**Section 100 – Management & Administration**

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| Vehicles & Equipment – 104.00 | | | |
| S.O.P # 104.02 | **Vehicle and Equipment Checks** | | Page: 1 of 1 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**104.02.01 Purpose**

The purpose of this policy is to ensure District vehicles and equipment are maintained in good working order.

**104.02.02 General**

Daily vehicle checks are to be done daily by the ambulance crews. Monthly ambulance inventory checks will be assigned to ambulance personnel by the Logistics Officer. These checks are to ensure that all required equipment is on board the ambulances and in good working order. These checks are also to ensure the ambulances are operational ready.

**104.02.03 Procedures**

1. Ambulance Crews will complete the daily vehicle check after morning briefing.
2. Any missing equipment or broken equipment will be replaced from supply. If the supply room is out of that item, then the crew can take it from the 4th out or 3rd out ambulance. A message to the Logistics Officer must be made on the white board in the bay of the missing item and where you replaced it from.
3. Oxygen will be maintained at acceptable levels, replace or fill tanks at the following level: replace main tanks at 500 lbs PSI, fill portable tanks at 1200 lbs PSI.
4. Notify the Maintenance Officer of any deficiencies of the vehicles.
5. During Monthly Inventory Checks;
   * Replace any expired medications or items
   * Clean the kits and cabinets
   * Replace any items missing from kits or ambulance.