.vafire.com/HTRInventorygoto.htm) or hand delivered to Richmond – Glen Allen Office at (804) 249-1997 or Fax (804) 371-3334.

## 5 Pulling the Trailer

Before pulling out of the lot the driver must check the following items. The driver is also responsible to correct any discrepancies discovered as a result of this checking process. The driver is ultimately responsible and must do a thorough inspection to assure safety while towing the unit.

5.1 Safety Check List. This list is not all-inclusive. It is the driver's responsibility to assure both the vehicle and trailer is in good operating condition before pulling onto state highways.

- Check tires for proper air pressure, sufficient tread depth and damage.
- Check to assure there are spare tires for both the vehicle and trailer.
- Check spare tires for proper air pressure, sufficient tread depth and damage.
- Check vehicle jack and lug wrench. Assure wrench(s) fits both vehicle and trailer.
- Check all lights for operation or breakage.
- Check sway bars and emergency chains.
- Check electrical plug and receptacle from trailer to vehicle
- Check for VDOT Directory of Motor Vehicle Service Facilities.
- Check for the VDOT Rules and Regulations manual.
- Check for presence of appropriate gas cards.
- Check for presence of a current state map.
- Check for current state inspection (not expired).
- Check brakes on vehicle and trailer, properly set trailer brake.
- Check parking brake operation.
- Check doors on trailer to assure they are locked in the closed position.
- Check fuel.
- Check oil.
- Check coolant.
- Check windshield washer fluid.
- Check transmission fluid.
- Check brake fluid.
- Fill out form for any discrepancies on the truck or trailer.

6 Tracking Trailer Location. It is the Logistics Coordinator responsibility to know the location of all trailers at any given time. A towing schedule will be established to assure that trailers are returned to their depot as soon as practical following the training or emergency event. Under most circumstances this should be within 5 working days following the event.

7 Trailer Inventory. At least twice a year all trailers shall be inventoried by the Equipment Maintainer to assure the presence of all assigned equipment and supplies. This process will be staggered throughout the year and should be unannounced. Written results of the inventory shall be reported to the Logistics Coordinator, Branch Chief of Training and Technical Services and HTR Division Chief.