

4766-3-09

**Maintenance documentation.**

[Comment: For dates and availability of material incorporated by reference in this chapter of the Administrative Code, see rule 4766-3-18 of the Administrative Code.]

(A) All licensed ambulette services shall maintain documentation of all periodic 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 and the business name, if applicable;
- (4) VIN number of the vehicle being repaired;
- (5) Odometer reading of ambulette at the time of repair.

(B) Licensed ambulette services shall subject all permitted ambulettes to periodic mechanical safety inspection(s), which shall be documented by the service.

- (1) A periodic mechanical safety inspection shall mean an inspection conducted:
  - (a) Prior to a vehicle's initial permit being issued for vehicles with an odometer reading of twelve thousand miles or more, and;
  - (b) Annually and completed within the six month period prior to the ambulette service's license expiration date, or;
  - (c) Every twenty-five thousand miles for a vehicle that has an odometer reading of one hundred fifty thousand miles or more.

The mechanic shall attest that the vehicle was inspected, mechanically safe, and roadworthy at the time of inspection. The mechanic shall complete and sign a "Periodic Mechanical Safety Report" for each vehicle and these reports shall be maintained by the service in the vehicle's maintenance records.

- (2) Each mechanical safety inspection shall be conducted by a mechanic with factory training and certification from an original (motor vehicle) equipment manufacturer or equivalent certification for "Emergency Vehicle Technicians" (EVT) or from the "National Institute for Automotive Service Excellence" (ASE).

- (3) Each mechanical safety inspection shall be conducted in addition to the vehicle and equipment inspection by the board or its designee following the procedures adopted in rule 4766-3-08 of the Administrative Code.
  - (4) Vehicles with failed items found during the mechanical safety inspection shall be removed from service and not placed back into service until items are corrected. Proof of correction(s) shall be maintained by the service with the "Periodic Mechanical Safety Report" form in the vehicle's maintenance records. Licensed ambulette services shall subject all licensed ambulettes to periodic mechanical safety inspection(s), which shall be documented by the service.
- (C) All licensed ambulette services shall maintain documentation of all periodic maintenance, repairs and cleaning performed on passenger compartment of the vehicle to include:
- (1) Daily inspection and cleaning of the interior passenger compartment of each vehicle and lift/ramp to include:
    - (a) Ramp/lift clean and free of debris;
    - (b) Ramp/lift properly secured to the vehicle with no excess movement;
    - (c) Ramp/lift overall operating condition, including operating the ramp to verify that it is working properly;
    - (d) Vehicle interior is clean, floors are clean and free of debris;
    - (e) Floor or wall wheelchair locking mechanism and/or floor rails or fasteners and straps and locks for securing wheelchair are clean and in proper working order;
    - (f) Passenger restraint belts in proper working order;
    - (g) Properly functioning heat and air conditioning.
    - (h) Elastic straps, such as bungee cords, are prohibited from being used to secure equipment or supplies.
  - (2) Date of inspection, service/repair and cleaning;
  - (3) Description of service/repair performed;
  - (4) Documentation of who performed service/repair and the business name, if applicable.

(D) 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.

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

Five Year Review (FYR) Dates: 3/23/2022 and 03/01/2027

CERTIFIED ELECTRONICALLY

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Certification

03/23/2022

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Date

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