

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 5. Fleet, Equipment and Facilities	Replaces: April 4, 2013
Subject: 12. Vehicle/Equipment Inspections	
Policy No. G.5.1.2019	Page 1 of 2

**PURPOSE**

To start of shift activities, include a legislatively and consistent vehicle inspection process that identifies general maintenance requirements, helps to mitigate vehicle breakdown, while ensuring inventory/equipment quantities are in place and a standard of cleanliness is maintained. This directive will also ensure inspections are completed in a safe manner, and that personnel are aware of their responsibilities in managing vehicle breakdown

**APPLICATION**

Paramedics, Paramedic Superintendents, Senior Managers

**PROCEDURE**

**Vehicle Inspection**

Personnel shall complete an MTO compliant circle check, at the start of each shift, or whenever a vehicle is placed into service. The inspections shall be entered into the Operative IQ system and submitted no less than each 24 hours.

For safety purposes, all stations will have a carbon monoxide detector installed in the crew quarters and the garage areas have an exhaust fan system that may be automatic, or manual. If manual the fan should be run during the period where the vehicle is running and for 3 to 5 minutes after the vehicle engine is shut off. Paramedic Services vehicle shall not be run in the garage. In all instances, the vehicles are to be started only once the bay door has been opened, and the vehicle is to be moved out of the garage for the duration of engine operation.

Deficiencies that can't be immediately resolved shall be documented in the Ticket section of Operative IQ and submitted. Deficiencies or safety concerns that would require the vehicle be removed from service will require additional notification of the Paramedic superintendent. Additionally, the CACC ACO shall be notified any time that a vehicle is removed or returned to service. Where any vehicle is ferried when out of service, issued out of service signage shall be placed on both front and back of the vehicle.

Where any vehicle is removed from service for mechanical reason during a response or transport, personnel must complete and submit an Incident Report. Should a patient be on board the vehicle, Paramedics shall continue care, and request CACC respond an additional resource to assume care and transport.

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The Radio Equipment Inspection shall be completed in Operative IQ at the beginning of each shift period, and no less than every 24 hours. The completed check shall be submitted as part of the start of shift activities.

### **Equipment Inspection**

Personnel shall complete an Equipment/Asset check, as set out in the Operative IQ system, at the start of each shift, or whenever a vehicle is placed into service. The inspections shall be entered into the Operative IQ system and submitted. Where any item is found to be missing or out of operational compliance, staff shall restock from the Station Inventory.

The Assets Verification Inspection shall be completed in Operative IQ on an established schedule. The completed check shall be submitted as part of the activities. If equipment deficiencies, or variance from defined serial numbers is found, the issue shall be communicated to the Superintendent group and immediately resolved.

Equipment found to be unserviceable shall be documented in the Operative IQ Service Desk.

- a) The Service Desk Ticket shall include:
  - i) The ticket identifier;
  - ii) The specific item department (as defined in the Operative IQ pick list);
  - iii) The description of the issue, and potential resolutions;
  - iv) Any effort made to resolve the issue;
  - v) An uploaded picture if deemed necessary.
  
- b) Items found to be non-operational shall be removed from service and labelled/tagged as out of service. The date of action and Paramedic name shall be included on the tag.

### **REFERENCE**

Ministry of Transportation Ontario, *Daily Inspection (Trip) and Maintenance Requirements for Bus, Coach and School Bus*

Ministry of Health and Long-Term Care, *Ambulance Act and Regulations*,