

TITLE: VEHICLE OPERATION	SECTION: LAND AMBULANCE
DATE: August 9, 2001	POLICY NO.: KDSB-LAS-V-07
APPROVED BY: Resolution No. 2001-102	REVISED: Res. No. 2008-150 - October 2, 2008
<p>1. <u>POLICY STATEMENT</u> Land Ambulance and emergency response vehicles owned or leased by the Kenora District Services Board will be operated in accordance with the Highway Traffic Act and policies of the KDSB and will only be used for the provision of approved ambulance services. Only employees with valid Class F license can drive emergency vehicles.</p> <p>2. <u>PROCEDURE</u></p> <p>2.1 <u>Fitness for Work</u></p> <p>(1) Paramedics are prohibited from reporting to work, responding to calls and operating any KDSB vehicle while under the influence of alcohol or drugs. This includes prescription drugs which may impair the cognitive abilities of the Paramedic.</p> <p>2.2 <u>Call Assignment</u></p> <p>(1) Each employee of the Kenora District Services Board who is required to drive an ambulance or emergency response vehicle as part of his or her employment shall transport each patient to a facility or other destination as directed by a communications officer.</p> <p>(2) In the absence of direction from a communications officer, the driver of an ambulance or emergency response vehicle shall, in an emergency situation, transport a patient to the closest health care facility that is apparently able to meet the health care needs of the patient.</p> <p>2.3 <u>Emergency Situations</u></p> <p>(1) An emergency situation is defined as a call dispatched as a Code 4, or that the crew designates as a Code 4 after assessing the patient.</p> <p>(2) It is the ultimate legal responsibility of every driver of an ambulance vehicle to ensure the safe operation of the vehicle under his/her care and control in relationship to traffic, weather and other conditions, which relate to patient, crew and public safety when responding to an emergency situation in accordance with the Highway Traffic Act.</p> <p>(3) Operating a land ambulance vehicle in excess of 110 km/hour in an emergency situation as defined will require the completion of an incident report and review by the Ambulance Service Manager or Coordinator.</p> <p>(4) The driver of a land ambulance vehicle has no legal authority to proceed through a stop sign, without first coming to a complete stop and ascertaining that it is safe to proceed through the intersection regardless of call priority or operation of the emergency vehicle warning systems.</p> <p>(5) In an emergency situation, the driver of an ambulance upon which the siren is sounding continuously and the emergency warning lights are in operation, may, after bringing the vehicle to a complete stop and ascertaining that such movement can be made safely, proceed through the intersection without waiting for a green signal light to be shown.</p> <p>(6) Careless operation of a land ambulance vehicle that endangers the occupants of the vehicle and/or reckless use of speed will result in disciplinary action up to and including dismissal.</p>	

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- (7) The emergency warning lights must be activated when responding to an emergency situation unless instructed otherwise.
- (8) The siren may be used when responding on a priority 4 call only.
- (9) The public address (P.A.) system may be used when traveling on any priority 3 or 4 call. The use of the P.A. system should be restricted to giving other drivers specific directions.
- (10) Police will not be requested to provide an escort for a land ambulance under any circumstance. An additional ambulance will not be used to provide an escort under any circumstances. Police may be requested for assistance at scene if necessary.

2.4 Non-Emergency Calls

- (1) In the case of a non-emergency call, the posted speed limit will be strictly adhered to.
- (2) If the tachograph indicates that the posted speed limit has been exceeded, an incident report must be completed and submitted to the Ambulance Service Manager or Coordinator prior to the end of the shift.
- (3) The emergency warning systems will not be activated on low priority call. They are not used on Code 1, 2, or 3.

2.5 Administrative Calls

- (1) Any service business or administrative duties performed with the use of an ambulance must receive a Code '0' call number from dispatch prior to leaving on the call.
- (2) It is the ambulance crew's responsibility to ensure they are in continual contact with dispatch. This includes advising dispatch when arriving at the pick-up location, departing the pick-up location and arrival back at base.
- (3) Administrative calls do not include vehicle use for any personal purposes. Pick up of meals at food outlets is permitted only in conjunction with an administrative call. The ambulance must not be used for the single purpose of picking up a meal.

