

4766-3-09

Maintenance documentation.

(A) All licensed ambulette services shall maintain documentation of all periodical maintenance and repairs performed on each permitted ambulette to include:

- (1) Date of service or repair;
- (2) Description of service/repair performed;
- (3) Documentation of who performed service/repair.

(B) Out of service permitted ambulettes

(1) If a licensed ambulette service removes a permitted ambulette from service it shall place an "out of service" sign in the permitted ambulette to be visible through the windshield with the following information included on the sign:

- (a) Date permitted ambulette was taken out of service;
- (b) Odometer reading at time permitted ambulette was taken out of service;
- (c) Reason permitted ambulette was taken out of service;
- (d) Printed name and signature of person responsible for taking permitted ambulette out of service;
- (e) The words "out of service" utilizing not less than three inch lettering on front of sign.

(2) If the permitted ambulette is off premises at a repair/maintenance shop for maintenance purposes, no "out of service" sign is required.

(C) Ambulette maintenance/repair records shall be kept for a period of twelve months after the vehicle is removed from inventory.

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CERTIFIED ELECTRONICALLY

Certification

04/06/2012

Date

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