

4766-4-09

**Maintenance documentation.****(A) MoICU and non-transport vehicles**

(1) (1) All licensed MTOs shall ensure performance and maintain documentation of all periodical maintenance and repairs on each permitted vehicle to include:

(a) Date of service or repair;

(b) Description of service/repair performed;

(c) Name of person who performed service/repair.

(2) Out of service permitted MoICU(s) or non-transport vehicle(s)

(a) If a licensed MTO removes a permitted MoICU or non-transport vehicle from service it shall place an "out of service" sign in the permitted MoICU or non-transport vehicle to be visible through the windshield with the following information included on the front of the sign:

(i) Date permitted MoICU or non-transport vehicle was taken out of service;

(ii) Odometer reading at time permitted MoICU or non-transport vehicle was taken out of service;

(iii) Reason permitted MoICU or non-transport vehicle was taken out of service;

(iv) Printed name and signature of person responsible for taking permitted vehicle out of service;

(v) The words "out of service" utilizing not less than three inch lettering.

(3) If permitted MoICU or non-transport vehicle is at a repair/maintenance shop that is not owned or operated by the licensed MTO for maintenance purposes, no "out of service" sign is required.

**(B) Bio-Medical Equipment**

(1) All licensed MTOs shall ensure performance and maintain documentation of all periodical maintenance and repairs of bio-medical equipment as required by manufacturer and/or food and drug administration including but not limited to the following:

(a) Date of last bio-medical inspection;

(b) Date of service or repair;

(c) Description of service/repair performed;

(d) Name of person who performed inspection, service, or repair;

(e) Documentation, if any, of inspection, service, or repair performed.

(C) All licensed MTOs shall maintain documentation of all periodical maintenance as required by the original equipment manufacturer.

(D) MoICU and non-transport vehicle maintenance/repair records shall be kept for a period of twelve months after the vehicle is removed from inventory.

Effective:

R.C. 119.032 review dates:

---

Certification

---

Date

Promulgated Under:	119.03
Statutory Authority:	4766.03
Rule Amplifies:	4766.04, 4766.07