



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



**National Ambulance Service (NAS)
Ambulance Operations (Fleet) Policy
Operational Driving of NAS Vehicles**

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Revision number	9	Document approved by	Martin Dunne, Director of NAS
Approval date	8th February 2011	Responsibility for implementation	Operational Support and Resilience Manager
Revision date	31st December 2019	Responsibility for review and audit	National Fleet Group (NFG)

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POLICY

- 1.1 The aim of this policy is to ensure safe driving which will help assist patient and crew safety. Vehicle sympathy must also be a high priority because of the high cost of purchasing and maintaining vehicles and the need to operate the vehicles economically with minimum down-time for repairs.
- 1.2 The very nature of NAS vehicle driving requires high concentration and a considerable level of skill to ensure that the NAS vehicle is always in the safest position on the road with the right gear engaged and travelling at the right speed (or if stationary, in the safest place having due regard to the circumstances) to ensure the safety and well being of pedestrians, patients, staff and other road users.
- 1.3 This policy does not absolve any person from the responsibility for ensuring their own knowledge of the Law and Service Policy, which is continually being updated.
- 1.4 Vehicles driven without due regard for the prevailing conditions can cause or be involved in road collisions. The outcome could be to incur delay whilst responding to scene, further injury to a patient, the loss of career for a member of staff through injury and loss of public confidence.
- 1.5 Although the NAS has vehicle claims cover, it carries a high excess commitment for collisions apportioned to its own personnel. The higher the collision rate, the greater the excess outlay, and ultimately the higher the costs of the overall service

2.0 PURPOSE

- 2.1 To remind drivers of NAS vehicles of the requirements of the Law and where appropriate, Service Policy.
- 2.2 This policy forms part of the each NAS Area Parent Safety Statement

3.0 SCOPE

- 3.1 This Policy applies to all NAS staff while operating any NAS vehicle during the course of their duty.

4.0 LEGISLATION/OTHER RELATED POLICIES

- A. S.I. No. 190/1963: Road Traffic (Construction, Equipment and Use of Vehicles) Regulations, 1963
- B. Road Traffic Act 1994, Section 25
- C. C.National Ambulance Service Safety Statement
- D. Policy – Incident/Near Miss Reporting
- E. Rules of the Road
- F. Procedure – NASOF001 - Vehicle Collision Procedures
- G. Procedure – NASOF002 - Daily Vehicle Inspection
- H. Procedure – NASOF003 - Fleet Management and Maintenance
- I. Form – Vehicle/Equipment Defect
- J. Policy – NASP010 – Vehicular Emergency Response
- K. RSA – Med Medical Fitness to Drive Guidelines (Group 1 and 2 Drivers), April 2016

5.0 GLOSSARY OF TERMS AND DEFINITIONS

Leading EMT – Supervisor (Paramedic/Advanced Paramedic)

6.0 ROLES AND RESPONSIBILITIES

- 6.1 Operational Support and Resilience Managers (OSRM) are responsible for monitoring this policy and ensure it is implemented.
- 6.2 Relevant Managers are responsible for the operation of relevant parts of this policy.
- 6.3 Relevant Managers and Supervisors must ensure that this policy is disseminated to all staff in their Area
- 6.4 Supervisors must monitor compliance with this policy.
- 6.5 All appropriate employees must adhere to the relevant parts of this policy.
- 6.6 All staff are responsible for being familiar with the contents of this document and enforced Road Traffic Regulations.

7.0 PROCEDURE

7.1 DRIVER TRAINING

Initial Training

- 7.1.1 Driver training for newly recruited staff into the NAS will comply with National Ambulance Service College recommendations and the PHECC Training and Education Standards.

Driving Licences

- 7.1.1 All personnel engaged on driving duty or with the potential to be engaged on driving duty must hold a current, Full Driving Licence for the vehicle driven.
- 7.1.2 The licence must be carried on their person at all times while driving (***Road Traffic Act 1994, Section 25***).

For entry into the Service, it is not acceptable to have a licence with endorsements.

