



TITLE

PREVENTATIVE MAINTENANCE STANDARDS FOR EMS VEHICLES

SCOPE

Provincial Emergency Medical Services

DOCUMENT #

PS-EMS-01-02

APPROVAL AUTHORITY

Senior Program Officer, Emergency Medical Services
Chief Paramedic, Emergency Medical Services
Senior Medical Director, Emergency Medical Services

INITIAL EFFECTIVE DATE

October 29, 2014

SPONSOR

Provincial Director, EMS Fleet

REVISION EFFECTIVE DATE

Not applicable

PARENT DOCUMENT TITLE, TYPE, AND NUMBER

Operating Emergency Medical Services Vehicles Policy
(#PS-EMS-01)

SCHEDULED REVIEW DATE

September 16, 2017

NOTE: The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

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OBJECTIVES

- To outline the responsibilities for **vehicle** commissioning and modifications.
- To outline the responsibilities for ensuring that Emergency Medical Services (EMS) vehicles meet Alberta Health Services (AHS) policy requirements, legislative requirements and accreditation requirements, and are properly maintained and in a state of readiness.
- To define processes for performing and documenting daily, weekly, and other scheduled **vehicle checks** and ongoing maintenance.
- To define a process for reporting vehicle deficiencies and for requesting repairs and maintenance.

APPLICABILITY

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, students, volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

ELEMENTS**1. EMS Vehicle Commissioning and Modifications**

- 1.1 All vehicles operated by AHS EMS will be commissioned by the EMS Business Services and Operations Standards (BSOS), Fleet division, in accordance to the current EMS standards for each type of vehicle.
- 1.2 Modifications to all EMS vehicles; either permanent or temporary, will be done under the direction of the Provincial Director of EMS Fleet or their designate.

2. Preventative Maintenance Standards

- 2.1 EMS vehicles will be scheduled for maintenance, servicing and inspections in accordance with the manufacturer's recommendations or according to the schedule below; whichever comes first.

3. Service / Inspection Intervals

- 3.1 Service / Inspection Intervals are scheduled as follows:
 - a) Every 5000 km for gasoline-powered vehicles
 - b) Every 125 hours as indicated by the in-vehicle hour meter for regular diesel-powered vehicles
 - c) Every 150 hours as indicated by the in-vehicle hour meter for Direct Injection diesel-powered vehicles
 - d) Every 6 months if either the kilometre or hour inspection has not occurred
- 3.2 As directed by Alberta Health, Service / Inspections will be completed at one of the following levels:
 - a) Routine Inspection
 - b) Secondary Inspection
 - c) Major Inspection
- 3.3 Service / Inspection will be scheduled as follows:
 - a) Gasoline-powered vehicles:
 - (i) Three routine inspections followed by secondary inspection
 - (ii) Then, three routine inspections followed by a major inspection
 - (iii) Repeat the process for the life of the vehicle
 - b) Diesel-powered vehicles:

- (i) Four routine inspections are followed by a secondary inspection
- (ii) Then, four routine inspections followed by a major inspection
- (iii) Repeat the process for the life of the vehicle

4. Responsibilities for Vehicle Maintenance

4.1 Weekly Activities

- a) The Supervisors of Clinical Operations for each zone or division will ensure a vehicle check and an equipment check has been completed on all vehicles assigned to their zone or division (refer to the *EMS Vehicle and Equipment Readiness Procedure*).
- b) The Supervisor of EMS Fleet, Equipment and Supply or their designate for each EMS zone/area will:
 - (i) Run a report using the E-Check System to determine the vehicles that are due for the scheduled **preventative maintenance Service/Inspections** within the upcoming week.
 - (ii) Arrange for those vehicles to be sent to the appropriate service location during the upcoming week.
 - Advise the service location of outstanding **trouble tickets** on each vehicle being sent for maintenance inspection.
 - (iii) Determine which vehicles are due for **deep cleaning** within the upcoming week (refer to *EMS Cleaning and Disinfecting Vehicles and Medical Equipment Procedure*).
 - Schedule an appointment for each vehicle with the designated deep cleaning location.

5. Performance Measures

- 5.1 A random audit of the preventative maintenance records to ensure inspections and service is preformed will be conducted on or close to the scheduled date.

DEFINITIONS

Deep cleaning means a thorough cleaning process that involves cleaning and inspecting all equipment and supplies and systematically cleaning and disinfecting all surfaces in the front cab, rear patient compartment, inside cabinets and outside lockers.

Emergency Response Vehicle means an EMS vehicle including, but no limited to, ambulances and paramedic response units that are equipped with emergency warning devices and used or intended to be used for providing emergency medical services.

Non-Emergency Response Vehicle means an EMS vehicle that is not used or intended to be used for providing emergency responses.

Preventative maintenance means a scheduled regular service or inspection for a vehicle to prevent it from failing during critical situations.

Trouble ticket means a record of reported vehicle defects within the IssueTrak computer program. IssueTrak is used by EMS to track reported vehicle problems and the resolution of each issue reported.

Vehicle means any motorized or wheeled mode of transport requiring licensing to operate on public highways including, but not limited to, ambulances, cars, buses, vans, sport utility vehicles and trailers. This definition includes both Emergency Response Vehicles and Non-Emergency Response Vehicles.

Vehicle check means a standardized list of items which require inspection prior to a vehicle being deemed safe to drive.

REFERENCES

- Alberta Health Services Governance Documents:
 - *Vehicle and Equipment Readiness Procedure (#PS-EMS-01-01)*
 - *Emergency Medical Services Cleaning and Disinfecting Vehicles and Medical Equipment Procedure (#PS-EMS-02-01)*
- Non-Alberta Health Services Documents:
 - Alberta Health & Wellness. (2008) *Emergency Health Services Act - Overview.*
 - Alberta Health & Wellness (2010) *Ambulance Vehicle Standards Code.*
 - Alberta Health & Wellness (2011) *Licensing and Ambulance Maintenance Regulation.*
 - Accreditation Canada *Emergency Medical Services Standards*

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