

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: January 1, 2011
Topic: 7. Administrative Directives	Replaces: May 20, 2010
Subject: 7.1 Preventative Maintenance ~Vehicle	
Policy No. G.7.7.1.	Page 1 of 2

PURPOSE

To ensure vehicle preventative maintenance programs is followed.

APPLICATION

Field Superintendents, Deputy Chief, Commander of QA, Administrative Support Staff, Paramedics/EMAs

PROCEDURE

- 1) All Ambulances and Emergency Response Vehicles operated by Manitoulin-Sudbury DSB EMS/SMU will be maintained within plus or minus 20% of the listed mileages or timeframes as per the attached "Ambulance & ERU Preventative Maintenance Schedule".
- 2) All Administration and Emergency First Response Units operated by Manitoulin-Sudbury EMS/SMU will be maintained within plus or minus 20% of the listed mileages or timeframes as per the attached "Passenger Car and Light Truck Preventative Maintenance Schedule".
- 3) Any vehicle operated by Manitoulin-Sudbury DSB EMS/SMU identified by staff as needing repairs that could affect its safe operation, shall be immediately put out of service. An inspection by a class A mechanic will be scheduled as a priority to ensure the vehicle is safe and to have any issues that are identified repaired.
- 4) Any vehicle going for repairs and/or maintenance will be accompanied by a "Repair/Maintenance Authorization" form, as attached.
- 5) Responsibilities:
 - a) Deputy Chief:
 - i) Tracking vehicle info
 - ii) Ensuring proper documentation
 - b) Field Superintendent:
 - i) Booking appointments to ensure compliance including any required follow up with garages.
 - ii) Ensure vehicles are moved to/from maintenance location as required
 - iii) Ensure that any vehicle information and/or documentation is passed on to the Deputy Chief in an expedient fashion.

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: January 1, 2011
Topic: 7. Administrative Directives	Replaces: May 20, 2010
Subject: 7.1 Preventative Maintenance ~Vehicle	
Policy No. G.7.7.1.	Page 2 of 2

- iv) Ensure that the up-dated Ministry of Transportation (MOT) annual safety inspection sticker is attached to the vehicle on inspection has been completed.
- c) Commander of QA:
 - i) review the Vehicle Maintenance/Repair Records and do a sample audit on at least 25% of the fleet to ensure compliance with this directive.
 - ii) Produce a report to the Chief
- d) Administrative Support Staff:
 - i) Works with Management in administration of the program.
- e) Paramedics/EMAs:
 - i) Move vehicles to from repair/maintenance depots as assigned.
 - ii) Notify management immediately if a vehicle is put out of service for any reasons.

REFERENCE

Manitoulin-Sudbury DSB EMS Vehicle Preventative Maintenance Schedule