
	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	<b>EMS Vehicle Inspection &amp; Decontamination</b>
	<b>Section:</b>	<b>Operations</b>
	<b>Guideline Number:</b>	<b>317</b>
	<b>Effective Date:</b>	<b>January 20, 2026</b>
	<b>Revised Date:</b>	
<b>Signature of Approval:</b>	<b>Charles R. Pruitt</b> <b>Director of Public Safety</b> 	

**PURPOSE**

To set agency-wide standards for the daily inspection and upkeep of EMS vehicles and equipment assigned to uniformed members of the Department

**SCOPE**

This policy applies to all uniformed members of the Department assigned to operate EMS vehicles permitted by the Virginia Department of Health, Office of Emergency Medical Services

**CONTENT**

- The daily inspection of all in-service EMS vehicles shall occur promptly at the start of each operational shift (or as soon as practically possible). This shall include all staffed EMS vehicles to include ambulances, supervisor vehicles, and unstaffed vehicles as directed by the Universal Daily Duties checklist. Any unit returning from an “Out of Service” status MUST be properly inspected and Image Trend checkoff submitted prior to the unit being placed “Back in Service” and utilized, regardless of the time of day
- The completion of these daily inspections shall be documented in the “Checklist” section of Image Trend, no later than 1200 hours (unless call volume prohibits, at which time the submission of the checklist shall be completed as soon as practically possible). It will be the responsibility of the Station Captain or Senior Fire Medic in each station to assure that this occurs each day
- The daily inspection of EMS vehicles shall include all items contained on the Image Trend checklist with the following additional weekly/bi-monthly checks
  - 1<sup>st</sup> and 15<sup>th</sup> day of each month – detailed inspection of each Handtevy/Pediatric bag
  - 20<sup>th</sup> day of each month – completion of an inventory of each Red Medication Box. Any medication needs (medications expiring at the end of the month, missing, etc.) must be submitted on the proper form and submitted via e-mail
  - Every Monday – load testing of all defibrillators
- Vehicle Decontamination – Each in-service EMS unit will receive a terminal decontamination (thorough) once weekly on a schedule determined by the Station Captain or Senior Fire-Medic. Documentation will be included in the Daily Log Book of each station. Compliance will be monitored by the Infection Control Officer for the Department.