

STANDARD OPERATING GUIDELINE



Fleet Loans

Department: Operations

SOG#225

Applicable to: All Staff

Effective Date: 1 Dec 2020

2 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 loans of fleet vehicles on a temporary basis to other agencies in need.

Scope:

The scope of this document applies to the Operations Staff.

Guideline:

1. The agency's vehicles are reserved for the use of the agency. From time to time, another agency may request a vehicle loan.
2. The agency's ambulances are owned by the Town of Brighton. Therefore, procedures and safeguards must be in place to ensure the agency and Town are protected.
3. Responsibilities of the requesting agency:
 - a. Provide a written request to the Chief including:
 - i. Date the vehicle is needed
 - ii. Date the vehicle will be returned
 - b. If an ambulance is available for loan, the following must be provided:
 - i. Certificate of Insurance from the borrowing organization naming the Town of Brighton as the Primary Insured and Brighton Volunteer Ambulance as the Secondary Insured.
 - ii. A Memorandum of Understanding stating that the borrowing agency will be responsible for any damage, liability, or loss to the vehicle.
4. Responsibility of our agency:
 - a. Ensure all the required documentation is provided, appropriate, and in force
 - b. Ensure the vehicle has:
 - i. Full tank of fuel
 - ii. Copies of Registration and Insurance Documents
 - iii. All Advanced Life Support equipment removed
 - iv. Is fully stocked and compliant with part 800
 - v. Spare Stryker batteries and charger if the borrowing agency is equipped differently
 - vi. All necessary keys
 - c. Ensure the readiness of the remainder of the fleet will allow for a period of time where one vehicle may be loaned out
 - d. Not more than one (1) vehicle is loaned at any given time

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

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5. Additional considerations:
 - a. The name of the borrowing agency should be applied temporarily while operating it to meet the Department of Health regulations
 - b. The borrowing agency should supply the Department of Health with an updated form 1881 to temporarily add the agency vehicle to their fleet
 - c. We will consider the needs of the borrowing agency when selecting a unit to provide as a loaner, making all efforts to provide a similar and appropriate unit to meet the borrowing agency's needs.
6. Return of a borrowed ambulance:
 - a. Visual inspection of the condition of the ambulance to ensure it has been returned in the same condition that it was loaned
 - b. Complete vehicle inspection
 - c. Replace any equipment removed prior to the loan
 - d. Place the unit in the run order where indicated by the fleet officer
7. Command Decision
 - a. In consultation with the fleet officer, only the Chief may release an agency unit to another
 - b. In the absence of the Chief, the decision will follow the chain of command

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