

# Standard Operating Procedure (SOP)

## Ambulance Vehicle Maintenance and Daily Readiness Checks

### 1. Purpose

To outline standardized procedures for **ambulance vehicle maintenance and daily readiness checks**, ensuring every ambulance is safe, fully functional, and ready to respond to emergencies efficiently.

### 2. Scope

This SOP applies to all ambulance vehicles and personnel responsible for vehicle checks and maintenance within the organization.

### 3. Responsibilities

Role	Responsibility
Ambulance Crew/Driver	Carry out daily vehicle and equipment checks, document findings, and report issues.
Maintenance Supervisor	Review checklists, arrange repairs, and oversee scheduled maintenance.

### 4. Procedure

- Daily Visual Inspection**
  - Inspect vehicle exterior for damage or fluid leaks.
  - Check windows, mirrors, lights, and sirens for cleanliness and function.
- Fluid Level Checks**
  - Check and top up fuel, engine oil, coolant, brake, and windshield washer fluids as needed.
- Tire Inspection**
  - Check all tire pressures (including spare) and tread condition. Inflate/replace as needed.
- Interior & Equipment Check**
  - Inspect and test emergency medical equipment (defibrillator, suction, oxygen, etc.).
  - Ensure all essential supplies and medications are present and in-date.
  - Ensure seatbelts, interior lights, and communication devices are functional.
- Cleanliness**
  - Check cleanliness of interior and exterior. Clean as required to meet infection control standards.
- Documentation**
  - Complete the Ambulance Daily Readiness Checklist and log all findings.
  - Report any issues or deficiencies immediately to supervisor or maintenance.
- Scheduled Maintenance**
  - Adhere to manufacturer maintenance schedules (oil changes, inspections, servicing).

### 5. Documentation

All checks must be recorded on the **Ambulance Daily Readiness Checklist** and kept on file for review.

### 6. Compliance

Any failure to perform daily checks or report maintenance issues will be treated as a breach of protocol and may result in corrective action.

### 7. References

- Ambulance Manufacturer's Maintenance Guidelines
- Local/State Ambulance Regulatory Standards
- Infection Control Policies

**All team members must review this SOP regularly and adhere strictly to the procedures detailed above.**