

LEON COUNTY EMS

Standard Operating Guideline

Title: Equipment & Vehicle Check-in
CAAS: 203.03.02
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I. PURPOSE:

The purpose of this guideline is to define a procedure for checking-in ambulances and equipment at the start of each shift.

II. VEHICLE GUIDELINE:

All employees shall perform a safety check each day of any vehicle they are assigned to drive. These checks will be documented on the check-in sheet. The safety check will include:

1. Windshield washers and wipers
2. Directional signals / turn signals
3. Tires – check for adequate inflation, damage and tread wear.
4. Lights – all lights must be checked, inside and out, including dash lights. Check both high and low beam headlights.
5. Horn
6. Hydraulic system/ Breaks and Steering – When testing the brakes the engine will be on. They shall be tested by putting the vehicle in gear and applying the brakes to bring the vehicle to a stop. When the pedal is depressed it should move smoothly. When released the pedal should return to the raised position. When stopping there should not be any pulling to either side, grinding sounds or return pressure felt in the brake pedal. If brakes fade or any of the above symptoms are noted immediately notify Logistics or the Shift Supervisor and take the unit out of service.
7. Parking brake – The vehicle should not roll either forward or backward when the parking brake is applied.
8. Back-up alarm
9. Emergency lights
10. Sirens

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11. Date / mileage due of next preventive maintenance. – Vehicles that are found to be due for preventive maintenance will be immediately reported to logistics.
 12. Damage to the vehicle – all employees will complete the vehicle's damage report when taking responsibility for the vehicle. Upon return of the vehicle it will be inspected for new damage. Damage not previously noted on the vehicle's damage report will be assumed to have occurred during the employee's use of the vehicle. If new damage is noted it will be immediately reported in writing to the shift supervisor.
 13. Motor oil
 14. Brake fluid
 15. Power steering fluid – should be checked while the vehicle is on a level surface and when the engine is warm but not running.
 16. Air ride system
 17. Automatic transmission fluid
 18. Cooling system reservoir
 19. Seatbelts – assure they are in proper working order. Buckles must lock into place and release when the button is depressed. Straps must not be ripped, torn or frayed.
 20. Equipment – assure that all equipment is stored and secured in its proper place. Make certain that nothing can loosen and become a “missile” hazard in the event of a quick stop.
 21. Reporting Repairs Needed- Refer to SOG 131.00.

III. EQUIPMENT GUIDELINE:

All employees shall perform an equipment check each day of any vehicle they are assigned to drive. These checks will be documented on the check-in sheet. The equipment check shall be completed on an ambulance check-in sheet, and shall include a minimum of: proper function of durable medical equipment, adequate supply of all equipment, expiration dates of medications, and documentation of the crew members completing the check.