

# STANDARD OPERATING GUIDELINE

## Ambulance Rotation and Preventive Maintenance



**Department:** Operations

**SOG#**224

**Applicable to:** All Staff

**Effective Date:** 1 July 2020

3 Pages

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

### Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the rotation of fleet vehicles for balanced mileage and use, as well as the steps for proper preventive maintenance.

### Scope:

The scope of this document applies to the Operations Staff of the agency and its personnel.

### Guideline:

1. Fleet Rotation Responsibilities.
  - 1.1. Fleet Officer (FO): Will maintain the fleet rotation schedule. Fleet rotation will occur on a 15 day schedule. The FO will post the rotation schedule on the Agency intranet, Vehicle Tracking Spreadsheet for a six week timeframe.
  - 1.2. The on duty night supervisor will ensure the fleet is rotated the night prior to the posted schedule. The night supervisor will update the Agency crew board accordingly.
  - 1.3. In the event the FO is unavailable, the rotation schedule will be the responsibility of the Deputy Chief (DC). The DC will send an email to the FO for information purposes and follow the posted rotation schedule.
2. Fleet Rotation Schedule:
  - 2.1. First up ambulance: Will be utilized as the operations vehicle.
  - 2.2. Second up ambulance: Will be utilized for the 0700-1900 & 1900-0700 shift.
  - 2.3. Third up ambulance: Will be utilized for the 0800-1800 and the 1800-2300 shifts.
  - 2.4. Fourth up ambulance: Will be utilized for the 0900-1700 shift.
  - 2.5. Fifth up ambulance: Will be utilized as the reserve ambulance or for stand-bys.
3. Rotations Schedule:
  - 3.1. On the 15th and the 30th of each month the rotation will be:

RIG ROTATION	
Current Rotation	New Rotation
First up	Moved to second
Second up	Moved to third
Third up	Moved to fourth
Fourth up	Moved to Reserve

This document supersedes any documents on the topic dated prior to the effective date noted above.

# STANDARD OPERATING GUIDELINE

## Ambulance Rotation and Preventive Maintenance



**Department:** Operations

SOG#224

**Applicable to:** All Staff

**Effective Date:** 1 July 2020

3 Pages

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

Reserve	Moved to first
---------	----------------

4. Rotation in the event a vehicle is out of service:
  - 4.1. In the event an ambulance is placed Out of Service (OOS) the reserve ambulance will be moved into the open rotation spot. This will ensure excessive mileage will not be incurred. All other ambulances will remain the same rotation for the 15 day period.
  - 4.2. In the event a unit is unavailable, the following plan will be followed.

RIG ROTATION	
Current Rotation	New Rotation
First up	Moved to second
Second up	Moved to third
Third up	Moved to fourth
Fourth up	Moved to first

5. Flycar Rotation
  - 5.1. Primary fly car: Will be designated as primary for a two week timeframe. The primary fly car will be utilized whenever a paramedic is assigned. If no Paramedic is assigned it may be utilized as a secondary administrative vehicle.
  - 5.2. Administration fly car: Will be designated as reserve/admin for a two week timeframe. May be utilized as a take home unit for Operations Staff.
6. Preventive Maintenance
  - 6.1. Fleet Officer (FO): Will be responsible for scheduling and tracking fleet PM. The FO will input the next scheduled PM on the Agency intranet, Vehicle Status form two weeks in advance. Some PM can be handled on site and will be the responsibility of the FO to perform and track.
  - 6.2. The FO will be responsible for tracking mileage on a weekly basis.
  - 6.3. The FO will be responsible for creating a monthly fleet report to be presented during the monthly officer meeting.
  - 6.4. On Duty Supervisor: Will responsible for viewing the Vehicle Status form at the start of shift to be aware of upcoming PM's
  - 6.5. On duty crews will be responsible for checking fluid levels (oil and windshield washer), Lights (Headlights, brake lights, reverse lights and turn signals) and all Emergency Lighting at the beginning of shift.

This document supersedes any documents on the topic dated prior to the effective date noted above.

# STANDARD OPERATING GUIDELINE

## Ambulance Rotation and Preventive Maintenance



**Department:** Operations

SOG#224

**Applicable to:** All Staff

**Effective Date:** 1 July 2020

3 Pages

**Authority:** Chief Of Operations

**Applicable CAAS Standard:**

**Revised Effective Date:**

- 
- 6.6. On duty crews will be responsible for reporting vehicle discrepancies to the on duty supervisor and filing a special report. The Special report will be assigned to the on duty supervisor and the FO.
  7. On Site Preventive Maintenance
    - 7.1. The FO will be responsible for maintaining the DEF levels in designated ambulances. The DEF will be filled on a two week schedule.
    - 7.2. The FO will be responsible for tracking par stock levels and ordering the DEF, oil, windshield washer fluid, fuel line conditioner, tire shine and armor all wipes.
  8. Off Site Preventive Maintenance
    - 8.1. The FO will coordinate vehicle pickup and drop off with the Agency Preferred Maintenance Vendor (PMV) at least seven days prior to scheduled PM. The vehicle scheduled for PM should be the reserve ambulance per the Vehicle Rotation SOG 161.
    - 8.2. All off site PM will occur on a 5,000 mile schedule.
      - 8.2.1. Scheduled PM sheet attached on page 3.
    - 8.3. Seasonal PM will occur within the first two weeks of October.
      - 8.3.1. Seasonal PM consists of: checking and maintaining the heater and air conditioner when appropriate.
    - 8.4. The FO will be responsible for coordinating specific vehicle recommended PM for, warranty purposes, with the PMV. The vehicle specific PM will occur at manufacturer recommended intervals.
  9. Inspection, Registration, and Insurance
    - 9.1. The FO will schedule the annual DMV inspection with Agency PMV at least two weeks prior to expiration.
    - 9.2. The agency Business Manager will be responsible for obtaining new vehicle registration cards and stickers in December of the renewal year.
    - 9.3. The Business Manager will forward the new stickers and cards to the FO. The FO will be responsible for placing the new stickers on the windshield and card in the glove compartment of the appropriate vehicle.
    - 9.4. The agency Business Manager will be responsible for obtaining new vehicle insurance cards in the renewal year.
    - 9.5. The Business Manager will forward the new insurance cards to the FO. The FO will be responsible for placing the new Insurance cards in the glove compartment of the appropriate vehicle.
- 

This document supersedes any documents on the topic dated prior to the effective date noted above.