

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: April 4, 2013
Topic: 3. Documentation Directives	Replaces: May 30, 2010
Subject: 5. Vehicle/Shift Documentation	
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PURPOSE

To ensure an organized method of documentation completion that provides a consistent and regular inspection routine which:

- 1) Gives appropriate attention to general maintenance requirements.
- 2) Eliminates any unnecessary breakdown.
- 3) Ensures proper quantities of designated supplies and equipment.
- 4) Ensures a standard of cleanliness, orderliness and location of equipment in the ambulance.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

Paramedics shall complete a daily inspection of vehicles by completing the approved documentation which may include the Daily Activity Log, Equipment checklist, and Circle Check booklet.

- 1) The Daily Activity Log shall be started on SharePoint:
 - a) at the beginning of each work period;
 - b) with or without a partner; and
 - c) in full.
- 2) Once completed, the Daily Activity Log is to be submitted by the end of shift (may be extended with Field Superintendent approval).
- 3) The Equipment Checklist shall be completed at the beginning of every work period. If equipment deficiencies cannot be rectified by taking from the station inventory, the Duty Officer must be notified immediately.
- 4) Missing and unserviceable equipment shall be documented and reported to management as soon as identified.
 - a) The written report shall include:
 - i) identification and location of item of equipment
 - ii) nature of defect making item unserviceable
 - iii) remedial action required to return the item to service
 - iv) if equipment is missing, when last used/seen and possible location/disposition of item.

NOTE: Written reports must be legible, signed and dated by the

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- Paramedics/EMAS making the report.
- b) Paramedics shall attempt to correct any equipment failure, using manufacturer's manuals. If successful, this shall be indicated in the written reports.
 - c) Items found to be non-operational shall be removed from service and labelled indicating problem, date and name of the staff member that identified the problem. The staff member shall ensure that anyone else who might use the equipment knows it is not operational.
- 5) MTO vehicle circle checks shall be completed via Circle Check booklet. Please note:
- a) Any defects preventing the vehicle from being in service shall be communicated at the start of shift to the Manitoulin-Sudbury EMS Duty Officer.
 - b) The Daily Vehicle Inspection Report book must be kept within the vehicle for the duration of the shift.
 - c) If minor deficiencies cannot be immediately addressed, the Paramedic/EMA is directed to email notification to the Duty Officer.
 - d) If any major deficiencies or safety concerns are discovered during the circle check, the vehicle is to be taken out of service and the Duty Officer must be notified immediately.
- 6) When vehicles are fuelled, the invoice and accompanying log book, must have the following information:
- a) Call number
 - b) Vehicle Number
 - c) Date
 - d) Present km's
 - e) Present hours
 - f) Total litres
 - g) Total costs
 - h) Signature

REFERENCE
