



# FIX-N-FAX

Equipment Standard

Number   1  

Mandatory Compliance

Revised: July, 2007

## VEHICLE PICK-UP AND TURN-IN PROCEDURES

This Fix-N-Fax outlines the necessary procedures for pick-up and turn-in of vehicles to the Cal Fire Mobile Equipment Management/Davis Equipment Facility.

As part of the vehicle release process, the Region Fleet Management Office also generates a transfer document (AO-158 or ME-105) which is sent to the local Unit Fleet Manager. These documents designate the vehicle to be “turned-in” to the Davis Equipment Facility (DEF). These transfer documents are necessary requirements for inventory control and reconciliation.

**NOTICE:** The Unit Fleet Manager must ensure the transfer document package is complete as Turn-in Vehicles will not be accepted for processing at the Davis Equipment Facility without the proper documentation. In addition, turn-in vehicles must be returned to the Davis Equipment Facility within 30 days after pick-up of new vehicle.

### TO PICK-UP EQUIPMENT:

The following steps must be completed prior to picking up equipment, (new, 25X, 26X, etc.) from the Davis Equipment Facility.

- **Call the Davis Equipment Facility (DEF) a minimum of 24 hours in advance.**
- Check in at the Facility Office with the Vehicle Release Package.
- Inventory the new vehicle and sign transfer documents (verify, license number, X number, & Vin number).
- The documentation for released vehicles must include the following:
  - A copy of AO-158 or ME-105
  - Copies of all release forms.
  - An inventory sheet (where appropriate).
  - The maintenance folder, which includes:

Pamphlet 6805  
ME-101 or ME-102 Card  
ME-14  
STD 269  
STD 270

\* **NOTICE:** Due to fiscal restraints, new vehicles MAY or MAY NOT be completely fueled when picked up at the Davis Equipment Facility. It is recommended that you bring an "All Vehicle" credit card for fueling at local service stations.

### **TO TURN-IN EQUIPMENT:**

Before turning in a vehicle, take the following steps:

- **Call the Davis Equipment Facility (DEF) a minimum of 24 hours in advance.**
- Ensure that all "required" documentation is complete, e.g. AO-158 or ME-105 Advice of Transfer of Equipment.
- Prepare the vehicle.
  - Complete a Report of Equipment Inspection (ME-15). The inspection must be performed and signed by an HEM, HFEO, or FEM
  - Remove all radio numbers, all references to CDF, Cal Fire, Camp Identifiers & etc. It is not necessary to remove reflective striping
  - Remove all door decals.
  - Remove State and Local Government antennas.
  - Seal holes and repair any defects after removing local equipment (antenna, radio, light bars & etc.).
  - Deliver the vehicle with the minimum complement as listed below.
  - Do not remove cab bars if any, from Pickup cabs.
  - Effective 1990, all pickup tool boxes belong to the local administrative unit.
- Ensure that the vehicle is in operating condition when delivered to the DEF.
  - Unusual damage, i.e., body damage or mechanical malfunction, will require prior notification to the Region and Mobile Equipment Management (SAC).
- Check in at the Facility Office with the following:
  - All required documentation.

- All vehicle records (fiscal documents, work orders, ME-15, etc.)
  - The ending mileage on the vehicle.
  - An inventory sheet.
  - All keys, (including compartment keys, etc.)
- The Maintenance folder, ME-15, and all records must remain with the old vehicle.

**QUESTIONS:**

The local Unit Fleet Manager will answer all questions regarding the pick-up and turn-in of mobile equipment.

**MOBILE EQUIPMENT MANAGEMENT/DAVIS EQUIPMENT FACILITY:**

The Davis Equipment Facility is located 10 miles west of Sacramento on Interstate 80, at 5950 Chiles Rd. Davis, Ca. 95618. The phone number for the Davis Equipment Facility is (530) 757-2407. Normal business hours are Monday – Friday, 0700-1200 and 1300-1630 hours.

