

Iowa County, Iowa
Policy Manual

Title: Vehicle Maintenance – Shift Check	Reference #: AMB 1027
Section: Departmental	Date Effective/Revised: 12/1/16
Department (s): Ambulance	Approved By: Board of Supervisors

Policy

- All equipment used by the ambulance staff will be checked by the shift personnel.
- Vehicle supervisor will review for thoroughness and need for repairs.
- Notify Vehicle Supervisor of any equipment malfunction upon inspection.

Procedure

- Inspections will be completed at the beginning of each shift.
 - Oil; add if needed
 - Windshield washer solvent; add if needed
 - Antifreeze level
 - Oxygen: main tanks and portable tanks (change tanks if less than 1000psi)
 - Levels should be recorded on the shift check sheet
 - General exterior and interior cleanliness
 - Lights; proper operation of interior and exterior lights
 - Vehicle integrity, (i.e. loose screws, etc. shall be tightened).
 - Radio's, cell phones, computers, & Wi-Fi
 - Exam Gloves-all sizes (Front and Back)
 - Map Books, protocols, trip sheets, refusals
 - Flashlight-mag light
 - Monitor/Defibrillator (see also Monitor Policy)
 - LUCAS Device
 - Glucometer/ supplies
 - Thermometers/Doppler/Pulse Oximeter
 - Auto Vent/Supplies
 - O.B. Burn Kits / Isolation Garments / Bio Bags
 - Complete Manual BP Kit
 - Pediatric Bag
 - Nasal Cannula / Non-Rebreather Masks
 - On board Suction / supplies
 - Restraints (SOFT) x2
 - 2 B/P Cuffs / 2 Stethoscopes
 - Emesis Bags
 - Linens / Towels
 - Miscellaneous Bandage Supplies
 - Hot & Cold Packs
 - Arm Boards / 500CC Fluid Bottles
 - Normal Saline / IV Starter Kit & Supplies
 - Sam Splints/ Ace Wraps / Kling
 - IV Pump
 - Drug Kits (Sealed / Expiration Dates)
 - Aerosol Treatment Supplies
 - Portable Suction / Supplies
 - Bag Valve Masks / Supplies
 - Cervical Collars (Stiff Neck)
 - Intubation Kit
 - Trauma Kit
 - Latex Free Kit
 - Long-boards / Head blocks / Straps

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- KED
- Stair Chair
- Pediatric Car Seat
- Hare Traction
- Vacuum Splints
- Any malfunctioning equipment should be noted on the shift check sheet, equipment repair form filled out, and a member of the charge staff should be notified
- All items should be stocked as noted in the inventory lists for each ambulance, located at the garages, the inventory lists should be used as a guide, any changes to these lists should be approved by the director.
- Any item not stocked, should be stocked immediately, most supplies can be found in the supply cabinets at each station.