
 Rainy River District Social Services Administration Board	SECTION: Land Ambulance
	POLICY TITLE: Vehicle and Equipment Checks
ORIGINAL DATE: July, 2006	POLICY AREA: Vehicle, Equipment & Facilities
REVISION DATE: August, 2016	POLICY NO: LA – 6.3
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Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that mandatory daily equipment and supply checks are completed prior to each regularly scheduled shift by Paramedics.

Paramedics ensure that the vehicle in which they respond is equipped to handle any eventuality. Vehicles, equipment and supplies must meet all requirements of the:

- a) *Ambulance Act, R.S.O. 1990, c. A. 19*, as amended;
- b) *Ontario Regulations 257/00, General*, as amended; and
- c) *Land Ambulance Service Certification Standard*, as amended.

Procedure

1. At the beginning of each shift, staff must complete the detailed checklist on the *Daily Documentation Log*. All items on the Checklist must be visually and operationally inspected. The Serial number for the Defibrillator, Drug Bag and the Toughbook Identification number must be recorded on the documentation log.
2. Any item found deficient must be replaced immediately and documented on the checklist. Staff are responsible to ensure that their assigned vehicle is ready and equipped for service.
3. If a deficient item is identified which cannot be corrected, the Duty Officer is informed, and an *Operational Impact Report* completed. The Operational Impact form must clearly indicate the serial number of the equipment (defibrillator, stretcher, Toughbook etc) being reported where applicable.
4. If during the vehicle check, the crew on duty receives an emergency call, the critical items for service must be checked, such as fuel, oxygen, tire condition, brakes and lighting system, stretcher, defibrillator and Symptom Relief Kit.

5. Immediately upon return to the Base, the crew completes the remainder of the checklist for the assigned vehicle.
6. The Duty Officer evaluates compliance on the checklist on a daily basis and refers to the appropriate Deputy Chief for followup.
7. The designated Deputy Chief(s) evaluates compliance on the checklist on a weekly, monthly and quarterly basis.
8. The Deputy Chief ensures that remedial training is provided to employees with identified deficiencies.