

## ADMIN-GENERAL SERVICES SECTION POLICY ON TRANSPORT SERVICE/ SERVICE VEHICLE

ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – TRANSPORT SERVICE – 001	
Reviewed by:	Reviewed by:
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Approved by:	Approved by:
<b>Jefferson R. Pagsisihan, MD, MHM</b> Hospital Administrator	<b>Ephraim Neal C. Orteza, MD, MHA</b> Hospital Director
Date of Last Review: July 2018	

**OBJECTIVES:** This policy aims to regularly implement cleaning and maintaining of hospital vehicles.

**COVERAGE:** This policy covers all drivers.

**RESPONSIBILITIES:**

- I. It shall be the responsibility of the Drivers to regularly endorse to the next Driver on duty.
- II. It shall be the responsibility of the Drivers to maintain the cleanliness of the vehicle and to check the vehicles mechanical system.
- III. It shall be the responsibility of the Drivers to report to their Supervisor any damages or any technical problems encountered during their tour of duty. Likewise, a report shall also be logged at the Civilian Watch Unit's (CWU) Recording Book.
- IV. The Driver on duty shall make sure that the vehicle has more than enough gasoline for the required length of trip; otherwise, he shall secure cash from the Cashier on duty and return the Official Receipt for the procured gasoline to the Cashier together with the trip ticket for documentation and replenishment purposes.

- V. It shall be the responsibility of the Driver Supervisor to check activities of the Drivers and to coordinate the same to the Chief of the Administrative Office.
- VI. It shall be the responsibility of the Driver on duty to have the feedback sheet accomplished by the passenger/patient or relatives.

**PROCEDURE:**

- I. The driver on duty shall endorse to the next duty to include trip tickets supporting the trips conducted as recorded in the logbook.
- II. The outgoing driver shall clear and check the vehicle before endorsement.
- III. The incoming driver shall see to it that cleaning and checking were accomplished and shall confirm by signing his name in the logbook.
- IV. The driver shall come up with a schedule for vehicle maintenance services (Tune up, change oil and others) every six (6) months. Schedule MUST be submitted by the Section Head countersigned by the Division Head to the business unit for prioritization of cash when available. Final approval by the COH must be secured to effect above mentioned procedures. Any request outside of this schedule shall be "emergency" and shall require justification prior to approval by COH. A feedback sheet for every trip shall be accomplished by the patient or relative.
- V. Endorsement logbook and feedback sheet shall serve as the monitoring tools.

**Procedure for Use of Service Vehicle**

- 1. Any OSPAR personnel desiring to use the service vehicle for official business shall have this trip approved by the Hospital Administrator or the Hospital Director prior to issuance of a Trip Ticket. In the absence of the latter, the Supervising Administrative Officer shall sign the trip ticket. He/She shall secure approval and accomplish form at least a day prior to the said trip; this being not in conflict to a more emergent matter hours prior.
- 2. The Driver on duty shall accomplish the required Trip Ticket and make sure that all details be filled up prior to the conduction. The Chief of Hospital shall sign the trip ticket of the Administrative Chief in the absence of the COH.

**Appendix:**

Feedback sheet

**Implementation:**

Implemented since 1979 upto present.

**Schedule for Policy Review:**

Reviewed periodically as necessary

**Last Reviewed:**

March 2011

July 2018

## **ADMIN-GENERAL SERVICES SECTION POLICY ON AMBULANCE**

<b>ADMINISTRATIVE DIVISION APPROVAL MATRIX POLICY NO. ADM – TRANSPORT SERVICE – 002</b>	
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Date of Last Review: February 2019	

**OBJECTIVES:**

This policy aims to systematize the use of Ambulance in patient transfer/conduction purposes.

**COVERAGE:**

This policy shall cover all Sections under each Division and other such persons who shall seek the use ambulance for conduction of their patients.

**RESPONSIBILITIES:**

- I. It shall be the responsibility of the Drivers to prepare an official trip ticket properly accomplished and signed by authorized personnel namely the senior resident on duty prior to any vehicle conduction. Ambulance conductions should be from Ospital ng Paranaue and transfers must be **within Metro Manila only**.

- II. It shall be the responsibility of the Nursing staff to notify the Driver on duty of any ambulance conduction and of such purpose prior to issuance of a trip ticket.
- III. It shall be the responsibility of the Medical staff to accompany any patient for Ambulance conduction to the patient's hospital of choice for further evaluation and/or management.
- IV. It shall be the responsibility of the Nursing staff to secure a waiver for ambulance conduction (Annex A) in cases where no nurse or medical staff shall accompany the patient.
- V. This policy shall enforce that all patient transfers be immediately conducted even if this would entail the involved staff to go beyond the hours of their tour of duty.
- VI. This policy shall enforce that all Emergency conductions be accompanied by a Medical and nursing staff at all times; that if cases are non-emergent and only upon a GO signal from the Senior Resident on Duty will a transfer be conducted with only a Nursing staff with it.
- VII. This policy limits the use of the hospital ambulance for admitted patients of Ospital ng Parañaque only.
- VIII. It shall be the responsibility of the Officer of the Property Section to ensure that the form for this purpose is made always available for use. It shall also be its responsibility to file in a logbook all these transfers for documentation and to submit these forms to the cashier if accompanied by a gasoline receipt.
- IX. The Driver on duty shall be responsible for all equipment inside the Ambulance and therefore shall have proper recordings in a logbook of their status and availability at all times. In case of loss or breakage, reports have to be accomplished and submitted to the Property Section immediately or the following working day.
- X. It shall be the responsibility of the head of the transportation services to completely file the Annual Statistical Report.
- XI. Ambulance Maintenance:
  - The ambulance shall be properly ventilated, lighted, clean and disinfected.
  - Proper preventive maintenance should be given priority. A logbook of calibration, preventive maintenance, repair of equipment, decontamination and disinfection must be updated regularly. A contingency plan must be in place in case of equipment malfunction or breakdown especially during patient transport.
- XII. Any official trip wherein the ambulance is used MUST be first authorized by the Senior Resident on Duty.

## **PROCEDURE:**

1. The Staff Nurse on duty with a patient to conduct shall inform the Driver on duty (Stationed at the designated area) of such trip.
2. The Staff Nurse shall secure consent or waiver for transfer of patient.
3. The Driver on duty shall accomplish the required Trip ticket (Annex B) and make sure that all details be filled up prior to the conduction. If the trip calls for a patient to be transferred from the hospital, the trip ticket must be signed by the Senior Resident on Duty.
4. The Driver must record the trip details on the Ambulance Conduction Logbook indicating the following:
  - a. Name, Sex, Age of the patient
  - b. Name of attending physician
  - c. Origin and destination
  - d. Date and time of dispatch and return of the ambulance
  - e. Reason for transfer/ transport
  - f. Disposition of the patient

#### **APPENDIX:**

Official Trip ticket and waiver form

#### **Implementation Date:**

The greater part of this policy has been in implementation since 1978; however; revisions has been issued since August 2002 and in July 2018. This policy will continue to be implemented as rewritten.

#### **Dates of Review:**

March 2011

July 2018

February 2019