

(YOUR AGENCY NAME)

Topic: Vehicle Operations	Effective Date: ??????????
Section: Operations	Approved by: ????????????

Purpose

It is the purpose of this policy to provide guidelines for the operation of vehicles owned and maintained by the (YOUR AGENCY NAME). The department utilizes its fleet of vehicles as essential resources to our personnel to provide safe and efficient quality services to its customers. It is the objective of (YOUR AGENCY NAME) to provide appropriate vehicles, training, and supervision for personnel who operate vehicles. Supervisor(s) are expected to implement and enforce all vehicle policies contained in this policy.

The operation of motor vehicles has a great risk of fatal or serious injuries to both personnel and citizens. In addition to the personal safety and liability risks, there is also potential property loss and damage to vehicles and equipment. Agency leadership recognizes these areas of exposure and will be committed to provide direction in the communication, education, and enforcement of this policy.

Authority

The following procedures are in accordance with accepted standards put forth in the Virginia Emergency Medical Services Regulations.

Violations of any of the below, the finding of any form of inappropriate or unsafe operations of any agency vehicle, or any moving violation charge during the operation of agency vehicle may result in disciplinary actions and/or driver penalties.

Procedure

Eligibility to operate vehicles:

1. (AGENCY NAME) vehicles should be operated by personnel of the agency with the following minimum credentials.
 - a. Have a valid driver's license in the state of which they reside with no restrictions in Virginia or any neighboring state.
 - b. Personnel must have and maintain a satisfactory driving record. A satisfactory driving record is one that has:

THESE ARE EXAMPLES ONLY; CHECK WITH YOUR INSURANCE POLICY/CARRIER FOR ADDITIONAL INFORMATION.

 - i. -4 or fewer demerit points
 - ii. No DWI/DUI convictions within the last three (3) years
 - iii. At least three (3) years of continuously valid licensing
 - iv. An overall pattern of safe vehicle operation and driving habits

*Agency personnel will confirm every operator's driving history prior to being permitted to operate any agency vehicle. The operators' driving history will also be periodically reviewed by the agency throughout their affiliation.

2. Personnel with the credentials listed above must have approval from their agency leadership prior to driving an agency owned vehicle.
3. All approved operators for emergency vehicles are to notify their agency leadership, within ___ days, of any moving violation while operating a motor vehicle while off duty. Final court disposition shall also be reported within 10 calendar days of the date of conviction.

Operation of Vehicles:

1. All Agency owned vehicles must be operated in compliance with applicable state law at all times.
2. When responding to an EMS scene, emergency vehicles shall be responded in accordance with the local emergency response plan.
3. When transporting to the hospital, the attendant-in-charge should determine based on the patient's condition whether the response should be emergency (with lights and/or siren) or non-emergency.
4. All front seat occupants in the vehicle will wear seat belts at all times while the vehicle is in motion. Other occupants should wear seat belts when practical.
5. All trucks with open beds and carrying loads which are subject to being blown out of the bed during travel must have the bed covered by a tarp or canvas to safely contain the material while the truck is traveling on public roads. Materials that extend more than 4 feet beyond the vehicle shall have a warning flag or lighting attached.
6. All loose items being hauled in the passenger compartment of a vehicle will be stored or secured in a manner to prevent them from becoming projectiles in the event of an accident or from interfering with the operation of the vehicle.
7. It is the responsibility of the vehicle driver to make a walk around inspection of a vehicle prior to operation to check for obvious concerns such as low tires, fluid leaks, broken lights or mirrors, etc.
8. It is the responsibility of the vehicle operator to report any safety or operational issues associated with a vehicle through the completion of the vehicle inspection. No vehicle should be operated with a known safety defect until appropriate repairs are completed.

9. Drivers shall exercise added caution when driving through residential and school zones, overtaking children on bicycles/roller skates/skate boards, etc, and when passing playground areas.
10. It is the responsibility of the driver to ensure all materials (stretcher, defibrillator, backboards, etc) are safely secured for travel.
11. When stopping on the road becomes necessary, appropriate warning devices shall be used including emergency lights, flares, safety cones or reflective triangles to provide adequate warning.
12. When backing a vehicle which may have an obstructed view to the rear, back slowly, watch both sides using mirrors, and if possible enlist the help of another person as a guide.
13. Any incident that results in a vehicle operator being charged with any motor vehicle violation, any property damage, or personal injury as a result of the vehicle operation while on duty must be reported to the agency leadership immediately.

Driving Record Review Procedures:

(Utilize this section to outline agency policy and procedures for review of personnel driving records

Prohibited Actions during operation of (AGENCY NAME) Vehicles:

1. The consumption of alcoholic beverages or use of illegal drugs is prohibited while on duty or while driving agency vehicles. Violation of this rule can result in immediate dismissal.
2. Personnel using prescription or non-prescription medications that impair their driving ability shall not operate agency vehicles.
3. Texting or emailing (defined as using any handheld personal communication device to manually enter multiple letters or numbers or to read a text message) is prohibited.
4. Tobacco use, of any kind, is prohibited in any OEMS permitted transport vehicle.
5. Agency personnel or any other person is prohibited from riding in the bed or storage area of a pickup truck or other similar vehicle.

Accident/Violation Reporting Procedures:

1. In the event personnel are involved in an accident in an agency owned vehicle they (if physically able) shall immediately contact their agency leadership. In addition, the accident is to be reported immediately to law enforcement for investigation.

2. Any personnel involved in an accident involving a motor vehicle is required to submit to a post accident drug screen and blood/breath alcohol test. This test should be conducted as soon as possible after the occurrence of the accident.
3. Information concerning the accident, including information about other drivers involved should be forwarded as soon as possible to the agency leadership for insurance filing purposes. (Whenever possible a copy of the investigating officer's report should be obtained.)
4. Personnel involved in an accident should not enter into any confrontation with anyone involved, not admit fault or promise settlement, and should not discuss the accident facts with anyone except agency representatives or law enforcement personnel conducting the investigation.
5. All citations or summons issued to personnel associated with the operation of an agency owned vehicle is to be reported immediately to agency leadership.

Driver Training Requirements:

1. All personnel who operate an agency owned OEMS permitted vehicle, must provide evidence of completion of an OEMS approved Emergency Vehicle Operator's Course (EVOC).
2. All personnel will receive annual training, which may include actual driving observation by agency leadership or their designee, a review of this written policy, or other refresher training.
3. Any new personnel will be required to review this written policy prior to the operation of agency owned vehicles.
4. Additional training may be conducted on an 'as needed basis' for personnel who have demonstrated a pattern of unacceptable driving performance, as determined by the agency.

Disciplinary Action:

(Utilize this section to outline agency specific driver remediation, driver penalties, and/or disciplinary action)

Agency Representative/Owner

Date