

CHAPTER 2
EMERGENCY AMBULANCES
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TABLE OF CONTENTS

<u>LICENSE AND INSPECTION REQUIREMENTS</u>	2-3
Ambulances	2-3
Annual Ambulance Inspections.....	2-3
<u>APPLICATION</u>	2-3
Forms	2-3
Initial Approval.....	2-6
Renewal Applications.....	2-7
A New License	2-8
License Fees.....	2-8
License Terms.....	2-9
Special Vehicle Identification Certificate/Permit	2-9
<u>TEMPORARY OPERATING AUTHORIZATION</u>	2-9
Ambulance Service	2-9
Vehicles.....	2-9
<u>ADDITIONAL VEHICLES</u>	2-9
<u>INSPECTION OF PUBLICLY-OWNED AND OPERATED AMBULANCES</u>	2-9
<u>INSPECTION OF AMBULANCES</u>	2-10
Initial and Annual Inspections.....	2-10
Inspections for New License	2-10
<u>INSPECTION OF AMBULANCE SERVICES</u>	2-10
Inspection Requirements.....	2-10
<u>INSPECTION SCHEDULING</u>	2-11
<u>FEDERALLY-OWNED AMBULANCES</u>	2-11
Owned and Operated.....	2-11
Owned and Loaned.....	2-12
<u>ENFORCEMENT</u>	2-12
Failure to Enroll in the Department of Motor Vehicles Pull Notice Program.....	2-12
Failure to Obtain a Current Pull Notice Program Report.....	2-12
Continued Employment of Disqualified Driver.....	2-12
Failure to Obtain a License	2-12
Failure to Maintain a Copy of Special Vehicle Identification Certificate in Vehicle.....	2-12
<u>CERTIFICATION OF AMBULANCE DRIVERS</u>	2-12
<u>AMBULANCE DRIVER'S HANDBOOK</u>	2-12

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CHAPTER 2
EMERGENCY AMBULANCES

1. LICENSE AND INSPECTION REQUIREMENTS.

a. Ambulances. Privately owned or operated emergency ambulances may respond to emergency calls and qualify for certification as authorized emergency vehicles only when the ambulance service is licensed by the Department pursuant to California Vehicle Code (CVC) Section 2501 or is in possession of a valid temporary authorization issued by the Department. In either instance, each ambulance in service must have been inspected by a Regulated Special Purpose Vehicle Officer (RSPVO) pursuant to Section 2510(b) CVC and certified prior to use.

(1) Publicly owned and operated emergency ambulance services are not licensed by the California Highway Patrol (CHP) and do not require vehicle certification by the CHP. However, publicly owned emergency ambulances which are operated by a private entity are not exempt from licensing, vehicle inspection, and certification.

(2) Privately owned ambulance services that do not respond to emergency calls and are not operating vehicles equipped and/or operated with Code 3 equipment are not regulated or licensed by the Department (e.g., gurney vans, medical appointment transport).

b. Annual Ambulance Inspections. Ambulances shall be inspected and certified by an RSPVO at least annually.

2. APPLICATION.

a. Forms. Applicants applying for a license are required to complete and submit the following forms:

(1) CHP 361, Application for Emergency Ambulance Service License. (This form may be obtained by contacting the Regulated Special Purpose Vehicle [RSPV] Program Coordinator in Research and Planning Section [RPS] at the CHP Headquarters in Sacramento, CA.) Applicants applying for an initial, new, or renewal license shall complete a CHP 361 in its entirety.

(2) CHP 361A, List of Vehicles to be Operated. (This form may be obtained by contacting the RSPV Program Coordinator in RPS.) All regulated

ambulances, except ambulance support vehicles, to be operated by the licensee shall be listed on a CHP 361A by year, make, model, license plate number, vehicle identification number, and the location where the vehicle is garaged and operated. Vehicle lists submitted with renewal applications shall also include the CHP 301, Special Vehicle Identification Certificate/Permit, number for each previously certified vehicle listed. Certified vehicles removed from service shall be listed in the appropriate section on the reverse side of the CHP 361A and the previous CHP 301 certificates shall be attached.

(3) CHP 361B, How to Obtain or Renew an Emergency Ambulance Service License, contains instructions for completing the CHP 361. (This form may be obtained by contacting the RSPV Program Coordinator in RPS.)

(4) CHP 299, Ambulance Inspection Report. (This form may be obtained by contacting the RSPV Program Coordinator in RPS or the CHP Intranet.) Vehicles to be operated by an applicant shall be inspected by an RSPVO for compliance with statutes and regulations as prescribed in Highway Patrol Guide 83.2, Vehicle Equipment Inspection Guide, and Title 13, California Code of Regulations (CCR) Section 1103.2(a) (1-19). Refer to Title 13 CCR Section 1103.2(b) for emergency care equipment and supply exceptions for ambulances being used for infant transportation or staffed and equipped for use in conjunction with newborn intensive care services. Vehicle inspections, however, are contingent upon completion of a positive application evaluation and company inspection. Inspection reports shall be completed as follows:

(a) The inspection report is designed to be used as a checklist to ensure essential items are inspected and the vehicle is properly equipped and maintained as required. The items listed shall be individually checked off when inspected for compliance. A single line through several items is not an appropriate indication of compliance.

(b) Applicant information on the inspection report shall be the same as listed on the license application except for the "Usual Vehicle Location," which may vary.

(c) Identification information contained on the vehicle registration shall be verified on the vehicle prior to entry on the form. Special care shall be taken during the initial inspection to ensure the vehicle inspected is properly registered with the Department of Motor Vehicles (DMV).

