



Daily Ambulance Checklist Instructions

NorthStar employees are required to complete a daily ambulance check at the start of their shift. This check is to ensure that the ambulance is properly stocked and ready to respond to calls.

The checklist is broken down by category. The expectation of each category is stated below. If the category meets expectations place a check mark in the box unless otherwise noted. If the category does not meet expectations the crewmembers will immediately correct the problem if possible. If the crewmembers are unable to correct the problem, a minus will be placed in the column. If a crewmember feels the truck needs to be taken out of service due to the deficiencies a supervisor will be notified immediately.

Radio

List the NorthStar assigned radio # for all crewmembers completing the checklist.

Mileage

Obtain the mileage from the odometer.

Fuel

Place a check mark in the box if fuel level is above $\frac{3}{4}$ of a tank. If level is below $\frac{3}{4}$ mark the designated level with $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$. If below $\frac{3}{4}$ fuel it up.

Tire Checks

Visually check all tires for defects. Tires are also to be thumped to insure they are inflated. If tires pass the inspection place check mark in the box. If tires do not pass inspection call a supervisor and place the truck out of service.

No fluid leaks

Visually inspect under the vehicle for fluid leaks. If fluid leak is noted investigate cause and immediately check all the fluids. Call supervisor or base maintenance person. If no fluid leaks are noted or fluids are in safe range if a leak was noted place a check mark in the box.

Exterior Clean

Examine exterior of the ambulance if the exterior passes the inspection place a check mark in the box.

Exterior equipment

Check all exterior cabinets for appropriate equipment levels. If cabinets pass inspection place a check mark in the box.

Radio/Cell phone

Power up all cell phones and radios. The crews are not required to perform radio checks. Keying up the mic and hearing the repeater activate is acceptable. If radio/cell phones pass inspection place a check mark in the box.

All Lights

With the ambulance running check all interior, exterior and emergency lights. If any lights are out put note on the maintenance board. If the lights pass inspection place a check mark in the box.

Interior Clean

Examine interior of the ambulance if the interior passes inspection place a check mark in the box.

Suction

Inspect portable and in-house suction units for any defects. Turn suction on and kink suction hose and watch gauge. The unit should reach 300mmhg quickly. If the suction units pass the inspection place a check mark in the box. If unit fails notify a supervisor.

Cardiac Monitor

Inspect the monitor and cables for any defects. If the monitor passes inspections place a check mark in the box. If unit fails notify the supervisor.

Portable O2

Record O2 level. If below 500 psi change the tank and record the new level.

Main O2

Record O2 level. If below 500 psi change the tank and record the new level.

Interior Equipment

Check all interior cabinets for appropriate equipment. If the cabinets pass inspection place a check mark in the box.

First in Bag

Inspect bag for proper equipment. If bag passes inspection place a check mark in the box.

Paperwork

Check clipboards for adequate amount of paperwork. If adequate amount of paperwork noted place a check mark in the box.