

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Emergency Medical Services	Effective Date: May 29, 2015
Topic: 4. Operations Directives	Replaces:
Subject: 1. Paramedic Graduated Driving Program	
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**PURPOSE**

A standardized driving policy will allow new Emergency Medical Services personnel to become familiar with the response areas, and to adapt themselves to the risks and responsibilities of driving an emergency vehicle. This graduated program will integrate new staff into full driving privileges, and should help to alleviate any potential concerns for all stakeholders.

**APPLICATION**

Paramedics, EMAs, Management

**PROCEDURE**

- **Calls 1 to 5:** No regular driving of Emergency Medical Services vehicles. This will allow for some geographical education. Firsthand knowledge of regularly attended sites will aid in familiarization. During this period of integration, new staff should work with their partner to practice egress and ingress (leaving and backing) from the base. Such driving practice at a station location is authorized.
  
- **Calls 6-15:** Driving allowed on non-emergent responses (no warning system activation), with their partner in the front passenger seat, and no patient on board. This will allow for a slow integration into the role of the driver. Driving to low priority calls will create an increased comfort level while becoming accustomed to the size of an Ambulance. During this period of integration, new staff should work on geographic understanding of their roaming areas, while becoming more familiar with the unique driving characteristics of an ambulance.
  
- **Calls 16-21:** Driving allowed on all response types, with their partner in the front passenger seat, and with no patient on board. This will allow full integration into the role of emergency driver with their partner's assistance on emergency calls. Any potential problems or hazards may be recognized by the partner.

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- **Call 22 &>:** Zero restrictions, unless concerns have been raised. It is the responsibility of the Paramedic to advise their Field Superintendent when they have reached this point in time. The Field Superintendent will authorize the final removal of driving restrictions, and will document this status.

During the post-orientation, restricted driving period, each new employee will be subject to an observation ride out with a Field Superintendent or the Commander of Training. Any concerns will be communicated to the new employee, and documented for potential remediation.

### **Exceptions**

The new Paramedic will complete an Incident Report in SharePoint following completion of call 21, to indicate they are no longer on driving restrictions. During the period of restricted driving, every attempt will be made not to schedule new employees with another new employee.

The service has the authority to modify or extend component pieces of this graduated driving program, based upon individual findings/assessments.

<b>REFERENCE</b>
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