

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: VEHICLE AND EQUIPMENT SECURITY	SECTION: LAND AMBULANCE
DATE: July 3, 2001	POLICY NO.: KDSB-LAS-V-08
APPROVED BY: Resolution No. 2001-102	REVISED:

1. POLICY STATEMENT

Reasonable precautions will be used to protect the ambulance, its supplies and equipment, patient property, and all other items appropriate to ambulance operation against theft, loss or damage.

2. PROCEDURE

- 2.1 The ambulance will be locked when ambulance will be left unattended for any period of time.
- 2.2 Upon arrival at the scene or hospital, the driver will remove the keys from the ignition or they may be left in a predetermined location in the ambulance.
- 2.3 The ambulance may be left running at the scene only when it is in the interest of patient care. In vehicles equipped with anti-theft ignition switches, activate the switch and remove the key from the ignition. In vehicles not so equipped, ambulance staff will have someone in authority watch the vehicle while they are away.
- 2.4 In all instances where pick-up/destination is a psychiatric hospital or correctional facility, the windows will be closed, the keys will be removed from the ignition and the doors will be locked.
- 2.5 When the vehicle is parked outside the ambulance station, the following procedures apply:
 - a) If the vehicle is to be used during the shift, the vehicle may remain locked and the keys will be kept in the station. The vehicle will be checked on an hourly basis.
 - b) Any vehicle not in service and parked outside the station will have the windows closed and the doors locked. The vehicle will be checked at the start and finish of each shift. The keys will be kept in the station, clearly identified as to which vehicle they belong to and in a specific location.
 - c) The vehicle must never be left idling for extended periods of time outside of the station. During inclement weather the vehicle will be housed in the station.
 - d) When a vehicle is to remain at a service station over night, the vehicle will be kept inside and/or locked up completely.