2.6 Call Reassignment

- (1) Ambulance staff may be reassigned at any time during their work period by any dispatch centre under the following conditions:
 - While en route to a Code 1, 2 or 3 priority call, ambulance staff may be reassigned to a higher priority call.
 - While on stand-by coverage for another service, or upon completion of calls in another service or dispatch area, ambulance staff may be directed to respond to emergency or non-emergency calls. Non-emergency calls require confirmation from the local CACC directly at the time of the call or through agreed transfer protocol.
 - When notified by dispatch that a call has been cancelled.

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- (2) When reassigned by dispatch to a higher priority call after arrival at the scene of the original call, ambulance staff will:
 - Notify dispatch, as soon as possible, as to the condition of the patient at their location.
 - Ensure there is someone who can take responsibility for the patient, providing the patient can be safely left at the scene.
 - Inform the patient or the patient's family as to the reason they are leaving, ensuring they understand that an ambulance will return to transport the patient to the hospital as soon as possible.
- (3) When at the scene of a "non-patient carrying" call, ambulance staff will notify dispatch as soon as possible that they are available for another assignment.

2.7 Vehicle Availability

- (1) Employees of the Kenora District Services Board will, at all times, inform the Kenora CACC or designated alternate Communications Centre as to the availability and location of each employee, ambulance or emergency response vehicle.
- (2) Employees of the KDSB operating a land ambulance or emergency response vehicle will report its presence and movement to the communications centre within the geographical area that it is operating.
- (3) If circumstances require a vehicle to be removed from and/or returned to service the CACC must be informed immediately of its status.
- (4) At any time that a land ambulance or emergency response vehicle is not available for dispatch by a designated communications centre a visible "NOT IN SERVICE" sign will be placed in the front and rear of the vehicle.

2.8 Stopping While En Route to or Returning From a Call

- (1) Ambulance crews will not stop for personal reasons while en route to a patient call.
- (2) While returning to base after completion of a call crews may stop briefly (maximum 10 minutes) provided:
 - prior approval has been indicated by the Ambulance Service Manager or Coordinator.
 - dispatch is aware of the crew's intentions.
 - the exact location of the stop is given to the dispatcher.
 - the crew is in contact with dispatch during the stop.
 - the location of the stop is in the proximity of the route back to base.
 - the applicable times are communicated to the dispatcher.

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The dispatcher has the right to deny permission to make an unscheduled stop even when permission has been given by the Ambulance Service Manager or Coordinator.

2.9 Driving of an Ambulance by Unauthorized Personnel

- (1) No person is permitted to drive any NW EMS vehicles unless they are employees of the Kenora District Services Board Land Ambulance Service or have been given specific approval by the Ambulance Service Manager or Coordinator.
- (2) The Manager or Coordinator may approve individuals not employed by the Kenora District Services Board to drive land ambulance vehicles in the following circumstances:
 - when the vehicle is being loaned to another ambulance service and proper paperwork has been completed.
 - for the purpose of performing an 'F' license road test by potential employee.
 - service personnel to or from the repair facility.

2.10 Seat Belts and Restraints

- (1) Seat belts will be worn by the crew and all ambulatory patients and escorts. Stretcher patients will be secured on stretcher at all times using the appropriate securing devices.
- (2) The attending paramedic/escort may release his/her seat belt only if they are attending to the patient.
- (3) Stretchers will be secured in the ambulance in accordance with the information provided during the M 35-A transporter training module, June 1994 and 30SC stretcher training module, January 1996.
- (4) Infants will be secured within an approved incubator and the incubator secured within the ambulance in accordance with the incubator retention training module, April 1995.

2.11 Smoking

Smoking of cigars, cigarettes, tobacco or any other substance by any person while in an ambulance or emergency response vehicle is strictly prohibited.

