
TITLE	Vehicle Operations Policy
POLICY NO:	2013-011

POLICY STATEMENT:

Superior EMS committed to the safety and well-being of its employees and has adopted this policy to assist them in the safe, accident-free operation of company vehicles. It is expected that employees will operate company vehicles with care, due diligence and safety in mind. For our part, Superior EMS will strive to ensure that our employees are provided with vehicles that are safe and practical.

POLICY OBJECTIVE:

The purpose of this policy is to establish general guidelines for utilizing Superior EMS Vehicles.

SCOPE:

All Staff and Volunteers of Superior EMS

POLICY:

Superior EMS from time to time will operate various vehicles including ATV response carts, rapid response vehicles, ambulance type vehicles and support vehicles. It is important that we maintain a positive image while operating these vehicles in a safe and effective manner.

Vehicles

Superior EMS vehicles shall contain:

- Vehicle registration card;
- Proof of insurance card;
- Vehicle accident report packet.

Authorized Use

- Superior EMS vehicles shall be used by authorized employees only, with the exception made for repair testing by a mechanic.
- For all *ambulance* type vehicles operated by Superior EMS, drivers must have a clean abstract with no at-fault accidents within the past 6 years, and meet all employment health standards.
- Passengers shall be limited to individuals requiring transportation for the transaction of company business.
- Spouses, other family members and other non-employees are prohibited from operating or



riding in/on Superior EMS Vehicles.

Vehicle Maintenance

- Superior EMS believes that proper vehicle maintenance is important to the safety of our employees, and will increase the life-span of the vehicle.
- Routine maintenance work shall be completed at intervals of 5000 km or as required and will include oil change, safety checks, and any scheduled maintenance.
- Superior EMS vehicles should be kept clean, and free of refuse at all times. A clean vehicle reflects well on the company.
- Superior EMS employees will complete on the iPad a shift log including a circle check and mileage log with every use of the vehicle to ensure accurate records. Any maintenance performed shall be noted in the mileage report.
- Should a Superior EMS vehicle require maintenance and/or repairs, prior approval from the fleet manager shall be required. The service center used shall provide an estimate before performing any maintenance and/or repairs.

Fueling Superior EMS Vehicles

- Vehicles shall be fueled at a Superior EMS approved facility, by the fleet officer
- If a vehicle is requiring fuel and the fleet officer is not available, the duty officer should be paged.

Employee Expectations

- Employees are expected to operate Superior EMS vehicles in a safe and responsible manner.
- Employees using Superior EMS vehicles must have a valid driver's license in good standing and current auto insurance while on company business.
- Obey all posted speed limits and rules of the road.
- Smoking is prohibited in Superior EMS vehicles.
- Eating while driving is prohibited in Superior EMS vehicles.
- Use of cellular telephones or PDA's are prohibited while operating any Superior EMS vehicle.
- Employees shall assume sole responsibility for any tickets (traffic or parking) incurred.
- Employees must report any ticket violations incurred while on company business to the management team within 72 hours.
- Any employee who has their drivers' license revoked or suspended shall notify the company immediately. In this event, the employee shall immediately cease and desist any operation of Superior EMS vehicles.
- *Employees are expected to keep the vehicle CLEAN, and expected to keep the vehicle free of damage, or excessive wear and tear.*



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Accident Reporting

- Call for medical assistance if required.
- Regardless of the severity of the accident, it must be reported to the police.
- Accurately record the names and addresses of the driver and occupants of the other vehicle and any witnesses.
- Provide the other party with your name, address, driver's license number and insurance information.
- Complete the vehicle accident report packet with the name and driver's license number of the other driver, their insurance carrier and policy number, make, model and year of the vehicle, date, location and time of accident, and any pertinent weather and road conditions.
- Do not discuss the accident with anyone at the scene of the accident other than the police. Do not accept any responsibility for the accident. Do not argue with anyone.
- As soon as is humanly possible, inform the management of the accident, and file a written report of your account of the accident, with a copy of the accident report.
- In the event of any accident involving a Superior EMS vehicle, a formal review shall be conducted to assess employee involvement, and any preventative measures that may have been taken to avoid it.

ATV Vehicles

- Superior EMS ATV vehicles shall be maintained in 3-month intervals, with documented maintenance records.
- Supplies and equipment will be maintained and monitored monthly according to "Appendix A"
- Use of emergency warning systems shall only be utilized when on-site at an event on route to an emergency or while on the site of an emergency where safety may be compromised without warning systems engaged.
- When transporting a patient, or when an attendant is on the back of the ATV, a maximum speed of 15km/hr is permitted to ensure the safety of the attendant/patient, and a double check of all securing systems must be conducted prior transport.
- Approved helmets must be worn at all times when operating the ATV off the event site, when operating on open streets, and when operating off-road.

Ambulance Type Vehicles

- Superior EMS ambulance type vehicles shall be maintained in 6-month intervals, with documented maintenance records.
- Supplies and equipment will be maintained and monitored monthly according to "Appendix



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B”

- Vehicles shall be started at minimum weekly to ensure optimal function
- Use of emergency warning systems shall only be utilized when on-site at an event on route to an emergency, when stopping at motor vehicle collisions or other emergencies while driving the vehicle, or on the site of an emergency where safety may be compromised without warning systems engaged.
- **Under no circumstances may patients be transported to the hospital or off the site of the event in ambulance type vehicles.** All patients are to be transported only by municipal EMS services.

