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<b>POLICY:</b>	<b>500.07 REPORTING A RESPONSE VEHICLE OUT OF SERVICE</b>		
<b>APPROVAL:</b>	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
<b>EFFECTIVE DATE: 2/16/2024</b>			<b>ORIGINAL EFFECTIVE DATE: 9/2022</b>
<b>DEPARTMENT SPECIFIC</b>		<b>EMERGENCY MEDICAL SERVICES</b>	

**I. Purpose:**

To give system agencies guidance on the procedure for reporting that a response vehicle is out of service

**II. Policy:**

The purpose of System Vehicle Service Provider agencies reporting a lengthy but temporary down grading in their level of service or reasons an ambulance is removed from service are to ensure compliance with rules and regulations of IDPH. Failure to report such events is a breach of the System plan. When a System Vehicle Service Provider agency alters its original proposal by downgrading the level of service of a vehicle or takes an ambulance out of service for a NON-routine maintenance or an extended length of time, the System shall be notified of such occurrences.

**A. Downgrading service level or ambulance removed from service (30 days or more)**

**1. The System must be notified by the following method:**

- a.** Complete an IDPH AMEND SYSTEM PLAN (SYS-MOD) form. EMS System Plan Modification Form Email this completed and signed form with an explanation of change to the System for processing with IDPH.
- b.** If the level of service is returned to normal operational status or the ambulance is back in service, the notification process must be repeated using the same SysMod form. Please note the vehicle may require an IDPH inspection prior to being placed back into service.

**B. Repeated Offenses and Violations**

- 1.** All instances involving the downgrading of service level or out-of-service ambulances by Vehicle Service Provider agencies will be noted in the agency file. This program will be monitored to detect any problem areas, trends or a progression of patterns. A record of repeated events or failure to report such items could lead to a Vehicle Service Provider agency suspension with the System. The State shall be notified of such action. Each instance will be reviewed on a case-by-case basis.

**Approval:**

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**James Kirchner**                      **Date**  
**Vice President of Professional Services**

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**Kathleen Geiger MSN, RN**                      **Date**  
**Manager of EMS & Emergency Management**