- 7.1.4 A photocopy of the driving licence for all successful applicants, on entry to the NAS will be retained on their personnel file.
- 7.1.5 When required to do so by any Manager of the NAS, driving licences must be made available for inspection within 24 hours or at a time and date agreed between them. All operational personnel will have their Driving Licences inspected at least annually.
- 7.1.6 Driving Licence Inspection will be undertaken as follows:
 - A. Details will be added to the NAS Fleet Management System
 - B. The database will be reviewed every twelve months or sooner if deemed necessary by an OSRM
 - C. Licence expiration within the coming three months, will be notified in writing to the individual(s) concerned
 - D. A copy of the renewed licence must be submitted and the details updated on the Fleet Management System no later than the notified expiry date

7.2 FITNESS TO DRIVE

- 7.2.1 It is the responsibility of the driver to inform, without delay, their line manager of any health changes / eyesight problems or other condition, which would impair his / her ability to drive safely. A referral to the Occupational Health Service for a medical review may be appropriate in certain circumstances.
- 7.2.2 It is the drivers responsibility to ensure that they are fit to drive at all times and aware of the implications which alcohol/illegal substance and medication could have for driving safely

7.3 Daily Vehicle Inspection

- 7.3.1 The purpose of this inspection is to ensure that all service vehicles are maintained in a roadworthy condition and comply with the Road Traffic Act(s).
- 7.3.2 It serves as a reminder, to ensure that no person employed by the Service contravenes or fails to comply with any regulation of the Road Traffic Act(s) relating to roadworthiness of motor vehicles.
- 7.3.3 It is intended to ensure that the vehicle inspection is correctly completed at all times, prevention of mechanical damage occurring due to insufficient fluid levels or preventative maintenance and breakdowns and mechanical failure is reduced wherever possible.

Vehicle Daily Inspection Procedure

- 7.4.1 The staff assigned to each vehicle will carry out the Daily Vehicle Inspection for every vehicle used during that shift and complete the appropriate paperwork.
- 7.4.2 For specific Procedures see:
Appendix III – NASOF002 - Daily Vehicle Inspection and Inventory Check

7.5 Defect Reporting / Action

- 7.5.1 Any identified fault, which may cause contravention of the Road Traffic Act(s) or compromise safety, must be recorded/reported on the Vehicle/Equipment Defect Form to a Supervisor for corrective action.
- 7.5.2 Where the vehicle is deemed to be unroadworthy and no Supervisor is available, then the crew must report the unavailability of the vehicle to Ambulance Control.
- 7.5.3 For specific Procedures/Forms see:
Appendix IV – Procedure – NASOF003 – Fleet Management and Maintenance
Appendix V - Form – Vehicle Daily Inspection
Appendix VI - Form – Vehicle/Equipment Defect

N.B. ALL DOORS MUST BE CLOSED WHILE THE VEHICLE IS MOVING

7.6 DRIVING STANDARDS

- 7.6.1 It is incumbent on all NAS personnel to maintain high standards of driving skills resulting in less risk to patients, other road users, and less damage to NAS vehicles.
- 7.6.2 Every vehicle shall be driven with care and consideration for other road users. At no time must it be driven recklessly, or in a manner, or at a speed likely to cause danger to other road user (including those near but not on the road).
- 7.6.3 The NAS requires its staff to drive at all times with due care and attention.

Stand Down whilst On Route

- 7.6.4 When stood down from an emergency call whilst en route, the driver must switch off the visual and audible warnings as soon as it is judged safe to do so.
If at any time during the period between stand down and switching off the visual and audible warnings, the vehicle is involved in a collision, the incident must be reported to Ambulance control immediately. (All collisions must be reported as per Appendix VII – NASOF001 - Vehicle Collision Procedures.

Emergency Driving

- 7.6.6 For specific Policy see:
Appendix II – NASP010 - Vehicular Emergency Response

7.7 REVERSING

- 7.7.1 It must be clearly understood that it is the driver's responsibility to ensure that the area into which it is intended to reverse is wide enough and high enough to accept the vehicle and that it is clear of obstacles.
- 7.7.2 Two person crew: whenever the attending crew member is not engaged with patient care, he/she must dismount from the vehicle and assist the driver, remaining within the driver's fields of vision whilst the vehicle is in motion. Eye contact must be maintained.
- 7.7.3 Single person crew: The vehicle is not to be reversed until the driver is satisfied that the way is clear and sufficient space exists for the manoeuvre to be completed safely.
- 7.7.4 Where a crew has not checked the area or obtained assistance when reasonable to do so, management reserve the right to take action up to and including disciplinary proceedings in the event of failure to comply with this policy.

