

**KENORA DISTRICT SERVICES BOARD  
POLICY and PROCEDURE**

<b>TITLE: VEHICLE ELECTRONIC TACHOGRAPH</b>	<b>SECTION: LAND AMBULANCE</b>
<b>DATE: August 8, 2001</b>	<b>POLICY NO.: KDSB-LAS-V-06</b>
<b>APPROVED BY: Resolution No. 2001-102</b>	<b>REVISED: Res. No. 2008-150 - October 2, 2008</b>

**1. POLICY STATEMENT**

All land ambulance vehicles operated by the Kenora District Services Board will utilize an electronic tachograph unit to record vehicle operating information.

**2. PROCEDURE**

- 2.1 The electronic tachograph data key will be removed from the unit and uploaded through the digital reader onto the base computer at the beginning of every shift or as determined by the operational requirements of each base.
- 2.2 In the event of a vehicle accident or other occurrence, the data key will be immediately removed from the tachograph at the scene of the incident by the driver of the vehicle. The information will be uploaded by the driver immediately upon returning to base and a report detailing the events leading up to the occurrence will be created. The tachograph report will be forwarded with the Motor Vehicle Accident Report and VSA/Incident Report to the Director of EMS for the KDSB within 24 hours of the event.
- 2.3 All tachograph reports and information will be kept for two years plus current.