2.12 Backing up of Ambulance

- (1) The driver of a land ambulance vehicle will ensure that every possible precaution is taken to prevent damage to the vehicle or property, and injury to others when operating the vehicle in reverse.
- (2) It is the responsibility of the driver to ensure that the attendant, or an apparently capable adult, is at the rear of the vehicle, in his view, and clear of the intended path of the vehicle, in order to assist or guide him in backing up in every situation.

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- (3) It is the responsibility of the attendant to act as the above mentioned guide person whenever requested to do so by the driver.
- (4) When there is no guide person available, as occasionally occurs when responding to emergency calls; the driver, whenever possible, positions the Ambulance in such a manner that backing up is not required.
- (5) If the driver of the Ambulance has no guide person available and the Ambulance must be backed up, it is the driver's responsibility to ensure that the way is clear. This includes stopping the vehicle, getting out and walking around the rear of the vehicle to visually check for obstructions and utilizing both mirrors while reversing in a slow and careful fashion.
- (6) If the Ambulance is equipped with a back-up alarm, the alarm should be in operation when backing up.

2.13 Vehicle Breakdown

- (1) Should ambulance staff be unable to respond to a call from a station due to vehicle failure, they will notify dispatch immediately and take appropriate action to rectify the problem. If ambulance staff cannot solve the problem, they will ensure the vehicle is taken to an approved service garage/agent.
- (2) Unsafe/unserviceable ambulances will be taken out of service, properly placarded, a report filed and the Service Manager or Coordinator notified. Dispatch will be notified that the vehicle is out of service.
- (3) If the vehicle failure occurs while en route to a call, ambulance staff will notify dispatch immediately and give the following details:
 - whether or not they can continue to the scene and render patient care.
 - the problem(s) involved with the vehicle.
 - the exact location of the disabled vehicle.
 - whether a tow truck and transportation back to the station is required.
- (4) A Vehicle Breakdown Occurrence Report must be completed and submitted to the Ambulance Service Manager or Coordinator as soon as possible after the occurrence.

2.14 Driving Infractions

- (1) All Paramedics, Ambulance Attendants and Volunteers shall hold a valid driver's license issued under the Ontario Highway Traffic Act and in accordance with Regulation 257/00 of the Ambulance Act that authorizes that individual to drive an ambulance.
- (2) In the event the driver of an ambulance owned or leased by the KDSB is charged under the Highway Traffic Act, the driver is liable for any fines levied and/or demerit points assessed as a result of the action. Suspension or loss of license may result in dismissal.

- (3) No ambulance staff shall be allowed to operate an ambulance while his/her license is under suspension.
- (4) Regular license checks will be conducted by the Ambulance Service Manager or Coordinator.

2.15 Vehicle Fuelling

- (1) It is the crew's responsibility to refuel the ambulance and complete the Vehicle Expense Report Log for each fuel purchase.
- (2) Ambulance vehicles must be refueled when returning from a call and the fuel gauge is indicating less than three quarters (3/4) of a tank remains.
- (3) The Vehicle Expense Report Log Sheet will be removed from each vehicle on the last day of each month by the last crew scheduled on that day. A new copy will be placed in the vehicle and the completed log submitted to the Ambulance Service Manager or Coordinator.
- (4) Fuel may be purchased by the use of the VISA card issued to each vehicle with a copy of the transaction record retained for verification. It is the crew's responsibility to ensure that entries in the Vehicle Expense Report Log match the information shown on the VISA card purchase slip.
- (5) Any time that fuel is purchased, the following information will be entered on the VISA slip prior to signing:
 - call number
 - mileage
 - vehicle number
 - date
 - quantity purchased
 - cost

When entering the required information, do not make entries over the credit card codes or the location marker.

- (6) Any time fuel is purchased on the Card Lock system, the entry in the Log will include:
 - meter start and finish readings
 - liters
 - signature
 - date
 - call number
 - mileage

2.16 Cellular Telephone Use

The use of a cellular telephone is not permitted while operating a land ambulance vehicle. If necessary, the vehicle will come to a complete stop at the side of the road while engaged with the cellular activity.

2.17 Storage of Vehicle

Any time that an ambulance is entering, leaving or otherwise has the engine running the garage of an ambulance station, the exhaust fan shall be engaged.