

<b>Manitoulin-Sudbury District Services Board POLICY &amp; PROCEDURES MANUAL</b>	
Section: G. Paramedic Services	Effective Date: April 30, 2019
Topic: 5. Administrative Directives	Replaces: January 1, 2011
Subject: 19 Fleet Preventative Maintenance and Repair Program	
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**PURPOSE**

To ensure the established Preventative Maintenance (PM) Program for Paramedic Services' fleet is followed and monitored for efficiency/Legislative compliance.

**APPLICATION**

Paramedics, Paramedic Superintendents, Logistics Staff, Senior Managers

**PROCEDURE**

**Overview/Schedule**

All Manitoulin-Sudbury DSB Paramedic Services fleet are subject to the established PM program wherein scheduled services will be performed each 8,000 KMs, plus or minus 25%, and based upon calendar timelines set out in this policy. Each vehicle is subject to an AB service each period, and subject to the C service with MTO certification on an annual basis.

Manitoulin-Sudbury DSB Paramedic Service has contracted PM programs with the City of Greater Sudbury and Keller's Automotive.

Any vehicle operated by Manitoulin-Sudbury DSB Paramedic Services that has been identified by staff as operationally unsafe, shall be immediately removed from deployment/service, and shall remain so until cleared for return to service by an authorized and licensed mechanic at the City of greater Sudbury, Keller's Automotive, or an alternative vendor where deemed necessary.

**Responsibilities**

The Deputy Chief with the operations portfolio holds the primary responsibility for fleet maintenance oversight. This position or designate shall receive regular reporting from Logistics staff pertaining to current PM flow and fleet repair status. Additionally, the DC will monitor the Fleet Status Board within the Operative IQ system.

Logistics staff will make appointments based upon direction DC direction, or established PM schedules, and will track vehicle information, ensuring details/documentation are inputted into the Operative IQ system. Additionally, the Logistics staff will be responsible to ensure all necessary documentation related to PM service, or repairs are communicated to the specific garage. Development

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and production of compliance/efficiency reporting to the Chief's office is the Logistics responsibility.

**Paramedic Superintendents:**

Paramedic Superintendents are responsible to ensure fleet movements to/from maintenance locations are met, and that repair movements are facilitated. The Paramedic Superintendents will be responsible, through the established QA program, to ensure the valid Ministry of Transportation annual safety inspection sticker/documentation is present on each vehicle.

**Paramedics:**

Paramedics are responsible to follow direction from the Paramedic Superintendents related to ferrying of vehicles, and to communicate the removal from service of any fleet vehicle for any reason. Paramedics are also responsible to input tickets into the Operative IQ system for any deficiencies found.

<b>REFERENCE</b>
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