OSPITAL I	NG PARAÑAQUE	Document Code: OSPAR-ADM-TRANS 004
		Issue Date:
ADMINISTRATIVE DIVISION APPROVAL MATRIX		Section / Department TRANSPORTATION SECTION
Policy Title:		
POLICY ON PLANNED PREVENTIVE MAINTENANCE (PPM)		Page No.1 of 2
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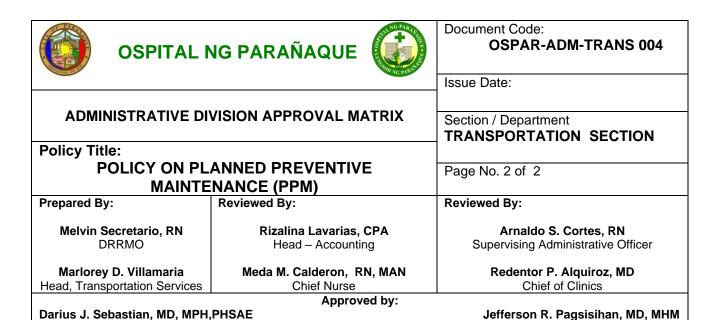
**Objectives:** To ensure the safety of the patient and hospital staffs along for the ride and to ensure the working condition of the ambulance and all medical equipment are working well.

## **Procedure on Planned Preventive Maintenance (PPM)**

- 1. All vehicles shall undergo regular preventive maintenance done in coordination with OSPAR 1 Transportation Unit/Division.
- 2. All PPM must be complete at a recognized service facility; the maintenance should be done according to the schedule.
- At the beginning of each shift the oncoming duty will be responsible for verifying the non – board presence of all items on the supply list and for verifying the working condition of all medical equipment, as well as aspects of the ambulance itself.
- Supplies will immediately be restocked and any mechanical problem will be reported to the Head of Transportation & DRRMO and dealt with as soon as possible.

## Under No Circumstances should a vehicle be placed in service, which has:

- a. Supplies insufficient to meet EMS licensing requirements.
- b. Supplies are insufficient to render reasonable patient care.
- c. Mechanical deficiencies great enough to compromise patient care.
- d. Mechanical deficiencies great enough to endanger the patient, the new or the public.
- \* IF anyone or a combination of the above occurs, the vehicle should be placed out of service until appropriate measures to resolve the problem have been taken.



**Hospital Director** 

Hospital Administrator

Vehicle Maintenance Schedule

6,000 miles →change oil

15,000 miles → Transmission (Fluid & Filter)

→ Fuel filter

 $\rightarrow$  Air filter

→ Wiper Blade

→ Check Radiator Cap

→ Front & Rear Brakes checked

60,000 miles → change gear oil

→ replace U joints

→ replace front & rear shocks

→ replace belt tensioner and pulley

30,000 miles → replace serpentine Belts

90,000 miles → Replace water pump

→ Replace clutch Fan

→ Replace hose

→ Replace thermostat

 $\rightarrow$  Flush radiator  $\rightarrow$  Replace cap

## **APPENDIX:**

Official Trip ticket and waiver form

**Implementation Date:** 

2022