



## Waterford Ambulance Service Directive

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Approval Date: January 27, 2014  
To: All WAS Staff  
From: Steven D Garvin, President WAS  
Subject: Ambulance Return to Service Policy  
Directive: 14-003

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Effective this date, the following “Ambulance Return to Service Policy” is in force.

1. The ambulance crew (drivers and attendants) are both responsible to ensure the ambulance is back in service and cleaned after any type of call to include; emergency, routine, service and miscellaneous calls. This includes the following Shall requirements:
  - a. Ensure the ambulance is restocked of bedding, towels, trauma kit supplies, and ambulance supplies.
  - b. Ensure the main oxygen, stretcher oxygen if so equipped, and trauma kit oxygen cylinders are above the low level, (500 psi for portables, 250 psi for main).
  - c. Ensure the fuel level is  $\geq 3/4$  full.
  - d. Ensure that all portable equipment, such as; defibrillator, trauma kit, portable suction units, portable vital sign monitors, and computer are cleaned and returned to service for the next call.
  - e. Ensure that proper reports are completed before completing the call, to include patient care reports, refusals, and the distribution of HIPPA forms.
    - i. Patient Care Reports involving a “Trauma Call” shall be completed prior to leaving the Emergency Room/Hospital.
    - ii. If a Patient Care Report cannot be completed immediately after the call, notify a Board member of the reason and complete the report within 24 hrs.
  - f. Ensure that the ambulance is cleaned and disinfected of dirt debris, body fluids, and waste materials. This includes cleaning all surfaces, cleaning the floor, emptying the trash and rinsing down the outside after each run in inclement weather in order to get the; sand, salt, and road debris off the vehicle.



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- g. In cases where one of the ambulance staff members is not a WAS Staff Member, you should encourage them to help you. If you still gain no cooperation, please let a member of the Board know, with specific details as to allow for proper notification within that chain of command, but it is the ultimately the responsibility of the WAS Staff Member to ensure these requirements are completed.
  - h. Issues of maintenance or ambulance shall be reported immediately to the Fleet Manager, or their appointed district EMS/Vehicle Officer.
  - i. Any damage found shall be reported to the President, Fleet Manager, and the responsible Chief for the company where the ambulance is housed.
  - j. For medical equipment restocking, notify the Supply Manager for needed equipment.
2. The purpose of this directive is to set clear expectations to the WAS crews on the requirements to return the ambulance to a condition of adequate cleanliness, equipment availability and operational effectiveness for the next emergency call.
3. Failure to follow these requirements will result in progressive disciplinary actions.

Steven D. Garvin  
Waterford Ambulance Service President

cc: Bruce Miller  
Town of Waterford, Director of Fire Services

Joyce Sauchuk,  
Town of Waterford, Human Resources Director