

4766-3-08

**Recordkeeping.****(A) Client records**

- (1) Each licensed ambulette service shall maintain accurate records concerning the transportation of each client;
- (2) All client transportation record(s) shall be created prior to or immediately upon completion of the transport and shall include the following:
  - (a) Client name;
  - (b) Beginning location and final destination;
  - (c) The time the ambulette arrived at the pick-up location and the time the unit arrived at its destination;
  - (d) The name of driver;
- (3) A licensed ambulette service shall make all client transportation record(s) and documents available to the board designee during any inspection, announced or unannounced.

(B) A certificate of liability insurance issued by an insurer licensed to do business in this state that includes a thirty day notice of cancellation to the board.

**(C) Maintenance and equipment documentation**

- (1) Provide a copy of the periodical maintenance plan for all vehicles that conform to manufacturer specifications;
- (2) All licensed ambulette services shall maintain documentation of all periodical maintenance and repairs performed on each vehicle to include:
  - (a) Date of service or repair;
  - (b) Description of service/repair performed;
  - (c) Documentation of who performed the service/repair.

Effective:

R.C. 119.032 review dates:

---

Certification

---

Date

Promulgated Under:	119.03
Statutory Authority:	4766.03
Rule Amplifies:	4766.04, 4766.06