

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title: Vehicle Maintenance
Policy: 437.00
Purpose: To maintain OCEMS response vehicles in serviceable and working order.

Policy:

Fleet Maintenance will vary depending on individual service area, weather conditions, and type of services provided. The goal of preventative maintenance is to prevent accidents to crews and patients that can be avoided with diligent preventative measures. It is also designed to limit costs and prevent catastrophic expense.

Fleet Maintenance:

The Fleet Manager must keep accurate records of each vehicle in the fleet to assure consistent care and follow-up to any mechanical issues. Checklists, which are turned in each shift, must be carefully compared to previous records. Attention to specific service points.

A preventative maintenance program will be maintained on all OCEMS vehicles.

1. Expectations of the assigned members are:
 - a. Complete the daily vehicle inspection.
 - b. Maintain an awareness of changes in the vehicle condition. When a mechanical difficulty is suspected, the assigned driver should:
 - i. Safely stop the vehicle.
 - ii. Assess the vehicle's status.
 - iii. Advise team members of the situation.
 - iv. Contact dispatch and the on-duty supervisor.
 - v. Contact local mechanics and/or towing. (Contacts and phone numbers are located in the driver's handbook.)
 - vi. Remain with the vehicle until the situation is resolved
 - vii. In the event mechanical difficulties occur while a patient is being transported and the vehicle is unable to continue the transport, the crew should:
 - viii. Notify dispatch, medical control, and the on-duty supervisor of patient and vehicle status.
 - ix. Contact an appropriate transport service and ask for assistance to transport the patient.
 - x. Remain with the patient to ensure continuity of care.

Okaloosa County maintains facilities to accommodate the storage and repair of ambulances. These facilities are not to be used by anyone other than personnel designated by the Director of Fleet Maintenance.

Tools and other shop equipment are off limits to unauthorized personnel. Vehicle equipment/supplies must be requisitioned through the Supply and Logistics Supervisor. No vehicles will be taken to the maintenance garages or to dealerships without the approval of the Supply and Logistics Supervisor and/or the Shift Supervisor.

Under no circumstances will field personnel telephone the Fleet Maintenance for vehicle status.

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Maintenance Facility Locations:

1. North County Fleet Maintenance, 2798 Goodwin Avenue, Crestview.
2. South County Fleet Maintenance, 84 Ready Avenue, Fort Walton Beach

Accountability and Compliance:

1. It is the responsibility of all personnel operating an OCEMS vehicle to ensure that the preventive maintenance schedule is followed to maintain serviceability and operation.

Policy #:	437.00
CAAS:	N/A
Author:	Brewer
Reviewed:	Leadership
Approved:	Leadership
Status:	Active
Effective Date:	07/28/2016
Revision Date:	07/28/2016