

State Firemen's & Fire Marshals' Association of Texas	PAGE 1 OF 2	REVISION NUMBER & DATE 002 – January 2014
Texas Industrial Emergency Services Board Standard Procedure for Emergency Vehicle Registration		CREATION DATE July 1993
DOCUMENT TITLE Procedure for TIESB Emergency Vehicle Registration		
DOCUMENT NUMBER SFFMA-TIESB004	DOCUMENT AUTHORS Registration Sub-committee, Bud Melder	APPROVERS SIGNATURE

PURPOSE

This document relates to the procedures and or guidelines to be followed by the Texas Industrial Emergency Services Board when registering an Industrial Emergency Vehicle.

SCOPE

This procedure applies to any Industrial facility, company, or organization that desires to register emergency vehicles with the State Firemen's and Fire Marshals' Association of Texas and the Texas Industrial Emergency Services Board.

REFERENCES/DEFINITIONS

SFFMA State Firemen's and Fire Marshals' Association of Texas

TIESB - A standing committee of Industrial representatives that administer the training program requirements, emergency response vehicle registration, and membership requirements of industry for participating in the State Firemen's and Fire Marshals' Association of Texas.

Vehicle Registration Sub-Committee - A committee - appointed by the Chairman of the TIESB - to review applications for vehicle registration.

Industrial Coordinator - The staff member designated by the Executive Director, State Firemen's and Fire Marshals' Association of Texas, to coordinate activities for the registration of industrial emergency vehicles.

Texas Transportation Code Section 541.201 – The section of Texas statute that provides the definition of an “authorized emergency vehicle” (including industrial ambulances).

BOARD CRITICAL

The Boards ability to provide timely registration of emergency vehicles is necessary to maintain membership credibility.

REVIEW

This procedure will be reviewed at the first board meeting of the year.

PROCEDURE

New Registration

1. Applicant downloads the “Industrial Emergency Response Vehicle Application for Certificate” form from the SFFMA website, completes the application (one form for each vehicle that is being registered), and returns the application and a check (or money order) in the appropriate amount to the SFFMA. All appropriate sections must be completed, including signatures.

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2. The SFFMA Industrial Coordinator will review the application form to ensure it is properly filled out per TIESB criteria, including all required signatures.
3. If the application is approved, the SFFMA Industrial Coordinator will sign the application form and the decal.
4. The SFFMA Industrial Coordinator will log the registration and return the certificate and the decal to the applicant. The Vehicle Registration Database will also be updated at this time. The applicant will install the decal on the newly registered vehicle. The certificate and decal will remain valid so long as the described vehicle and equipment is maintained as defined by the Industrial Emergency Response Vehicle Criteria.

Note: If the application is rejected, the SFFMA will return the application form to the applicant, along with a letter of explanation. The applicant may reapply after taking the required corrective action.

Renewal

At the beginning of each calendar year, the Industrial Coordinator of the SFFMA will send an e-mail to the applicant when each previously registered vehicle is due for renewal, and the applicant will provide updates to License Plate number and Facility designation (if changed). The registration requires renewal annually.

State Registration

The understanding of the Texas Industrial Emergency Services Board concerning license plates for Industrial Emergency Response Equipment is that industrial fire apparatus may be registered as EXEMPT. Industrial ambulances do not meet the requirements for exempt tags.

REVISION HISTORY		
DATE	CHANGED BY	CHANGES MADE
6/14/06	G.B. Melder	<ol style="list-style-type: none"> 1. Placed material located at top of document in a "header" to have it appear on all pages. 2. Replaced "Fire Training" with "Emergency Services" throughout document. 3. Added Texas Transportation Code reference. 4. Revised New Registration and Renewal sections to reflect future practice. 5. Added revision history table.
01/21/15	Kevin Creamer	<ol style="list-style-type: none"> 1. Amended wording to meet new renewal cycle