7.8 CONSTRUCTION AND USE REGULATIONS / DAILY VEHICLE INSPECTION

S.I. No. 190/1963: Road Traffic (Construction, Equipment and Use of Vehicles) Regulations, 1963 Section 34 Part (1)

- 7.8.1 A motor vehicle must at all times be in such a condition that no danger is caused, or likely to be caused, to anyone in or on the vehicle, or on the road.

Section 71

- 7.8.2 No danger should be caused (or made more likely) to anyone in or on the vehicle, or on the road because of the number of passengers being carried, the way in which they are carried, or the weight and distribution of the load.

Section 96

- 7.8.3 In a motor vehicle or trailer on a road, no person shall open any door (or cause or permit to be opened) in such a way as to cause injury or danger.

7.9 DRIVING LICENCES / PROSECUTION FOR MOTORING OFFENCES

Prosecution for motoring offences on or off duty

- 7.9.1 It is the driver's responsibility to inform his / her line manager of any new or pending convictions/ endorsements or penalty points that may impact on his/her ability to hold a current unendorsed licence, as soon as is as practicable and at least within 24 hours. Failure to do so may result in disciplinary action.
- 7.9.2 It is the responsibility of the driver to notify his / her line manager immediately if, as a result of a collision or alleged motoring offence (**see 7.1.6 above**), committed ON or OFF duty, a Court Summons, is received. Failure to do so may result in disciplinary action.

- 7.9.3 On receipt of a summons for any motoring offence (**see 7.1.6 above**), which occurred whilst on duty, the individual **MUST**, as soon as practicable, notify his / her line manager who will seek advice from the Operations Resource Manager (ORM)
- 7.9.4 Where a Summons is received for an incident which occurred off duty, receipt of such **MUST** still be advised to the line manager as soon as is practicable. The line manager will seek advice from the Operations Resource Manager (ORM) particularly in relation to claims cover.
- 7.9.5 Collisions involving NAS vehicles where prosecution by the Gardai against the NAS driver is pending will be investigated by the NAS, but any decision may be deferred until the outcome of any subsequent Court hearing.
- 7.9.6 If the driver is subject to a Speeding Fine while on duty other than when responding to an emergency call, the driver may be liable for the full cost of the Summons.

ROAD TRAFFIC COLLISION PROCEDURES

Definition of a Road Traffic Collision

- 8.1 A Road Traffic Collision can be defined as, when owing to the presence of a motor vehicle on a road, an collision occurs causing injury or damage to:
- A. Any person (other than the driver of that vehicle)
 - B. Any vehicle (other than motor vehicle or trailer drawn thereby)
 - C. Any animal,
 - D. Any other property (constructed on, fixed to, growing in, or otherwise forming part of the land on which the road in question is situated or land adjacent thereto)

Driver Responsibilities

- 8.2 The duties of a driver involved in a Road Traffic Collision are well defined in Law by the Road Traffic Act(s). **THERE ARE NO EXEMPTIONS**
- 8.3 For specific actions see:
Appendix VII – NASOF001 - Vehicle Collision Procedures

Reporting to An Garda Siochana

- 8.4 Should the driver be unable to give the required information (the person has either been injured or would not comprehend the information, the owner of the animal, property or vehicle is not present) then the driver **MUST** report the accident to a Garda or at a Garda Station **AS SOON AS POSSIBLE** and in any case within 24 hours.

Personal Injury Collision

- 8.5 In the case of a road collision in which injury is caused to any person, the driver must report same to the Gardai. An Incident/Near Miss Form must be completed for any third parties sustaining injury during a Road Traffic Collision.

Injury to Patients / Passengers

- 8.6 If a patient, escort or colleague is injured whilst getting in /out or travelling in a NAS vehicle, then you have been involved in a personal injury collision. Therefore, the same conditions exist regarding exchange of particulars and an Incident/Near Miss Form must be completed for each person injured / involved.

