
 Rainy River District Social Services Administration Board	<b>SECTION:</b> Land Ambulance
	<b>POLICY TITLE:</b> Vehicle Preventive Maintenance
<b>ORIGINAL DATE:</b> July, 2006	<b>POLICY AREA:</b> Vehicle, Equipment & Facilities
<b>REVISION DATE:</b> August, 2016	<b>POLICY NO:</b> LA – 6.4
<b>NEXT REVIEW DATE:</b> September, 2019	<b>APPROVED BY:</b> 

## Policy

The Rainy River District Social Services Administration Board (RRDSSAB) ensures that all ambulance and emergency response vehicles are maintained in a safe mechanical condition under a compulsory *Preventive Maintenance Schedule* as required under 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.

Vehicle usage is monitored by the Chief of Paramedic Services, or designate, who ensures that routine maintenance is completed as follows:

Schedule A	6,000 kms + or – 20%;
Schedule B	18,000 kms + or – 20%; and
Schedule C	36,000 kms + or – 20%.

A *Commercial Safety Certificate* or *Safety Standard Certificate*, as required by vehicle weight, is completed every fall in conjunction with a “B” or “C” inspection.

Emergency Support Units (ESU), Emergency Response Units (ERU), and RRDSSAB administrative vehicle inspections will be based on mileage. At minimum, ESU, ERU and RRDSSAB Administrative vehicles will be inspected annually for *Commercial Safety Certification*.

A road test must be completed before and after every service.

## Procedure

1. The Chief of Paramedic Services (PS), or designate, establishes an annual *Preventive Maintenance Schedule* for all vehicles, for the appropriate level of servicing, according to the aforementioned schedules.

2. The location of the service is determined by the Chief of PS, or designate, and is dependant on the vehicle needs, costs and qualifications of the servicing agency.
3. The Chief of PS, or designate, advises the Central Ambulance Communication Centre (CACC) of the expected duration of removal from service and the expected return to service. Any change in the duration of service exceeding a full day is reported to CACC, with a new estimate of the vehicle's return to service.
4. The Servicing Centre completes the compulsory *Preventive Maintenance Schedule* and provides invoices of repairs and maintenance completed.
5. Preventive Maintenance and costs are recorded on the *Monthly Vehicle Operating Data Form* and the *Preventive Maintenance Schedule*.
6. A copy of the completed compulsory *Preventive Maintenance Schedule* is retained on the applicable permanent vehicle file for the service life of the vehicle.
7. The Deputy Chief(s) complete an *Annual Ambulance Condition Check* on each RRDSSAB owned vehicle. The *Annual Ambulance Condition Check Forms* will be submitted to the Chief of PS for budgeting purposes by December 31<sup>st</sup> of each year.