

I. SCOPE / PURPOSE

This document sets forth standards of cleanliness expected of all Armstrong company vehicles. This policy pertains to all employees of Armstrong Ambulance who operate a company vehicle at any time.

II. POLICY

- A. All Armstrong employees who are operating a company owned vehicle are responsible for maintaining the cleanliness of that vehicle throughout the entire shift it is assigned to them. Both the interior and exterior of the vehicle will be maintained according to the procedures set forth in Section III, below.
- B. All re-usable medical equipment should be disinfected after it has come into contact with a patient with a suspected communicable disease. Refer to policy titled "*Decontamination of Equipment*" for complete instructions.

III. PROCEDURE

- A. The exterior of a company owned vehicle should be washed at the end of every shift, even if the crew receives a late call. Exterior washing consists of rinsing the vehicles, washing the vehicle with the provided soap, rinsing the vehicle again, and cleaning all windows and wheels.
- B. The cleanliness of the interior of a company vehicle should be maintained in the following ways:

- 1. Crew Compartment

The interior of every vehicle shall be cleaned periodically throughout the shift. The crew compartment must always have all personal items safely secured. Placing any items on the dashboard of the vehicle is prohibited. Crews must ensure that the compartment is free of all trash. There shall be no items hanging from the rearview mirrors.

The rest of the interior of the ambulance, such as the steering wheel, radio receiver, door handles, etc. should be disinfected using the hand wipes present in all ambulances.

- 2. Patient Compartment

Following each patient encounter, the patient compartment shall be cleaned. Any disposable medical equipment must be replaced accordingly. Any durable medical equipment and hard surfaces must be decontaminated according to the policy titled "*Decontamination of Equipment*".

If a patient was transported, the stretcher linens should be replaced with new linens and the old ones deposited in appropriate laundry bins at each base. For contaminated linens, refer to policy titled *Bio Hazardous Waste Disposal*.

The floor of the patient compartment must be cleaned using the company provided mop, bucket, and disinfectant provided at the bases.

If the ambulance has been used to transport a police dog, or if a service animal has been transported along with a human patient, in addition to the requirements above, crews must complete a fleet work order to clean/replace the patient compartment HVAC filter, as that is the most likely to harbor animal hair and dander.

Vehicle Cleanliness

OP-001135

- C. All vehicles should be fully cleaned by their operators at the beginning and end of their shift. If the vehicle becomes dirty during the shift, then the vehicle operators should clean the vehicle as soon as they return to base.

CONTACT / DEPARTMENT: Director of Logistics & Planning

REFERENCES: *Bio Hazardous Waste Disposal RM-001158;*
Decontamination of Equipment CS-001142
AR-1-522G

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APPROVED BY: 
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