

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: March 1, 2010
Topic: 8. Occupational Health & Safety	Replaces: G.6.28
Subject: 4.7. Vehicle Failure or Malfunction	
Policy No. G.8.4.7.	Page 1 of 1

PURPOSE

To clarify the roles and responsibilities of staff when there is a malfunctioning vehicle.

APPLICATION

Paramedics, EMAs, Management

PROCEDURE

- Unsafe / unserviceable vehicles will be taken out of service.
- The Duty Officer must be notified immediately.
- C.A.C.C. shall be notified when vehicles are taken out of service or brought back into service.
- Signage shall be placed on both front and back of the vehicle indicating that the vehicle is out of service.
- The reporting staff must complete an Incident Report and/or a Vehicle Repair Authorization.
- A notation will be made on SharePoint by the Duty Officer.

- Should Paramedics be unable to respond to a call from a station due to vehicle failure, they shall notify C.A.C.C. immediately and take appropriate action to rectify the problem (i.e. use spare vehicle).
- If a vehicle failure occurs while on a call:
 - Where it is safe to do so, and there exists no threat to the health and safety of the patient and crew, complete the assigned call;
 - Where it is not safe to carry on, and the health and safety of the patient and crew is in jeopardy, as safely as possible pull over to the side of the road (using emergency lights if necessary) and make arrangements with the Communication Officer to have another ambulance dispatched to complete the call.
 - Ask the Communication Officer to call Management informing him/her of the situation and arrange to have a spare vehicle put in service and the inoperative vehicle taken to repair facilities (towed, etc.) as soon as possible.
 - As soon as possible, complete an Incident Report and/or a Vehicle Repair Authorization.

REFERENCE