

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: Sept. 14, 2009
Topic: 7. Administrative Directives	Replaces: July 1, 2004
Subject: 11. Non-Emergency Vehicle Movement	
Policy No. G.7.11.	Page 1 of 2

PURPOSE

To provide guidelines for all EMAs and Paramedics when utilizing EMS vehicles for non call related activities and/or specific administrative call assignments

APPLICATION

Paramedics, EMAs, Field Superintendents, Deputy Chief, Commander of Quality Assurance

PROCEDURE

- 1) EMS vehicles are not to go out on a code 9 or 0 for the expressed purpose of personal business including such examples as performing personal banking, or buying goods for personal use, etc. The one exception is that vehicles may go mobile for the purpose of coffee or meal breaks.
- 2) EMS vehicle movements are generally made to maintain a high visibility within the community and to ensure staff has an opportunity to familiarize themselves with the geography of the area in accordance with the EMS Deployment Plan.
- 3) EMS vehicle movements initiated by staff, for professional and/or community relations purposes will be allowed.
- 4) Staff are allowed administrative calls for a break or meal in an EMS vehicle as long as:
 - a) They do not use a drive-thru window.
 - b) They ensure vehicle is secure (locked).
- 5) In all instances, crews will ensure that:
 - a) CACC is advised and has the ongoing ability to contact and dispatch the unit. To ensure the above, radio checks will be performed once at the location, and must be performed every 20 minutes thereafter.
 - b) The crew remains available to **immediately** respond to requests for ambulance service at all times.
 - c) The overall response time to the vehicles coverage area is not compromised.
 - d) The utmost care in maintaining a professional image is required. Paramedics must be mindful of their surroundings and realize that they are not only representatives of Manitoulin-Sudbury DSB but also represent the Paramedic profession as a whole.
- 6) Complaints by the public over any sort of inappropriate conduct will be reviewed and the privileges detailed in this policy directive may be revoked on

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an individual basis.

- 7) Management may direct the movement of any EMS vehicle by any crew or crew member, for any operational, professional, or public relations purpose.
- 8) Management will monitor response times impacted by "mobile" situations and take necessary actions to ensure that there is no overall effect on their service's response times.

REFERENCE

Manitoulin-Sudbury DSB EMS Deployment Plan