

**CCEMS
OPERATIONS POLICY 100-12
VEHICLE MAINTENANCE**

I. PURPOSE

- 1.1 To assure scheduled and unscheduled vehicle maintenance is done timely, promptly and to minimize out of service time.
- 1.2 To provide employees and patients with well maintained and safe transport vehicles.
- 1.3 To assure a process for taking vehicles out of service.


II. POLICY

- 2.1 Typically, most CCEMS vehicle maintenance will be performed at Coshocton Brake and Supply, located at 601 Walnut Street, Coshocton.
- 2.2 Minor vehicle issues may be addressed or repaired by utilizing the Coshocton County Maintenance department beside Station 2.
- 2.3 Typically, Prince's Wrecker Service will be used anytime a CCEMS vehicle requires towing.
- 2.4 Crews will document all routine and emergency vehicle maintenance requests on the official CCEMS "Vehicle Maintenance Form" (Attachment A) and inform a member of Leadership anytime this is done.
- 2.5 All crew members have the authority to place vehicles out of service for safety related issues. Crew members taking vehicles out of service will contact a member of Leadership as soon as possible.
- 2.6 Completed Vehicle Maintenance Forms will be routed to the business office, where they will be filed for future reference.

III. PROCEDURE

- 3.1 All CCEMS vehicles will receive preventive maintenance work based on mileage traveled. When a vehicle is due for routine preventive maintenance, notification should be made in the shift report or by calling or sending an e-mail to leadership.
- 3.2 In the event of a CCEMS vehicle breakdown, crew members will: 1. immediately contact another ambulance for assistance, if needed. 2. Contact a member of Leadership for assistance, if needed. Leadership will help the crew contact the maintenance department and wrecker service, if needed. Typically, Prince's wrecker service will be used anytime a CCEMS vehicle needs towed. However, Leadership is permitted to alter this depending on circumstances at the time of the incident.
- 3.3 In the event a patient was on board, the crew will complete an "Unusual Occurrence Form" SOP 100-06 (Attachment A) and make immediate contact with a member of Leadership. Leadership will be responsible for following up with the patient and/or family.

- 3.4 Crews are permitted and expected to take vehicles out of service for any questionable safety related issues. When a crew elects to take a vehicle out of service, they will: 1. Place an "OUT OF SERVICE" sign, located at each Station in the vehicle. 2. Immediately contact a member of the Leadership Team. 3. Send an email to all partners stating that the vehicle is out of service. Leadership, or their representative, will be responsible for contacting the maintenance department and/or wrecker, if needed.
- 3.5 Crew will forward all completed Vehicle Maintenance Forms to the business office. The administrative assistant will be responsible for filing all completed vehicle forms for future reference.

Director: 

Effective: 8/5/2008

Reviewed: _____

Revised: _____