

Iowa County, Iowa
Policy Manual

Title: Emergency Driving	Reference #: AMB 1030
Section: Departmental	Date Effective/Revised: 7/1/2014
Department (s): Ambulance	Approved By: Board of Supervisors

Policy

Iowa County EMS is firmly committed to the safety of our employees, patients and the public thus we have created the following procedures for driving company owned/leased vehicles and personal vehicles when responding to emergency calls.

Procedure:

- All pre-employment candidates will submit a current State of Iowa Drivers License with Class D Chauffer and Endorsement 3 and a current state motor vehicle record at the time of the interview.
- All current employees will have on file a copy of their current State of Iowa Drivers License with Class D Chauffer and Endorsement 3.
- An annual check of the driver's license of all county driver's will be made. To be eligible to drive a County-owned vehicle, a driver shall not have received more than four moving violation within the prior three years.
- The county will screen all employees driving records annually. Motor Vehicle records that are deemed uninsurable will be reviewed by the Service Director to determine the feasibility of the employees continued employment.
- Excessive minor violations, accidents and or a serious violation such as reckless driving or OWI (operating while impaired) may result in suspension/revocation of driving privileges and/or employment.
- All State of Iowa motor vehicle laws including those regarding the operation of emergency vehicles should be followed at all times.
- Any accident, incident or citation involving a company vehicle or a personal vehicle while responding to an ambulance call should be reported to the Director or Asst. Director as soon as possible but should not delay or interrupt patient care. A vehicle incident report will be completed and submitted to the director within 72 hours.
- A prompt and safe response can be attained by:
 1. Knowing where you are going and planning a response route taking into consideration hazards, construction, traffic and road conditions prior to leaving the station
 2. Having all personnel seated and seatbelts secured unless actively performing medical care
 3. Using lights/siren when an emergency response is determined by the information provided to move with and around traffic and to request the right-of-way
 4. Driving defensively at a reasonable speed, slowing or stopping at all intersections and giving approaching traffic time to recognize and to react to your request for the right-of-way

New Employee Training

All new employees will be provided a probationary period of 4-12 weeks which will include education in emergency driving that will include:

- Review and knowledge of Iowa Motor Vehicle Law including 321.231 of the code regarding operation of emergency vehicles.
- Shift vehicle inspection check lists.
- Map Orientation including city and county response areas as well as location of hospitals, clinics, care centers and factories.
- Communications equipment: Ambulance and portable radios, proper radio etiquette, usage of cellular phones and standard patient reports to hospitals.
- Use of white lights when responding to the station in private vehicles.
- New employees will observe driving techniques in both routine and emergency situations.
- Employees will also receive behind the wheel experience:
 1. Routine return to base
 2. Routine response to call
 3. Emergency response to call
 4. Routine/Emergency patient transport

Annual Staff Training

Training will be made available to staff annually and will be required for staff to attend a minimum of one session every three years. Annual training sessions will include:

- Review and knowledge of Iowa Motor Vehicle Law including 321.231 of the code regarding operation of emergency vehicles.
- Review shift vehicle inspection check lists.
- Review Maps including city and county response areas as well as location of hospitals, clinics, care centers and factories.
- Review communications equipment: Ambulance and portable radios, proper radio etiquette, usage of cellular phones and standard patient reports to hospitals.
- Review use of white lights when responding to the station in private vehicles.
- Review all recent accidents, incidents and citations involving company vehicles.
- Provide for behind the wheel practice session.

Using QRS, Fire, or Law Enforcement to drive

- It is preferred that every effort be made to use an Ambulance employee to drive the ambulance. However, we recognize that in some situations it may necessary to have a member of QRS, Fire, or Law Enforcement drive the ambulance when both EMT/Paramedics are needed to take care of a critical patient or multiple patients.

Use of a Spotter when backing

- A spotter should be used when available during all backing up of the ambulance.

Vehicle Incident Report

Unit Make/Model: _____

Date _____

Time _____

Day of Week _____

Location _____

Lights used: Y or N / Sirens used: Y or N

Weather _____

Patient on Board: Y or N

Reporters

Name _____

Co-Workers

Name _____

Witness Name(s)

Citation

Other Vehicle Incident

Accident

<u>Personal Injury</u>	Y	N
Company Staff	Y	N
Patient	Y	N
Public	Y	N
<u>Property Damage</u>	Y	N
Company Property	Y	N
Public	Y	N
Private	Y	N

Incident Description

Recommended Action to Avoid Similar Incident

Signed _____ **Date** _____