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POLICY:	500.02 AMBULANCE LICENSING REQUIREMENTS		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 2/16/2024			ORIGINAL EFFECTIVE DATE: 9/2022
DEPARTMENT SPECIFIC		EMERGENCY MEDICAL SERVICES	

I. Purpose:

To provide Agencies with the information of what equipment is needed per IDPH to be included in the purchase of a new ambulance and to keep that ambulance in service.

II. Policy:

Vehicle Design: IDPH CODE 515.830

- A.** Each new vehicle used as an ambulance shall comply with the criteria established by the Federal Specifications for Ambulance (KKK-A-1822F) United States General Services Administration, with the exception of Section 3.16.2, Color, Paint and Finish.
- B.** A licensed vehicle shall be exempt from subsequent vehicle design standards or specifications required by IDPH in this Part, as long as the vehicle is continuously in compliance with the vehicle design standards and specifications originally applicable to that vehicle, or until said vehicle's title of ownership is transferred.
- C.** The following requirements listed in Specification KKK-A-1822F shall be considered mandatory in Illinois even though they are listed as optional in that publication:
 - 1.** 3.7.7.1 Each vehicle will be equipped with either a battery charger or battery conditioner (see 3.15.3 item 7).
 - 2.** 3.8.5.2 Patient compartment checkout lights will be provided (see 3.15.3 item 9).
 - 3.** 3.12.1 An oxygen outlet will be provided above the secondary patient (see 3.15.4 M9).
 - 4.** 3.15.4M3 Electric clock with sweep second hand will be provided.

III. Equipment Requirements

BLS Vehicles: Each ambulance used as a BLS vehicle shall meet the following equipment requirements, as determined by IDPH by an inspection. IDPH Inspection form:

Emergency Medical Services (EMS) Systems Ambulance Inspection Form

IV. Equipment Requirements

BLS and ALS Support Vehicles Each ambulance used as a BLS or ALS Support vehicle shall meet the requirements in subsections (II) and (III) of this Section and shall also comply with the equipment and supply requirements as designated in System Policy for BLS, and for ALS. Drugs shall include both adult and pediatric dosages and the vehicles shall have a current pediatric equipment/drug dosage sizing tape or pediatric equipment/drug dosage age/weight chart. See Forms and Appendices Section for a complete list of Required Equipment broken down per Care Level

V. Personnel Requirements

See System Policy for Staffing Requirements. Each ambulance provider that operates an emergency transport vehicle shall ensure with the EMS System that the agency providing emergency care at the scene and enroute to a hospital meets the requirements of this Policy.

VI. Operational Requirements

1. An ambulance that is transporting a patient to a hospital shall be operated in accordance with the requirements of the EMS Act and the Agency's IDPH approved System Plan.
2. A licensee shall operate its ambulance service in compliance with this policy and the EMS Act, 24 hours a day, every day of the year. Exception: each individual vehicle within the ambulance service shall not be required to operate 24 hours a day, as long as at least one vehicle for each level of service covered by the license is in operation at all times. An ALS vehicle can be used to provide coverage at either an ALS, ILS or BLS level.
3. At the time of application for initial or renewal licensure, and upon annual inspection, the applicant or licensee shall submit to IDPH for approval a list containing the anticipated hours of operation for each vehicle covered by the license.
4. A current roster that lists the System authorized EMTs, A-EMT's/EMT-Is, Paramedics, PHRNs or physicians who are employed or available to staff each vehicle during its hours of operation. The roster will include each staff person's name, license number, license expiration date and phone number, and shall state whether the person is scheduled to be on site or on call.
5. An actual or proposed four-week staffing schedule shall also be submitted, that covers all vehicles, includes staff names from the submitted roster, and states whether each staff member is scheduled to be on site or on call during each work shift.
6. Licensees shall obtain the EMS MD's approval of their vehicles' hours of operation prior to submitting an application to IDPH to assure coverage throughout the System.
7. A Vehicle Service Provider that advertises its service as operating a specific number of vehicles or more than one vehicle shall state in the advertisement the hours of operation if individual vehicles are not available 24 hours a day.
8. For each patient transported to a hospital, the ambulance staff shall, at a minimum, measure and record the information required in Section 515.Appendix E: "Submit all data elements as listed in the IDPH, Division of EMS & Highway Safety, NEMSIS Prehospital Dataset".
9. A Vehicle Service Provider shall provide emergency service within the service area on a per-need basis without regard to the patient's ability to pay for the service.
10. A Vehicle Service Provider shall provide documentation of procedures to be followed when a call for service is received and a vehicle is not available, including copies of mutual aid agreements with other ambulance providers.
11. A Vehicle Service Provider shall not operate its ambulance at a level exceeding the level for which it is licensed (BLS, ILS, ALS), unless the