Ambulance Control Response

- 8.7 Depending on circumstances a further ambulance(s) will be dispatched
- 8.8 In all collisions which involve **personal injury to staff/patients** or serious damage to **vehicles or property** a Manager/designate **MUST** be informed and will make a decision whether or not to attend
- 8.9 In the event of NAS personnel being involved in a road traffic collision, a medical examination at the nearest appropriate Emergency Department should be facilitated as soon as possible after the incident.

Investigation of Road Traffic Collisions

- 8.10 The Operational Support and Resilience Manager (OSRM)/Area Operations Manager (AOM) must be advised of the collision by the Manager dealing with the incident.
- 8.11 When advised of a collision involving an NAS vehicle, the relevant Manager shall initiate an investigation and submit a report to the Operational Support and Resilience Manager (OSRM)/Area Operations Manager (AOM)
- 8.12 Subject to the prevailing circumstances, discretionary suspension from driving may then take place. This will be confirmed in writing as soon as possible.
- 8.13 The investigation of all road traffic collisions will include an inspection of either the damaged vehicle or property. Where this is not possible by virtue of distance, the relevant Manager may request another Manager to inspect the damage and submit a report.
- 8.14 On notification of the collision, the relevant Manager may recommend to the Operational Support and Resilience Manager (OSRM)/ Area Operations Manager (AOM) that a Driving Instructor conduct a driving assessment and further training if deemed necessary on the driver

An Internal/External Driving Instructor will initiate a driving assessment when requested by the Operational Support and Resilience Manager (OSRM) / Area Operations Manager (AOM) and submit the report to the relevant Manager and copied to an Education and Competency Assurance Officer.

- 8.16 If the resultant decision is to revoke the suspension from driving this will be confirmed in writing as soon as possible.

Duties of the Driving Instructor

Driving Assessment Process

- 8.17 Staff members are required to pass a Driving Assessment designed to demonstrate their driving ability to the standard required for:
 - A. Safety
 - B. Patient comfort
 - C. Vehicle sympathy
- 8.18 The standard against which the candidate will be judged will be observance of the Law, driving skills and observance and knowledge of the Rules of the Road.
- 8.19 Assessments will be undertaken as follows:
 - A. On public roads
 - B. In an NAS Vehicle

Assessment Procedure

- 8.20 The Driving Instructor retains the right to stop the assessment at any time if he / she consider that the driver is demonstrating practice which is unsafe or dangerous.
- 8.21 Feedback will be provided to in-house candidates as part of their development and where deemed necessary for their current job role, further training instigated.

NOTE: THE ASSESSORS DECISION WILL BE FINAL

DRIVING SUSPENSION

- 9.1 The following is a list of guidelines regarding the suspension from driving of staff following their involvement in a Road Traffic Collision, (the list is not exhaustive):
- A. There is a fatality
 - B. Serious injury
 - C. Serious vehicle or property damage
 - D. Cautioned by the Gardai
 - E. Failed breathalyzer or if deemed by the Gardai to be under the influence of other intoxicating agents
 - F. Where Incident Manager makes recommendations to Operational Support and Resilience Manager (OSRM) / Area Operations Manager (AOM) based on information to hand
- 9.2 Other circumstances:
- G. Drugs / medication which may affect his / her ability to drive
 - H. Alcohol if smelt on a member of staff's breathe
 - I. Students failing to reach satisfactory standard on a driving course
 - J. If at any time a Driving Instructor deems a member of staff to have fallen below the accepted standard required driving an NAS Vehicle on any particular journey
 - K. If a staff member's licence is revoked by a court ruling
 - L. Any member of staff having three collisions within a six month period (blameworthy or contributory)
- 9.3 The suspension will not be lifted until the member of staff has successfully completed a Driving Assessment, as per the Procedure – NASOF001 - Vehicle Collision Procedure. This assessment must not be carried out on the same day as the incident.

10.0 IMPLEMENTATION PLAN

- 10.1 This Policy will be circulated electronically to all Operational Support and Resilience Manager (OSRM)/ Area Operations Manager (AOM)
- 10.2 This Policy will be circulated electronically to all Managers, all Supervisors and Staff
- 10.3 This Policy will be available in electronic format for ease of retrieval and reference
- Each Supervisor responsible for updating electronic Policy Manuals will return the Confirmation Form to each Area Headquarters to confirm document circulation to all staff.

