



MINEOLA FIRE DEPARTMENT

“Serving Since 1907”

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Fire Department Rescue Side-by-side Utility Vehicle

The following Policy dictates rules and guidance for the usage of the Fire Department Rescue Side-by-side Utility vehicle (FDSBS).

1. FDSBS Usage for Fire Department Personnel –
 - a. Use for Emergency Rescue Situations at Nature Preserve.
 - b. Use for Public Safety/ First Aide Patrol at City sanctioned events.
 - c. Use for Training
 - d. FDSBS will be driven for a minimum of 15 minutes at a minimum of once per month (1st Friday of the Month) to check for possible mechanical issues.
 - e. Weekly Checkoffs Performed on Tuesday of each week & after each use (per check-off form)
 - i. Running Condition
 - ii. Battery Level – Plugged in for trickle charge.
 - iii. Fuel Level
 - iv. Tire Pressure – (fill to manufacturer recommendation)
 - v. Overall Cleanliness
 - vi. Engine Hours - Recorded
2. FDSBS Usage for Non-Fire Department Personnel – The following may request use of the FDSBS following the guidelines listed in section 3 of this policy.
 - a. Nature Preserve Maintenance Staff
 - b. Other City of Mineola personnel
 - c. City of Mineola Board Members
3. Non-Fire Department Personnel Usage Guidelines – Request and Usage
 - a. Using the applicable form, requested for usage must be made at least 72 hours prior to usage and must be approved before usage. (Incomplete forms WILL NOT BE APPROVED)
 - i. Usage shall be performed solely by the requesting party.
 - ii. The requesting party, at all times during use, must maintain a working form of contact with Fire administration for recall of FDSBS for emergency usage. (Cell Phone at minimum)
 - iii. Usage shall be for the transport of equipment and supplies for a specific project.
 - iv. Each day of use shall be requested with a separate request form.
 - v. Upon approval for usage, Keys can be picked up at the Fire Station after 8am and must be returned by 4:30 pm the same day, unless other arrangements have been agreed upon.
 - vi. Fuel used shall be replaced by the requesting party at the end of each use. (fuel will be kept at full during normal storage)
 - vii. Check form shall be submitted at the beginning and end of each use (with pictures to support findings as needed)
 - b. Failure to comply with any portion of this policy will lead to the revocation of all privileges for the requesting party and potentially the privileges of the organization of which they are involved.

Usage Request form: <https://forms.office.com/r/UkiWShHurC>

Fire Department Rescue Side-by-Side Utility Vehicle Use Request



Check-off Form: <https://forms.office.com/r/7BUQT1P8va>

Mule Use Check Form

