

**THE OAKS V.R.F.B**  
**MAINTENANCE ROSTER GUIDELINES**

- At least one maintenance review is to be done within the allocated fortnight;
- Maintenance inspections can be done any time within the allocated fortnight;
- Both members are to be present for the maintenance review (unless there are extenuating circumstances)
- Times and days within the allocated fortnight to be sorted out between the pairing;
- If, due to unavailability, the pairing cannot do their maintenance review in the allocated fortnight they can swap with another pairing for that fortnight only and revert back to their allocated time-slots;
- It is preferred that no pairing does more than 3 reviews in a year;
- Trucks can be pulled out of the shed to do the review (by any member) and returned to their normal positions at completion (with due care and not forgetting to plug the Cat 1 in to the power and switching off the isolator switch);
- Where possible a pairing will have only one (1) licensed truck driver, if two members become licensed drivers in one pairing, one member will be swapped with a member from another pairing that doesn't have a licensed driver;
- Members are to sign in and out when attending the shed;
- Members are to advise Fire-Com of their attendance to and departure from the shed – suggested calls are
  - Calling in - "The Oaks station is open with two members doing maintenance checks on the vehicles"
  - Leaving – "The Oaks station is closing down";
- Any concerns or faults are to be reported to Maintenance/Equipment Officer as early possible (on form to be provided);
- Maintenance register/schedule is to be filled out and signed by both members;
- Equipment is to be physically checked (for dirt/grass/stones, operability etc) not just sighted;
- Only Chainsaw Operators are permitted to maintain, start and run the chainsaws;
- PPE should be with the members when attending the fire shed.