11.0 REVISION AND AUDIT

- 11.1 This policy and procedure will be reviewed whenever necessary following changes in policy, procedures and/or legislation
- 11.2 Operational Support and Resilience Managers (OSRM) or designates are responsible for ensuring the maintenance, regular review and updating of this policy.
- 11.3 Revisions, amendments or alterations to the policy can only be implemented after consideration and approval by the Director of the National Ambulance Service following consultation with the National Ambulance Service Leadership Team
- 11.4 Compliance with this policy will be assessed through the ongoing supervision of staff at all times.
- 11.5 It is in the interest of all staff members to ensure that this policy is adhered to in order to enhance staff safety.
- 11.6 Supervisors and Managers will monitor the performance of staff within their areas of responsibility.
- 11.7 Every Incident/Near Miss involving the driving of an NAS vehicle will be reviewed so as to examine the effectiveness of this Policy and it's associated Procedures

Revision History: (This captures any changes that are made to a SOP when it has been revised. This may be placed at the back or close to the front of the document according to local preference.)

No	Revision No	Date	Section Amended	Approved by
1	9	3/1/2017	Amendments made to do with changed within NAS	CAO Fleet Logistics & support

12.0 REFERENCES

None

13.0 APPENDICES

Appendix I – Driving Licence Inspection Procedure

Appendix II - Form – Daily Vehicle Inspection

Appendix III - Form – Vehicle/Equipment Defect

Appendix IV – Document Control Forms 1-3

14.0 Signatures of Approval



National Ambulance Service Director
On Behalf of the National Ambulance Service

Date 3rd January 2017

APPENDIX I

DRIVING LICENCE INSPECTION PROCEDURE

The following driving licence inspection procedure is intended to be used for all staff.

Surname of Holder

Title Mr, Mrs, etc. will only be shown if it is included in the licence application.

Other Names of Holder

All licence holder names should be checked against Personnel records for validation.

Date of Birth

The date of birth should contain 8 digits (including hyphens).

Permanent Address

The relevant issuing authority must be informed immediately of any change of name and / or address. Therefore, the address shown on the licence should be checked against Personnel records.

Licence Validation Date

Both the commencement and expiry date are inclusive and each should contain 8 digits (including hyphens).

Licence Holder's Signature

The licence must be signed in ink by the licence holder (it is an endorsable offence for a licence not to be signed).

Licence number

The licence number should be noted.

Motor Vehicle Categories

The categories of vehicles covered by the licence should be checked and must include the type of vehicle the licence holder is employed to drive.

Licence Endorsements

Where a licence is found to have a disqualifying entry in the 'Endorsements' section, the following information should be recorded:

Disqualification period
Date of conviction
The offence code
Penalty points amassed

The above information should be passed immediately to the relevant Operations Resource Manager (ORM) who will then refer the matter to the Operational Support and Resilience Manager (OSRM) for guidance.

NAS Emergency Ambulance Vehicle May 2014



Vehicle Equipment Inventory

Agreed at NASLT, 7th May 2014

HSE NAS Emergency Ambulance Vehicle Equipment Schedule

Paramedic Response Kit x 2 or Paramedic Response Bag & AP Response Bag (depending on crewing levels)

Paramedic Drug bag x 1 or AP Drug Bag x1 (depending on crewing levels) (Must have a lockable press in Ambulance for it)

Patient Comfort

Pillows x 1

Disposable Blankets x 6

Disposable Pillow Cases x 6

Paper towels x 2

Toilet Rolls x 2

Urinal – absorbent granule type x 4 (Uriwell?)

Bed pan – absorbent granules type x 4 (WAG bag?)

Incontinent sheets x 8

Clinical Waste Bags x 4

Disposable cups x 12

Water flask x 1

Hypothermic Blankets –Adult x 3 & Paed x 2

Carrying Devices

Agreed at NASLT, 7th May 2014

Item	Special Remarks	Size	Qty.	Req.
Trolley stretcher	C.E.N. vehicle – 4 point patient locking harness		1	
Ambulance carrying chair	Restraint strap		1	
Patient-handling aids	Banana board, Sliding sheet, path slide, gait belt in a bag		1	
Stryker chair	With restraint straps, with foot rests		1	
Vacuum mattress		Adult	1	
Carrying Sheet		Adult & Bariatric	1 of each	
Long Spinal Board	Complete with head hugger, spider straps/speed clips	Adult	1	
Orthopaedic Stretcher	Complete with head pads & 3 straps	Adult	1	
Child stretcher harness		Child	1	
Infant stretcher harness		Infant	1	
KED/TED	Vest type extrication device		1	
Stiff Neck Collars	Adult x 4/ Paeds x 2	Infant/Child /Adult		