vehicle is operated pursuant to an EMS System-approved in-field service level upgrade.

12. IDPH will inspect ambulances each year. If the Vehicle Service Provider has no violations that threaten the health or safety of patients or the public for the previous five years and has no substantiated complaints against it, IDPH will inspect the Vehicle Service Provider's ambulances in alternate years, and the Vehicle Service Provider may, with IDPH prior approval, self-inspect its ambulances in the other years. IDPH may conduct unannounced inspections.
- VII. A Vehicle Service Provider may use a replacement vehicle for up to 10 days without an IDPH inspection if the EMS System and IDPH are notified of the use of the vehicle by the second working day.
- VIII. Patients, individuals who accompany a patient, and EMS Personnel may not smoke while inside an ambulance or SEMSV. IDPH will impose a \$100 civil penalty on an individual who violates this.
- IX. Any provider may request a waiver of any requirements in Section 515.830 of IDPH Administrative Code per provision 515.150 using the IDPH Equipment/Vehicle Waiver Request form available at <http://dph.illinois.gov/topics-services/emergency-preparedness-response/ems/prov-vehLic>. Refer to System policy 300-22 and IDPH Code 515.150 for details on waiver provisions.
- X. Alternate Rural Staffing Authorization (SCMSS does not currently have any agencies that qualify for this status.) A Vehicle Service Provider that serves a rural or semi-rural population of 10,000 or fewer inhabitants and exclusively uses volunteers, paid-on-call personnel or a combination to provide patient care may apply for alternate rural staffing authorization to authorize the ambulance, Non-Transport Vehicle, Special-Use Vehicle, or Limited Operation Vehicle to be staffed by one System authorized EMS Personnel licensed at or above the level at which the vehicle is licensed, plus one System authorized EMR when two licensed EMTs, A-EMTs, EMT-Is, Paramedics, PHRNs or physicians are not available to respond. A Vehicle Service Provider shall obtain the PRIOR written approval for alternate rural staffing from the EMS MD who shall submit the request to IDPH upon clearly demonstrating the need and that the alternate rural staffing will not reduce the quality of medical care. Vehicle Service Providers that cannot meet the alternate rural staffing authorization requirements of the EMS Act may apply through the EMS MD to IDPH for a staffing waiver. Refer to Illinois Administrative Code 515.830 for further clarification, instruction, and details.
- XI. Alternate Response Authorization
A Vehicle Service Provider that exclusively uses volunteers or paid-on-call personnel or a combination to provide patient care who are not required to be stationed with the vehicle may apply to IDPH for alternate response authorization to authorize the ambulance, Non-Transport Vehicle, Special-Use Vehicle, or Limited Operation Vehicle licensed by IDPH to travel to the scene of an emergency staffed by at least one licensed System authorized EMT, A-EMT, EMT-I, Paramedic, PHRN or physician. A Vehicle Service Provider operating under alternate response authorization shall ensure that a second licensed EMS Personnel is on scene or in route to the emergency response location. Refer to Illinois Administrative Code 515.830 for further clarification, instruction, and details. Alternate Response Authorization –
Secondary Response Vehicles:
A Vehicle Service Provider that exclusively uses volunteers or paid-on-call personnel or a combination to provide patient care, and staffs its primary response vehicle with