(Ref: Location map, page 4)

**QUICK REFERENCE “SAMPLE” COMPLEMENT & CONDITION LISTS:**

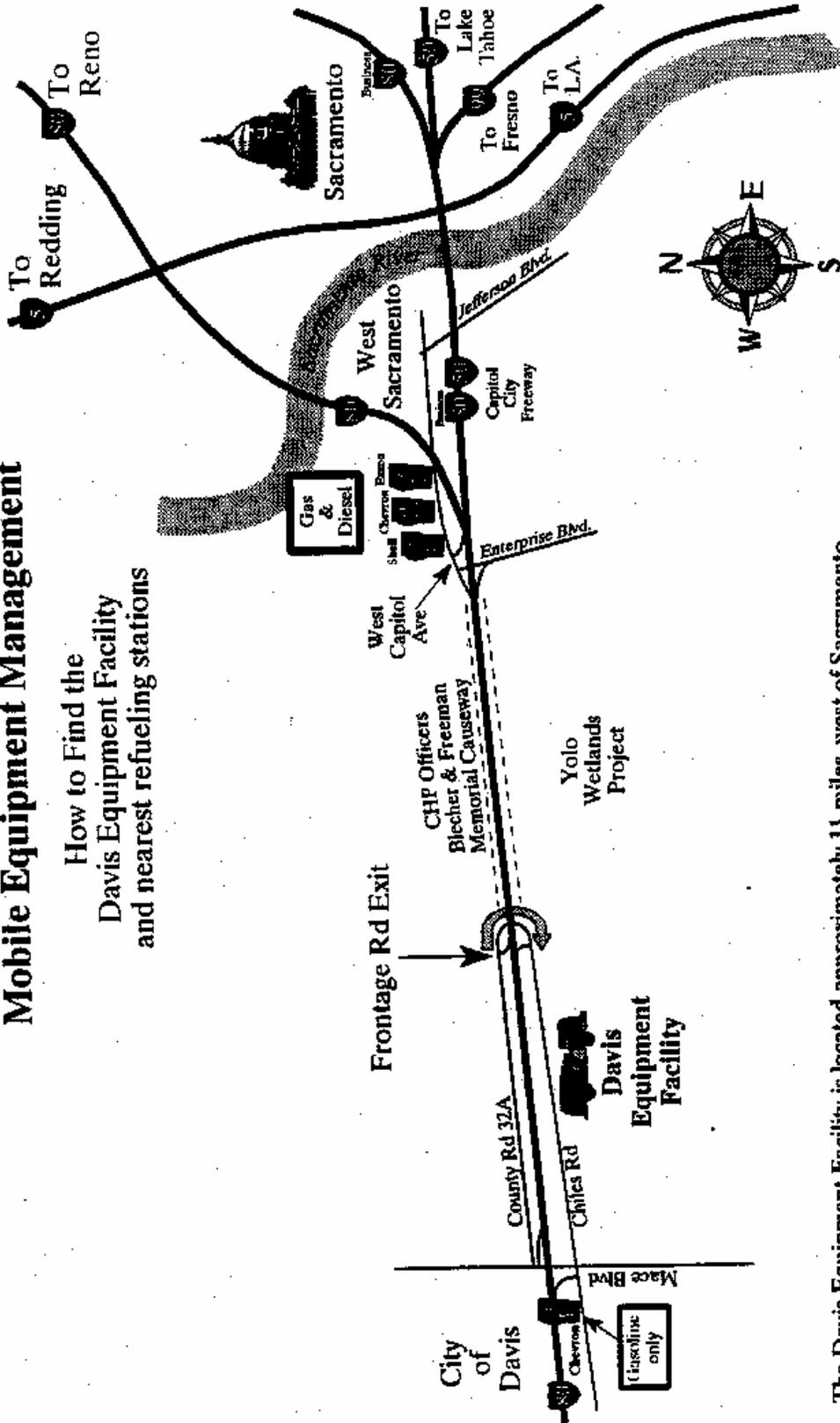
Along with items listed previously, the following is the minimum complement and vehicle condition required when turning in equipment to Mobile Equipment Management.

- For all equipment:
  - Spare Tire, and Wheel (if originally supplied)
  - Tire Tools
  - All Emergency Lighting and Controls must be removed from vehicles, including ECT's (Fire Engines not included)
  - Maintenance Folder
- In addition to those items listed above, Fire Engines will require the following items upon turn-in:
  - Booster Line
  - Suction Hose
  - Suction Strainer
  - Chock Blocks
  - Triangle Flare Kit
  - Aluminum Ladder
  - Fire Curtains/Blankets
  - Seat Cushions
  - Code 3 Equipment

# California Department of Forestry and Fire Protection

## Mobile Equipment Management

How to Find the  
Davis Equipment Facility  
and nearest refueling stations



The Davis Equipment Facility is located approximately 11 miles west of Sacramento, parallel to Interstate 80, between the Frontage Rd. exit and Mace Blvd. 5950 Chiles Road, Davis, CA

Note: This map is not to scale