Agreed at NASLT, 7th May 2014

Miscellaneous

Item	Special Remarks	Size	Qty.	Req.
Warning Triangle	Foldable with base Reflective		2	
Fire Extinguisher	Dry Powder (classe A, B & C)	2kg	2	
Sharps Container	Disposable(vehicle mounted)		1	
Water soluble bag	Contaminated laundry		3	
Clinical Waste Plastic bag	Yellow Clinical Waste	Large & Small	3	
Hand cleaning gel	(Vehicle mounted)		1	
Barrier Personal protection	Kit – complete with goggles and masks		2	
Gloves	(Vehicle mounted)	S/M/L/XL	1 box	
Emesis Sacs	(Vehicle mounted)		12	
Clinical Waste Bin	Vehicle mounted		6	
Non Clinical Waste Bin	Vehicle mounted		1	
Hand Cleanser Dispenser	Vehicle mounted		1	
Hand Towel Roll	Vehicle Mounted		1	
White Board – 25cm x 50cm	Vehicle Mounted		1	
Fluids warmer	Vehicle mounted	35°C	1	
Clock with countdown timer	Vehicle	Shows elapsed time, seconds	1	
Pigeon box container	Vehicle mounted		1	

Agreed at NASLT, 7th May 2014

Item	Special Remarks	Size	Qty.	Req.
Traction Splint	Bilateral device	Adult	1	
Vacuum Splints		Set	1	
Frac Straps		Set	1	
Sam Pelvic Sling II	Medium and large size		1 of each	
Mechanical CPR Device Where available	With alternative power source		1	
Entonox	D/CD		2	
Oxygen	F		2	
Oxygen	CD		2	
Low Reading thermometer			1	
Amputation bags			4	
Body Fluids Spill Kit			1	
PCR Report forms			12	
Octopus Device	Car/light van size		1	
Hot Packs			6	
Cold Packs			10	
Cruciform Labels			10	
Gel type burns kit	This amount of dressings can cover up to 10% BSA of two patients	20 x 45cm & 10x 40cm dressings	3 of each	
Cling film & dispenser for burns			1	
Maternity pack	Pre-packaged		2	

Agreed at NASLT, 7th May 2014

Neonatal wrap/bag			2	
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Fluids Pack

Outside pockets



- 6 Fluid Pockets with label inserts
- 0.9% NaCl 500mls x 3
- Dextrose 10% 500mls x 1
- Dextrose 5% 100mls x 2
- 0.9 % NaCl 100mls x 2



Fluids bag Inner section

Inside fluids kit

Safety Cannulae 14G, 16G, 18G, 20G, 22G, 24G x 2, Needles green x 5, blue x 5,
 blunt drawing up needles x 6, Baxter or Clave (Needle free bungs) x 8, 10 ml NaCl
 0.9% flushes x 6, Alcohol wipes x 10, Tourniquets x 4(disposable), I.V
 dressings (Tegaderm or equiv) x 6, Individual wrapped Gauze (or eyepads) pads x
 4, Giving sets (Microdrip) x 2, 10ml syringes x 4, 3ml x 4, 3 way taps x 4,
 Plasters x 6, Ampoule opening device x 1, 1" Adhesive Tape x 1

Inside Ambulance (Fluid Warmer)

- 0.9% NaCl 500mls x 6
- Dextrose 10% 500mls x 2
- 0.9 % NaCl 100mls x 2

Agreed at NASLT, 7th May 2014

Monitoring / Defibrillation

Monitor Defibrillator x 1 - (mounted and charging in vehicle)(ETCO₂, SPO₂- Adult/ child finger probes, ear probe),NIBP – with adult 12 Lead Acquisition and Transmission capability, manual/AED options)

Battery operated suction (mounted and charging in vehicle) x 1 (Disposable container/liner)

