Policy Title: Vehicle Checks & Restocking
Section: Operations
Adoption Date: 07/24/2000
Date of Most Recent Update: 01/01/2004, 04/01/2004, 01/2018, 04/2019
CAAS Criteria Reference: 203.03.02

Purpose:

The purpose of this policy is to provide Medical Director approval of supplies and equipment carried within department ambulances, give clear direction for assuring the restocking of the ambulance and to assure the readiness of our ambulances for emergency response.

Policy:

This policy should be in effect anytime supplies are used or deficiencies are noted from the ambulance.

- At the completion of the call, the ambulance shall be restocked by the crew. The driver for the call will have the responsibility of assuring that the ambulance is returned to pre-call condition.
- A daily ambulance check shall be completed at the beginning of each shift, any deficiencies shall be corrected so that the ambulance meets the minimum stocking requirements as defined on the checklist.
- Expiration dates on specified disposable supplies, as indicated in inventory control software (Operative IQ), will be logged within the software, and renewed when these supplies are replaced in the ambulance stock.
- Expiration dates on marked disposable supplies will be examined every 6 months. Those supplies expiring prior to the next 6 month expiration check will be removed from inventory and replaced with new supplies.
- If during any equipment check, supplies with damaged, significantly discolored packaging, or stains indicating previous contact with chemicals
or potentially infectious substances are found, they will be replaced with new stock.

- The Medical Director will be made aware of changes made in the equipment and supplies carried within the ambulances. The Medical Director shall approve of equipment and supplies carried within the ambulances.