Supervisors Vehicles

- Superior EMS ambulance type vehicles shall be maintained in 6-month intervals, with documented maintenance records.
- Supplies and equipment will be maintained and monitored monthly according to “Appendix C”
- Use of emergency warning systems shall only be utilized when on-site at an event on route to an emergency, when stopping at motor vehicle collisions or other emergencies while driving the vehicle, or on the site of an emergency where safety may be compromised without warning systems engaged.

Training / Certification

Ambulance Type Vehicles

- Every 2 years, all Superior EMS staff will complete a required orientation/re-orientation along with a minimum of 2 hours supervised on the road consisting of both in-town and highway driving while not assigned to an event or shift.

ATV Type Vehicles

- Every 2 years, all superior EMS staff authorized to operate the ATV type vehicles will complete a required orientation/re-orientation along with a minimum of 1 hour supervised on the road consisting of both on-road and off-road driving while not assigned to an event or shift.

Dash-Cam Recorder

- All Superior EMS vehicles will be equipped with a dash camera, which will record video from the dash of the vehicle. The dash camera will be equipped with GPS and will record audio of the crew cabin when the vehicle is in motion.
- When moving a Superior EMS Vehicle, the recorder must be on, and GPS activated prior to



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moving the vehicle on a public road.

- Exceptions to waiting for the recorder to be active prior to moving the vehicle is when responding to an emergency.
- The recorder memory card, or the recorder is not to be removed from the vehicle, including when an accident occurs without a court order.
- Removing or altering the recorder or its data will result in immediate termination.

ALL EMPLOYEES MUST OBEY THE RULES AND REGULATIONS OF THE GOVERNMENT WHERE THE VEHICLE IS BEING OPERATED.

Date of Original:	April 1, 2013
Date Updated:	September 28, 2016
Date to be Reviewed:	September 28, 2018
Authority:	Chief of EMS Operations



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Appendix A – ATV Style Vehicle Minimum Stock List

Equipment Description	Minimum Quantity
Cots, Stretchers and Accessories	
1. Cot, lift assist (35A)	1
2. First Response Kit	1
3. KED	1
4. Oxygen Kit	1
5. Spinal Board and Immobilization Kit	1



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Appendix B – Ambulance Style Vehicle Minimum Stock List

Equipment Description	Minimum Quantity
Cots, Stretchers and Accessories	
1. Cot, lift assist (Stryker MX Pro)	1
2. Stair-Chair Stretcher	1
3. Stretcher, Scoop	1
4. Stretcher, #9	1
Immobilization Equipment	
1. Cervical Collar, Adult (Adjustable)	2
2. Cervical Collar, Paediatric (Adjustable)	2
3. Spinal Board, Quick Connect	3
4. KED	1
5. Splint, Multi-purpose	4
Kits	
1. Burn Kit	1
2. First Response Kit	1
3. Mass Casualty Incident Kit	1
4. Obstetrical Kit	1
5. Symptom Relief Kit	1
Oxygen/Suction Equipment and Accessories	
1. Airways, Nasopharyngeal	2 sets
2. Airways, Oropharyngeal	2 sets
3. Bag Valve Mask, Adult	1
4. Bag Valve Mask, Paediatric	1
5. Lubricant, Water Based	10
6. Oxygen Mask, Nebulizer	2
7. Oxygen Mask, Adult High Concentration	4
8. Oxygen Mask, Paediatric High Concentration	4
9. Oxygen Mask, Nasal Cannula	2
10. Oxygen Cylinder, D Size	2
11. Oxygen Cylinder, M Size	1
12. Oxygen Flowmeter, Vehicle	1
13. Oxygen Pressure Regulator, Vehicle	1
14. Suction Catheter (#10F and #14F)	2 of each
15. Suction Tip, Wide Bore	2



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16. Suction Tip, Yankeur type	2
17. Suction Tubing	2
18. Suction Collection Container	2
19. Suction Unit, Vehicle	1
Cardiac Monitor/Defibrillator Supplies	
1. Defibrillator/Cadiac Monitor (with all supplies)	1
Wound Management/Patient Care Supplies	
1. Adhesive Tape, Transpore	2
2. Alcohol Prep Pads	100
3. Bandage, Conforming 4"	5
4. Bandage, Triangular	10
5. Instant Ice pack	5
6. Instant Hot Pack	5
7. Abdominal Pads	10
8. Gauze Pads, Various sizes	50
9. Scissors, Paramedic	1
10. Blood Pressure Cuff, Adult	1
11. Blood Pressure Cuff, Adult XL	1
12. Blood Pressure Cuff, Paediatric	1
13. Stethoscope	1
Personal Protective Equipment	
1. Gowns/Disposable	4
2. Safety Glasses	2
3. Gloves, Non Sterile	10 pair of each size
4. Gloves, Safety	2 pair
5. Hand Sanitizer, Instant	1
6. Helmet, Safety	2
7. N95 Masks	10
8. Sharps Container	1
9. Surgical Masks	1 box
10. Vests, High Visibility	2
Miscellaneous	
1. Bed Pan	1
2. Emesis Bag	4
3. Tissues, Facial	1
4. Tissues, Toilet	1



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5. Urinal	1
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Appendix C – Supervisor Vehicle Minimum Stock List

Equipment Description	Minimum Quantity
1. Burn Kit	1
2. Defibrillator	1
3. First Response Kit (fully stocked)	1
4. Eyewear – Protective	1
5. Helmet, Safety	1
6. Gloves, Safety	1
7. Gloves, Non Sterile	1 box
8. Obstetrical Kit	1
9. KED	1
10. Splint, multipurpose	2
11. Symptom relief kit	1
12. Vest, High Visibility	1



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