

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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<b>Title:</b>	<b>Vehicle and Equipment Checks</b>
<b>Policy:</b>	<b>422.00</b>
<b>Purpose:</b>	<b>To define the process for vehicle check at the start of each shift</b>

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**Policy:**

Vehicles shall be inventoried at the earliest opportunity of each shift, per the OCEMS ALS/BLS Check Off Form. The completed OCEMS ALS/BLS Check off Form will then be sent to EMS Super email electronically.

Equipment shortages or damage are to be promptly reported to the Supervisor and annotated on the Electronic Daily Shift Report.

All employees shall perform a safety check each day of any vehicle they are assigned to for the shift.

The safety check will include:

Vehicle:

- Windshield washers and wipers
- Directional signals/turn signals
- Tires-damage and tread wear
- Lights- all lights must be checked, inside and out, including dash lights
- Horn
- Parking brake- The vehicle shouldn't roll either forward or backward when the brake is applied.
- Emergency Lights
- Sirens
- Date/mileage due of next preventive maintenance. Vehicles that are found to be due for preventive maintenance will be immediately reported to command staff.
- Damage to the vehicle –At the beginning of the shift the vehicle it will be inspected for new damage. Damage not previously noted will be assumed to have occurred during the employee's use of the vehicle. If new damage is noted it will be immediately reported in writing to the shift supervisor.
- Motor oil
- Brake fluid
- Power steering fluid – should be checked while the vehicle is on a level surface and when the engine is warm but not running.
- Air ride system
- Automatic transmission fluid
- Cooling system reservoir
- Seatbelts – assure they are in proper working order. Buckles must lock into place and release when the button is depressed. Straps must not be ripped, torn or frayed.
- Equipment – assure that all equipment is stored and secured in its proper place. Make certain that nothing can loosen and become a “missile” hazard in the event of a quick stop.

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All employees shall perform an equipment check each day of any vehicle they are assigned to drive. These checks will be documented on the Electronic Daily Shift Report. The equipment check shall be completed on an OCEMS ALS/BLS Check Off Form, and shall include a minimum of: condition and proper function of durable medical equipment, adequate supply of all equipment, expiration dates of all expirables, and documentation of the crew members completing the check.

ALS Equipment shall be sealed to allow for quick identification of tamper and provide accountability related to quantity, expiration, and readiness. This shall include containers, portions of bags, and cabinets that contain ALS Equipment.

The procedure for sealing ALS equipment shall include:

- Checking out all equipment within the container and/or cabinet for condition, quantity, and expiration.
- Annotate on the seal the nearest expiration date.
- Annotate that seal number on your OCEMS ALS/BLS Check Off Form and submit to EMS Super.
- If the seal is missing, or if any damage, contamination, or past the expiration date on the container's seal; you will check out the container according to the OCEMS ALS/BLS Check Off Form, resupply, reseal, annotate the nearest expiration date and resubmit the form to EMS Super.

**Accountability and Compliance:**

1. It is the responsibility of each oncoming crew to inspect their vehicle for safe operations. This will include all interior and exterior equipment.
2. An OCEMS Equipment Check Off Form will be filled out and placed into the outgoing mail box.

Policy #: 422.00  
CAAS: 203.03.02  
Author: McGuffin  
Reviewed: Leadership  
Approved: Leadership  
Status: Active  
Effective Date: 07/24/2016  
Revision Date: 04/14/2017