



Contra Costa County Operations

Patient Focused - Customer Centered - Caregiver Inspired

SOP# 212
Vehicles and Equipment
Effective: January 1, 2010
Updated: February 1, 2020

Approved By:

Michael Johnson
Regional Director

A. Purpose

American Medical Response custom orders ambulances that meet the medical transportation requirements of the local jurisdiction and provide for comfort and safety for patients, family and crewmembers. To provide for a long service life, a great deal of attention is paid to regular maintenance and upkeep by our Fleet Services Department and field employees.

This policy is designed to assure the ambulance fleet and equipment is kept in a condition to assure safe and efficient transportation for our crews and patients.

This policy also assures that all equipment on the ambulances are checked daily and assured to be functional and safe. It is the responsibility of each and every field employee to adhere to the following procedures.

B. Policy

1. Vehicles- General

a) Both crewmembers will assure that the unit is stocked in accordance with a **completed** "vehicle check out sheet" on a daily basis.

b) Both crewmembers will assure that a mechanical and safety inspection of the ambulance is done at the beginning of the shift in accordance with the vehicle checklist requirement.

- (1) Fluid Levels: fuel, water, oil, transmission fluid
- (2) Lights
- (3) Brakes

c) Visually inspect the vehicle for damage. If damage is noted, the Operations Supervisor must be notified immediately, and incident report completed.

d) Both crewmembers will assure that the unit is washed when dirty and interior is cleaned at the end of every shift

- (1) Daily: wash windows; clean floor mats, step wells and door jams. In patient compartment wipe down all seating, cabinetry, floors and ceiling.

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(2) After each patient the gurney and any used equipment must be wiped down/cleaned with disinfectant and the patient compartment aired out.

2. Vehicle Security

a) AMR vehicles are to be locked at all times when the crew is not inside the vehicle or within physical reach of the vehicle. This includes when the vehicle is on AMR property. The only exception to this is during an emergency call when the vehicle is left under the care of a law enforcement officer or other emergency personnel.

b) Some examples of good security practices include, but are not limited to:

- (1) Leaving a crew member with the vehicle
- (2) Removing or obscuring the ability to view high value items from outside the vehicle
- (3) Securing of vehicles and contents when not in service or being repaired

3. Interior Compartments

a) The interior cabinets will be secured. This includes, but is not limited to, sealing all cabinets for medications, needles, and syringes. Once sealed, the unit is to be considered ready for service.

b) The crew is responsible for restocking and resealing the cabinet after use.

c) If a cabinet is unsealed, it is considered un-stocked and will need to be restocked and resealed.

d) This process will provide a quick and easy way to determine readiness, potential tampering, and/or theft. Therefore, routine inspection and immediate reporting to the duty supervisor of missing equipment and potential tampering is required.

4. Equipment – General

a) The vehicle check sheet (on the DAL) is to be completed daily and any items that fall below the minimum numbers must be stocked immediately. It is subject to review by management at any time. At the end of each shift it is to be turned in to the proper location.

b) On the last day of every month, the entire inventory of the ambulance will be inspected for medications/supplies due to expire. Any items found to be expired or due to expire must be removed from the ambulance and replaced.

c) Any missing or damaged equipment for the unit shall be noted on the check sheet and the Operations Supervisor shall be notified immediately. A complete incident report and other required forms shall be turned in to the on-duty Operations Supervisor.

d) Lost, irretrievable, or damaged equipment in the course of a call must be reported immediately to the Operations Supervisor. A complete incident report and other required forms shall be turned in by the responsible crew prior to going off duty. Overstock of the ambulance is also prohibited and will be evaluated by Operations on a randomized basis.

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- e) Company equipment is not to be used for any other purpose unless written consent by the Regional Director or Operations Manager is given.
 - f) The Daily Activities Log must be completed and signed at the beginning of every shift verifying receipt of cell phone, portable radios, gas card, and other noted items on the log. Units must have a witness sign attesting to presence of equipment at the beginning and end of shift.
5. Equipment – Cardiac Monitor/Defibrillator
- a) ALS crewmembers are required to check the status of their monitor/defibrillator batteries at the start of shift.
 - b) The crewmember(s) shall assure the equipment has fresh batteries. At the end of the shift, fresh batteries shall be put in the unit and depleted batteries shall go on the charger.
 - c) Employees will not stock the ambulance with more batteries than the indicated maximum amount indicated on the Daily Activities Log.
 - d) All monitor/defibrillator units will be checked out for proper operation and tested daily. An adequate amount of EKG paper and supplies will also be assured.
 - e) The User Test is to be done daily and the Pass/Fail test strip should be retained for the remainder of the shift.
6. Automatic External Defibrillators (BLS units):
- a) All AED units will be checked out for proper operation. Ensure that there are 2 sets of AED pads.
7. Suction Unit
- a) Ensure both the portable and ambulance suction units are functioning by turning them on for at least 10 seconds. Ensure the portable suction unit is plugged in and charging.
8. Sager Traction Splint
- a) Report missing equipment to the Operations Supervisor
9. Gurney
- a) Inspect for all safety seat belts and restraint systems
 - (1) Leg and chest straps (patient to be secured at all times)
 - (2) Safety shoulder harness (patient to be secured at all times)
 - (3) Patient restraints – wrist (2) and foot (2)
 - b) Ambulance locking mechanism and floor safety hook operating correctly
10. Diesel Ambulance – Operating Guidelines
- a) Starting the Unit:

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- (1) Activate the battery switch.
- (2) Turn the key to "on" position only.
- (3) Locate the "Wait to start" indicator in red.
- (4) When the light goes off, start the engine.
- (5) Do not pump the accelerator pedal.
- (6) Do not crank the engine for more than twenty seconds because it can cause the starting mechanism to overheat.

C. Enforcement of Policy

1. Violations of this policy are subject to corrective action up to and including termination of employment.

American Medical Response Contra
Costa County Operations Standard
Operating Procedure #212