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

<table>
<thead>
<tr>
<th>Document reference number</th>
<th>Document developed by</th>
<th>National Fleet Group (NFG)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NASPO09</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revision number</td>
<td>9</td>
<td>Document approved by</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Martin Dunne, Director of NAS</td>
</tr>
<tr>
<td>Approval date</td>
<td>8&lt;sup&gt;th&lt;/sup&gt; February 2011</td>
<td>Responsibility for implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Operational Support and Resilience Manager</td>
</tr>
<tr>
<td>Revision date</td>
<td>31&lt;sup&gt;st&lt;/sup&gt; December 2019</td>
<td>Responsibility for review and audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Fleet Group (NFG)</td>
</tr>
</tbody>
</table>
Table of Contents:

1.0 Policy
2.0 Purpose
3.0 Scope
4.0 Legislation/other related policies
5.0 Glossary of Terms and Definitions
6.0 Roles and Responsibilities
7.0 Procedure
8.0 Road Traffic Collision Procedures
9.0 Driving Suspension
10.0 Implementation Plan
11.0 Revision and Audit
12.0 References
13.0 Appendices
14.0 Signatures of approval
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

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 deem 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 it 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 Gardaí 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 Síochána

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 Gardaí. 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 its 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.)

<table>
<thead>
<tr>
<th>No</th>
<th>Revision No</th>
<th>Date</th>
<th>Section Amended</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9</td>
<td>3/1/2017</td>
<td>Amendments made to do with changed within NAS</td>
<td>CAO Fleet Logistics &amp; support</td>
</tr>
</tbody>
</table>

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

[Signature]

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.
Appendix II

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

Agreed at NASLT, 7th May 2014
## Miscellaneous

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

Agreed at NASLT, 7th May 2014
<table>
<thead>
<tr>
<th>Item</th>
<th>Special Remarks</th>
<th>Size</th>
<th>Qty.</th>
<th>Req.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traction Splint</td>
<td>Bilateral device</td>
<td>Adult</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Vacuum Splints</td>
<td></td>
<td>Set</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Frac Straps</td>
<td></td>
<td>Set</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Sam Pelvic Sling II</td>
<td>Medium and large size</td>
<td></td>
<td>1 of each</td>
<td></td>
</tr>
<tr>
<td>Mechanical CPR Device</td>
<td>With alternative power source</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Where available</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entonox</td>
<td>D/CD</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Oxygen</td>
<td>F</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Oxygen</td>
<td>CD</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Low Reading thermometer</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Amputation bags</td>
<td></td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Body Fluids Spill Kit</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>PCR Report forms</td>
<td></td>
<td></td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Octopus Device</td>
<td>Car/light van size</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Hot Packs</td>
<td></td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Cold Packs</td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Cruciform Labels</td>
<td></td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Gel type burns kit</td>
<td>This amount of dressings can cover up to 10% BSA of two patients</td>
<td>20 x 45cm &amp; 10x 40cm dressings</td>
<td>3 of each</td>
<td></td>
</tr>
<tr>
<td>Cling film &amp; dispenser for burns</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Maternity pack</td>
<td>Pre-packaged</td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Agreed at NASLT, 7th May 2014
Neonatal wrap/bag

<table>
<thead>
<tr>
<th>Fluids Pack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside pockets</td>
</tr>
<tr>
<td>• 6 Fluid Pockets with label inserts</td>
</tr>
<tr>
<td>• 0.9% NaCl 500mls x 3</td>
</tr>
<tr>
<td>• Dextrose 10% 500mls x 1</td>
</tr>
<tr>
<td>• Dextrose 5% 100mls x 2</td>
</tr>
<tr>
<td>• 0.9 % NaCl 100mls x 2</td>
</tr>
</tbody>
</table>

| 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 O₂ Cannula 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 of20 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

Appendix III
## National Ambulance Service Vehicle/Equipment Defect Form

<table>
<thead>
<tr>
<th>Station</th>
<th>Mileage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Reg. Number</td>
<td>Call Sign</td>
</tr>
<tr>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>Crew Name 1</td>
<td>Crew Name 2</td>
</tr>
</tbody>
</table>

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

![Ambulance Diagrams]

**Garage/Service Provider Name:**

**Description of Vehicle/Equipment Defect**

- ...
- ...
- ...

**Bag & Tag Serial Number**

<table>
<thead>
<tr>
<th>Signed</th>
<th>Pin No.</th>
<th>Signed</th>
<th>Pin No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew Member 1</td>
<td></td>
<td>Crew Member 2</td>
<td></td>
</tr>
</tbody>
</table>

**Reported To:**

- Resource Manager
- Station Supervisor
- Control Supervisor/ EMC

**Time:**

- Hrs

**Corrective Action Taken/ Resource Manager / Station Supervisor**

- ...
- ...
- ...

**Signed:**

- 

**SERVICE PROVIDER COPY**
# National Ambulance Service Vehicle Pre-Shift Inspection Form

<table>
<thead>
<tr>
<th>Station</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vehicle Reg. Number</th>
<th>Call Sign</th>
<th>Mileage/Kilometers</th>
<th>Next service Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Crew Name 1</th>
<th>Crew Name 2</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Initiated ....................  Pin No.  Initiated ....................  Pin No.
Crew Member 1  Crew Member 2
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
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
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:

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Area of Work</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>