

Vehicle Maintenance

704.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, properly maintained, properly refueled and present a clean appearance.

704.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who first becomes aware of the defective condition, describing the correction needed. The supervisor shall decide if the vehicle should be driven or towed to the Oakland Shops for repair and shall notify the department vehicle maintenance CSO describing the required repairs at x6656. The paperwork shall be promptly forwarded to vehicle maintenance for repair.

704.2.1 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory or Department gun safe prior to the vehicle being released for maintenance, service or repair.

704.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles for emergency purposes and to perform routine duties.

704.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is present in the vehicle:

- Assigned vehicle keys
- Assigned MDC
- Accident Control Log
- Fire Extinguisher
- First Aid Kit
- Road Flares
- Barricade Tape
- Bolt Cutters
- ~~Shotgun (and ammunition to ensure fully loaded)~~
- Trauma Kit (sealed)

Bay Area Rapid Transit Police Department

BART PD Policy Manual

Vehicle Maintenance

- Fingerprint Kit
- Rolatape
- Traffic Chalk
- Dog Snare
- Pry Axe
- Slim Jim
- Disposable Blankets
- Tactical Rifle and 3 Loaded Magazines (if assigned)
- Street Level Subway Access Keys
- Spare Tire, Jack, & Lug Wrench
- Wrap
- Spit Hood
- Laptop Key

Zone Commanders will ensure the vehicle inventory log is completed and sent to the Vehicle Maintenance Unit on a monthly basis. Logs are due by the 10th of each month.

704.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles should not place a vehicle in service that has less than one-half tank of fuel. Vehicles shall only be refueled at the authorized location with regular unleaded fuel. Whenever possible, vehicles in Oakland will be re-fueled at the Oakland Shops.

704.5 WASHING OF VEHICLES

All units shall be kept clean at all times and weather conditions permitting, shall be washed as necessary to enhance their appearance.

Officers in patrol shall obtain clearance from the dispatcher before responding to the car wash. Only one marked unit should be at the car wash at the same time unless otherwise approved by a supervisor.

Employees using a vehicle shall remove any trash or debris at the end of their shift. Confidential material should be placed in a designated receptacle provided for the shredding of this matter.

704.6 CIVILIAN EMPLOYEE USE

Civilian employees using marked vehicles shall ensure all weapons are removed from vehicles before going into service. Civilian employees shall also prominently display the "out of service" placards or lightbar covers at all times. Civilian employees shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.