Pigeon boxes Stock

1. OPA's Infant to large adult sizes
2. Emesis Sacs x 4 & PEFR monitor mouthpieces (disposable, adult and child x 2)
3. Adult 100%NRB x 2 + Adult Nasal O₂ Cannulae x 2
4. Adult Neb Mask x 2 + Adult Multi-flow Venturi Mask x 2
5. Paed 100% NRB x 2 + Paed Nasal O₂Cannula x 1
6. Paed Neb Mask x 2 + Paed Multi-flow Venturi Mask x 2
7. Dressings x 4 (10x20); Conforming Bandages x 4 (4" & 6"), 1" Adhesive Tape x 1
8. BGL Lancets x 10; Alco wipes x 10, Plastersx10. Thermometer probe x 1 & box of 20 probe covers

Suction unit consumables:

1. Suction Yanker (Adult x 4 & Paed x 4)
2. Suction Catheters (French): 10 (Black) x 4; 12 (White) x 4; 14 (Green) x 4.
3. Suction Liners x 4
4. Suction Extension Tubing x 4

Agreed at NASLT, 7th May 2014

National Ambulance Service Vehicle/Equipment Defect Form



Station		Mileage	
<input type="text"/>		<input type="text"/>	
Vehicle Reg. Number	Call Sign	Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Crew Name 1		Crew Name 2	
<input type="text"/>		<input type="text"/>	

Serial No.

Please circle defect found (if any) on relevant diagram below



Garage/Service Provider Name: _____
Description of Vehicle/Equipment Defect

Bag & Tag Serial Number _____

Signed..... Pin No. Signed.....Pin No.
 Crew Member 1 Crew Member 2
 Reported To: _____ Time: _____ Hrs
 Resource Manager Station Supervisor Control Supervisor/ EMC

Corrective Action Taken/ Resource Manager / Station Supervisor

Signed:
 Resource Manager Station Supervisor Service Provider
SERVICE PROVIDER COPY

National Ambulance Service Vehicle Pre-Shift Inspection Form



Station Date Time

Vehicle Reg. Number Call Sign Mileage/Kilometers Next service Due

Crew Name 1 Crew Name 2 Serial No.

Radio Test Mobile Phone Check Vehicle ECO mode Portable Handheld Radio Fuel Card in date

<input type="checkbox"/> Visual Warning Lights	<input type="checkbox"/> Check Oil Level	<input type="checkbox"/> Tail Lift Check
<input type="checkbox"/> Audio Warning (Siren)	<input type="checkbox"/> Check Tyre Condition (Visual)	<input type="checkbox"/> Scene Lights
<input type="checkbox"/> Parking/Dip/Headlights	<input type="checkbox"/> Wipers/Screen wash	<input type="checkbox"/> Vehicle Camera Check
<input type="checkbox"/> Indicators	<input type="checkbox"/> Start Engine	<input type="checkbox"/> Rear Heater
<input type="checkbox"/> All Brake Lights	<input type="checkbox"/> Driver ID Fob	<input type="checkbox"/> Mirrors
<input type="checkbox"/> Reversing Lights	<input type="checkbox"/> Fuel Level (Full)	<input type="checkbox"/> All Doors/Locks Operating Correctly
<input type="checkbox"/> Audio Warning, Tail-lift/Doors	<input type="checkbox"/> Check All Seat Belts Front & Rear	<input type="checkbox"/> Fire Extinguishers x 2
<input type="checkbox"/> Wheel Studs/Indicators in Line	<input type="checkbox"/> Saloon Lighting & Power	<input type="checkbox"/> Warning Triangle
<input type="checkbox"/> Vehicle Tax/DOE/SCA Displayed	<input type="checkbox"/> Waste Bin (Clinical Non Clinical)	<input type="checkbox"/> Octopus Device (Car/Light Van)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Water Flotation Device x 2

Please insert X if defect found or ✓ box if no defect found on relevant part of form. Please complete a Vehicle Defect Form, submit to Station Supervisor/Station Officer.



