STANDARD OPERATING PROCEDURE

[On/Offboarding]

BRIGHTON
Volunteer Ambulance

Department: Operations	**SOP #100**	**Applicable to:** All Staff
Effective Date: 1 March 2020	1 Page	**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 process of onboarding and offboarding personnel.

Scope:

The scope of this document applies to all staff in the Operations Chain of Command.

Guideline: Onboarding

1. Volunteer Personnel will receive acceptance to the agency from the Board.
2. Career Personnel will receive Management approval.
    2.1. Chief & Vice President approve rate
    2.2. Phone offer, contingent on passing pre hire requirements
    2.3. Pre Hire requirements coordinated by Business Office (Background, Physical, Drug Test)
    2.4. Once pre-hire requirements are met, Operations will be notified.
3. The Onboarding Checklist will be started by the Training Department.
4. All new personnel will attend Agency Orientation.
5. Uniforms will be issued/requested.
6. Network, eSchedule, emsCharts accounts will be issued.
7. Controlled Substance Policy will be reviewed.
8. Clearance shifts.
9. Training will notify staff of clearance.
10. Accountability Tags will be ordered.

Guideline: Offboarding

1. eSchedule will be set to view only. emsCharts access will be revoked. Facility access turned off. Mail distribution will be discontinued.
2. Notification to all departments will be made.
3. Issued materials will be promptly collected.
4. All accounts will be permanently closed.
5. All paperwork will be placed in the final business office filing.

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