

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: March 1, 2010
Topic: 8. Occupational Health & Safety	Replaces: G.6.17. and G.4.3.2
Subject: 4.1. Vehicle Circle Check	
Policy No. G.8.4.1	Page 1 of 2

### PURPOSE

To ensure 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

1. A vehicle circle check and vehicle equipment check will be done:
  - At the start of each shift or
  - When a vehicle is put “in service”, by the crew member assigned to that vehicle.
  
2. A vehicle circle check shall be done by following and completing the Daily Vehicle Inspection Report book provided.
  - The Daily Vehicle Inspection Report book must be kept within the vehicle for the duration of the shift
  - If minor deficiencies cannot be immediately addressed, the Paramedic/EMA is directed to email notification to the Duty Officer.
  - 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.
  
3. A vehicle equipment check shall be done by following and completing the checklist form(s) provided (either on paper or digitally submitted).
  - If equipment deficiencies cannot be addressed through the use of Station Inventory, the Duty Officer must be notified immediately.
  
4. Immediate incident reports to Management will occur when items such as the following are found during your vehicle and equipment checks:
  - Any new damage to the vehicle;
  - Any mechanical failure;
  - Any unusual circumstance that would not normally be expected.

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<b>REFERENCE</b>
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Ministry of Transportation Ontario, *Daily Inspection (Trip) and Maintenance Requirements for Bus, Coach and School Bus*, Queens Printer for Ontario 2007, <<http://www.mto.gov.on.ca/english/bus/regulations/daily/>>

Ministry of Health and Long Term Care, *Ambulance Act and Regulations*, Queens Printer for Ontario,

Manitoulin-Sudbury District Services Board, EMS Department, *Vehicle Circle Check Checklist*

Manitoulin-Sudbury District Services Board, EMS Department, *Vehicle Equipment Check Checklist*