



San Benito County Emergency Medical Services Agency

GUIDELINES FOR TRANSPORT VEHICLE PERMITS AND INSPECTIONS

Policy: 10400
Effective: April 7, 2015
Reviewed: New

I. Purpose

To establish guidelines for annual Ambulance Permits and identification decals for vehicles being used by transport providers with valid Certificates of Operation in San Benito County.

II. Authority

San Benito County EMS Ordinance No. 923, Sections 11.09.016, 11.09.017 and 11.09.035

III. Definitions

- A. **Provider:** a person, firm, partnership, corporation or other organization which furnishes or offers patient care and/or transport services.
- B. **Transport Vehicle:** refers to any vehicle used for patient care and/or transport which include ambulances, regardless of type or level of care, gurney van, wheelchair van or an authorized Quick Response Vehicle (QRV) that is staffed with one paramedic for first response to emergency 9-1-1 calls within the county.
- C. **Certificate of Operation:** written authorization from the San Benito EMS Agency to operate Advanced Life Support (ALS), Basic Life Support (BLS) and Critical Care Transport (CCT) ambulances, air ambulances, gurney and wheelchair vans or QRV in San Benito County.
- D. **Ambulance Permit:** the document issued by San Benito EMS Agency for any Transport Vehicle conforming to the requirements of the EMS Ordinance, which are owned or controlled by Provider holding a valid Certificate of Operation.
- E. **Permit Decal:** the decal issued annually by San Benito EMS Agency for any Transport Vehicle conforming to the requirements of the EMS Ordinance, which are owned or controlled by Provider holding a valid Certificate of Operation.

David Ghilarducci MD

David Ghilarducci MD
EMS Medical Director

IV. Policy

- A. Each Transport Vehicle shall be equipped according to the standard vehicle safety and equipment requirements of the California Vehicle Code and the California Code of Regulations, Title 13, Motor Vehicles
- B. Each Transport Vehicle shall carry a photocopy or original current vehicle registration, current insurance identification, current CHP ambulance identification card (or CHP Inspection Report valid for 30 days after initial inspection) and current San Benito County issued Ambulance Permit.
- C. The annual Permit Decal issued by San Benito EMS Agency will be placed in the upper right-hand corner on the rear window of the transport vehicle. If this decal is damaged or needs to be replaced, the agency must contact the EMS Agency for replacement. Decals are non-transferable, one time use.
- D. Each Transport Vehicle shall carry standard patient carrying fixtures and restraints necessary for the comfort and safety of patients.
- E. Each Transport Vehicle shall be equipped with no less than the standardized equipment and supplies as established according to the County's Equipment and Supply Specifications Policy for the level of service provided. Critical Care Ambulances shall be equipped according to the County's Critical Care Transport Policy.
- F. Provider shall maintain its vehicles, equipment and supplies in a clean, sanitary and safe mechanical condition at all times.

V. Transport Vehicle Inspection and Permit Process

- A. No person, firm, partnership, corporation or other organization, except as identified in section 11.09.007 of the EMS Ordinance, shall operate or cause any ambulance, quick response vehicle, and gurney or wheelchair van to be operated in San Benito County unless an Ambulance Permit has been issued for that vehicle in accordance with these regulations.
- B. The EMS Agency shall inspect each vehicle for which it receives an application to ensure compliance with this ordinance and the EMS policies, protocols, and regulations as they pertain to that vehicle and the service level applied for, according to the provisions of section 11.09.016 - 017.
- C. The Provider shall be notified in a timely manner of the results of the inspection and any corrective action required if a vehicle fails the inspection.
- D. The annual inspection for permit renewal shall be based on the list of vehicles submitted by the Provider.

- E. Upon passage of the inspection, the EMS Agency shall issue an Ambulance Permit or renewal of the permit, to the Provider.
- F. The ambulance inspection will be for all equipment identified in the EMS policies, which has not been inspected by the CHP under the California Code of Regulations, Title 13, Vehicle Code, Division 2, Chapter 2, Article 1, sections 1103 and 1103.2.
- G. The Provider shall allow the SBC EMS Agency to inspect, on a pre-announced or unannounced basis, all vehicles used to provide services. The inspections should be held, whenever possible, during normal business hours at the Provider's operations center. The purpose of such inspections is to determine if the vehicle and its equipment and supplies are in good working order, properly maintained and equipped for the provision of service for which it is permitted. The inspection will be for all equipment identified in the EMS policies, which has not been inspected by the CHP under the California Code of Regulations, Title 13, Vehicle Code, Division 2, Chapter 2, Article 1, sections 1103 and 1103.2.
- H. The Provider shall submit annually, self-inspections of all vehicles on the EMS Ambulance Inspection Form.
- I. The Provider shall inform the EMS Agency within 24 hours of any suspension and/or revocation of their California Highway Patrol Ambulance Service License, or Vehicle Certificate, or Authorized Emergency Vehicle Permit for any of their support vehicle(s).
- J. In the event that a Provider adds another transport vehicle(s) to its operations or permanently replaces a permitted vehicle that is no longer in operation with another vehicle for the same level of care:
 - 1. That vehicle must be reported to the EMS Agency prior to operation;
 - 2. Meet all the requirements outlined in this policy, EMS Ordinance and California Code of Regulations, Title 13, Vehicle Code and;
 - 3. Pay the permit fees associated with that resource as outlined by EMS Fee Schedule and;
 - 4. Schedule an inspection.
- K. A Provider using any transport vehicle without a valid Ambulance Permit in San Benito County is subject fines and may result in suspension or revocation of Provider's Certificate of Operation.