

OPERATIONS BULLETIN # 34

***Subject: Instructions for Compiling Apparatus Use Report
(Form F-101)***

PURPOSE

Form F-101 is used to record information applicable to the daily use and operation of Cal OES Fire, Rescue and Communications apparatus; i.e., emergency and non-emergency use. It provides a running history of each unit which may be referred to at any time for a variety of purposes.

This program's totals are to be maintained monthly on the FIRESCOPE web page. A copy of the F-101 form should be kept in the apparatus for the present month for entries. At the end of each month after totals are entered into the database a copy of the monthly form can be kept in the engine file in the station.

INSTRUCTIONS: for monthly data entry to the FIRESCOPE web page [here](#).

Assignee's designated person obtains a User Name: and Password: from FIRESCOPE by following the instructions on the FIRESCOPE Web page under LOGIN TAB.

Once you have your credentials you will be able to enter the F-101 database and make monthly entries for your Cal OES equipment.

You then will select item # 1 and create one entry for the month you are reporting. Remember it is asking for the totals for the month.

(INSTRUCTIONS ON NEXT PAGE)

Cal OES FORM 101 Data Application Menu

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Office of Emergency Services - Fire and Rescue Division

APPARATUS USE REPORT FOR:

Assignee, enter hours and miles used for each column for your vehicle

Month: *

Apparatus #: *

Start Miles:

End Miles:

Note: Where necessary, indicate time to the nearest 1/4 hour.

Pump Hours Used

Miles Used

Main	Booster	Local	County	Region	State	Training	Other
0	0	0	0	0	0	0	0

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State of California
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
 Fire and Rescue Division

Governor's Office of Emergency Services – Fire and Rescue Division

APPARATUS USE REPORT

Apparatus Number _____ Department _____

License Number _____ County _____

Note: Where necessary, Indicate time to the nearest ¼ hour.

DATE	Miles Begin _____ Year: END _____	PUMP USE		VEHICLE/APPARATUS USE						Vehicle Mechanical Checks		Checked By Initials
		Beginning Hours: _____/_____ Pump Hours		Emergency Usage Within Assigned...				Non-Emergency Use		Weekly	Monthly	
		Main	Booster	Local Jurisdiction	Area County	Cal OES Region	Outside Region	Training	Other			
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Totals												

State of California
CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
Fire and Rescue Division

Following is the minimum acceptable standard for Cal OES-owned apparatus:

**AFTER EACH USE:
(Or Daily, if in Front Line Service)**

- Check engine oil level
- Check coolant level
- Check fuel level
- Check for oil and coolant leaks
- Check all drive belts and coolant hoses
- Check tires for cuts
- Check all lights, siren, and horn
- Check inventory
- Check primer oil reservoir
Check Diesel Exhaust

WEEKLY – ALL THE ABOVE, PLUS:

- Check radio operation
- Check/Service batteries
- Check tire pressure
- Drain all air reservoirs

MONTHLY – ALL THE ABOVE, PLUS:

- Road test – note mechanical problems and report through established department channels.
- Lubricate all discharge gates and drain valves, plus exercise all valves.
- Check maintenance book (State Form 271) for service that may be due; i.e., oil and filter, chassis lubrication, tune up, etc. (See Maintenance Bulletin #32 for every 6-months/6,000 mile maintenance or annual/12,000mile servicing requirements.)
- Engage/operate pump(s), check primer operation and all gauges, and floor test the relief valve at 100 PSI and 200 PSI.
- Adjust pump packing or repack as necessary.
- Perform dry vacuum test and report any problems through established department channels.
- Adjust brakes as needed. (See maintenance Bulletin #27 for minor and major brake inspections.)
- Replace fuel in special equipment; i.e. Floto-pumps, K-12 saws, jaws of life, Portable Pumps, etc.
- Check Allison transmission only when fluid is hot. Do not overfill! (See Maintenance Bulletin #24.)
- Check clutch free travel if equipped with standard transmission. If adjustment is needed, report it!

ANNUALLY:

- Annual in-service pump test results. Send copy of test results to: Cal OES Fire and Rescue Division, 3650 Schriever Avenue, Mather, CA 95655.
- Annual hose test results as per N.F.P.A. standards. Send copy of test results to: Cal OES Fire and Rescue Division, 3650 Schriever Avenue, Mather, CA 95655.
- Annual Smoke Opacity test, Send copy of test results to: Cal OES Fire and Rescue Division, 3650 Schriever Avenue, Mather, CA 95655.
- Annual Ladder tests, Send copy of test results to: Cal OES Fire and Rescue Division, 3650 Schriever Avenue, Mather, CA 95655.