<input type="checkbox"/> PPE Issue	<input type="checkbox"/> IV Fluids (All) In Date	<input type="checkbox"/> PCR Forms
<input type="checkbox"/> Oxygen 2 X F Size	<input type="checkbox"/> Drugs Bag (Sealed)	<input type="checkbox"/> Bandages/Dressings
<input type="checkbox"/> Oxygen D/CD Size, Spare	<input type="checkbox"/> Gel type burns kit (Dispenser)	<input type="checkbox"/> Glucometer
<input type="checkbox"/> Entenox Size D	<input type="checkbox"/> Maternity Kit (Sealed) In Date	<input type="checkbox"/> Thermometer
<input type="checkbox"/> De-Fib Daily Check, Test Strip	<input type="checkbox"/> Cervical Collars All Sizes	<input type="checkbox"/> Body Bags
<input type="checkbox"/> Oxygen Masks	<input type="checkbox"/> Spinal Equipment (Complete)	<input type="checkbox"/> Emesis Bags
<input type="checkbox"/> Resuscitation Bag/Kit	<input type="checkbox"/> Sam Pelvic Sling II (Med & Lrg)	<input type="checkbox"/> CPG or CPG-AP Book
<input type="checkbox"/> Paramedic Response Kits	<input type="checkbox"/> KED/TED	<input type="checkbox"/> Hazchem Card
<input type="checkbox"/> Suction Unit	<input type="checkbox"/> Splints (Traction, Vacuum/Matress)	<input type="checkbox"/> Torch
<input type="checkbox"/> Carrying Chair (Compact)	<input type="checkbox"/> Immobilization Splints (All)	<input type="checkbox"/> Gloves Disposable
<input type="checkbox"/> Stair Climber Chair (Stryker)	<input type="checkbox"/> Frac Straps	<input type="checkbox"/> Triage Forms
<input type="checkbox"/> Stretcher(s)	<input type="checkbox"/> Orthopaedic Stretcher (Scoop)	<input type="checkbox"/> Sharps Container
<input type="checkbox"/> Stretcher Harness (Adult, Child)	<input type="checkbox"/> IV Cannulae (All Sizes)	<input type="checkbox"/> Blankets & Pillow
<input type="checkbox"/> Airway Management Adjuncts	<input type="checkbox"/> Hygiene Equipment	<input type="checkbox"/> Hot & Cold Packs
<input type="checkbox"/> Patient Handling aids (Complete)	<input type="checkbox"/> Barrier Personal Protection (Kit)	<input type="checkbox"/> Clinical Waste Bag
<input type="checkbox"/> Mechanical CPR device (If available)	<input type="checkbox"/> Hand Cleanser Dispenser / Towel Roll	<input type="checkbox"/>

This vehicle and its contents have been checked by us as part of our Pre-Shift Vehicle check

Initialed
Crew Member 1

Pin No.

Initialed.....
Crew Member 2

Pin No.

Document Control No. 1 (to be attached to Master Copy)

NASPO09 Operational Driving of NAS Vehicles

Reviewer: The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to a peer reviewer (internal or external), in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have reviewed and agreed the content and recommend the approval of the following Policy, Procedure, Protocol or Guideline:

Title of Policy, Procedure, Protocol or Guideline:

NASPO09 Operational Driving of NAS Vehicles

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

Name

Signature (Block Capitals)

Date

Please return this completed form to:

Name: Niamh Murphy
Contact Details: Corporate Office
National Ambulance Service
Rivers Building
Tallaght Cross
Dublin 24
email niamhf.murphy1@hse.ie

Document Control No. 2 (to be attached to Master Copy)

**Key Stakeholders Review of Policy, Procedure, Protocol or
Guidance Reviewer Statement**

Reviewer: The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to Managers of Employees who have a stake in the PPPG, in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have seen and agree to the following Policy, Procedure, Protocol or Guideline:

Title of Policy, Procedure, Protocol or Guideline:

NASPO09 Operational Driving of NAS Vehicles

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

Name

Signature (Block Capitals)

Date

Please return this completed form to:

Name: Niamh Murphy
Contact Details: Corporate Office
National Ambulance Service
Rivers Building
Tallaght Cross
Dublin 24
email niamhf.murphy1@hse.ie

Document Control No. 3 Signature Sheet:
(to be attached to Master Copy)

Policy, Procedure, Protocol or Guideline:
NASPO09 Operational Driving of NAS Vehicles

I have read, understand and agree to adhere to the attached Policy, Procedure, Protocol or Guideline:

Print Name	Signature	Area of Work	Date