1 Ambulances are registered as Body Type Model (BTM): AM.

(d) Vehicles inspected during initial inspections do not have a current CHP Identification Certificate Number. The appropriate corresponding application box shall be left blank.

(e) Brake Adjustment Certificates. ***Initial ambulance inspections only:*** Ambulances, other than new vehicles as defined in Section 430 CVC, must be inspected by an Authorized Brake Adjustment Station licensed by the Department of Consumer Affairs, Bureau of Automotive Repair and issued an official brake adjustment certificate obtained not more than 45 days prior to the inspection date for each ambulance to be operated. An ambulance is considered "initial" if it is not currently listed in the CHP database as belonging to that company.

1 The CHP may waive the requirement for the brake adjustment certificate when no licensed brake adjusting station is located within 30 road miles of the vehicle's usual location, provided the licensee certifies the brake system meets the requirements of the CVC. In this case the applicant must sign and date the "Licensee Certification in Lieu of Official Brake Certificate" on the reverse side of the CHP 299. The Area RSPVO or ambulance company may contact RPS for a listing of licensed brake stations in their Area.

(f) The "Required Records and Documents" section shall be blank and reserved for documenting a company records inspection.

(5) Fingerprinting. Initial applications shall be accompanied by the completed Live Scan paperwork (BCIA 8016) for California residents or a fingerprint card (FD-258) for residents outside of California for each applicant principal: owner, partner, officer, director, and controlling shareholder. (These forms may be obtained by contacting the RSPV Program Coordinator in RPS.) Renewal and/or amended applications shall include completed Live Scan paperwork or a fingerprint card for each principal indicated above added since last licensed.

(a) Applicants domiciled outside of California shall submit an FD-258 to RPS.

(b) Research and Planning Section shall forward the FD-258 to the California Department of Justice (DOJ), Central Services, P.O. Box 903417, Sacramento, CA 94203-4170. This card shall be accompanied by a DOJ Transmittal Form, (JUS 204).

(c) The fingerprint requirement may be waived upon application to the Department from a corporation where the requirement would be burdensome because there exists a large number of officers, directors, or

controlling shareholders. Requests for waivers shall be made to RPS prior to submission of the application in order to determine which, if any, fingerprint requirements will ultimately be waived. For large corporations based out-of-state, California operations manager(s) fingerprints may be required in lieu of multilayered corporate officials having little, if any, direct, day-to-day involvement in the ambulance service operations.

(d) Applicants shall reimburse the Department the actual cost of processing fingerprint information pursuant to Section 1668 CVC. Applicants may submit a single check or money order made payable to the CHP for both license and fingerprint fees. Fingerprint processing fees are as follows:

1 The cost for each California resident Live Scan Process requiring only DOJ results is \$32.00.

2 The cost for each out-of-state resident result or each California resident Live Scan process if both the DOJ and Federal Bureau of Investigation are checked is \$49.00.

b. Initial Approval. The initial application for a company operating within a single Area, with appropriate fee(s), shall be submitted directly to the local Area office at the time of inspection. Upon review and recommendation of the Area commander, photocopies shall be provided to the applicant and the entire original application package (see CHP 361B) shall be forwarded immediately to the RSPV Program Coordinator.

(1) Forms must be completed in their entirety and original signatures are required for application certification. Incomplete applications or photocopies of certified applications may be returned to the applicant for completion or original certification.

(2) Prior to obtaining the Area commander's approval of the license application, RSPVOs shall perform an inspection and evaluation to ensure the application information is complete and the company is in compliance with all applicable statutes and regulations.

(a) Principals listed on the application shall be verified with company records and cross referenced to fingerprint information results obtained by and maintained at RPS.

(b) The RSPVOs shall inspect ambulance services for compliance with records of calls, personnel records, and company requirements. These requirements are listed on the CHP 299. A separate CHP 299 may be

submitted with the initial application indicating compliance with the company and records inspection. A new ambulance service will not have actual records of calls. However, they shall have a system in place and be able to demonstrate their potential for compliance with this requirement.

(c) Initial application approval and forwarding may be delayed pending correction of company deficiencies. The RSPVOs may make random inspections as necessary to verify continued compliance.

(3) After completion of the company inspection and evaluation, and it is verified the company is in compliance and ready to lawfully commence operations, vehicles listed on the CHP 361A shall be inspected for certification. Minor vehicle discrepancies which have no adverse safety effect shall not preclude license application approval provided at least one vehicle passes inspection and is certified. Inspected vehicles found to be in violation of the CVC and/or Title 13 CCR must have appropriate corrections made and be reinspected prior to certification.

(4) When an initial applicant has operations in multiple Areas within the state or has their headquarters located out-of-state, RPS's RSPV Program Coordinator may coordinate inspections. The company inspection will be completed in the Area where the company headquarters/paperwork is located. In the situation where the company headquarters is located out-of-state, company paperwork shall be made available at one of the California locations. The Area commander in that California location will make the appropriate license approval or denial recommendation for the ambulance service entity as a whole.

(5) The CHP 360A, Emergency Ambulance Non-Transferable License, is issued by RPS. The original license and vehicle identification certificates are mailed to the licensee with a copy of the license sent to the affected Area office RSPVO.

(6) Denial of an initial license application shall be documented and forwarded to RPS as outlined in Chapter 8, Denial and Administrative Disciplinary Action, of this manual.

c. Renewal Applications. Renewal license applications do not require Area commander approval and shall be submitted, along with related forms and appropriate fee(s) directly to: California Highway Patrol, Research and Planning Section, P.O. Box 942898, Sacramento, CA 94298-0001, Attention: RSPV Program Coordinator.

(1) Forms must be completed in their entirety and original signatures are required for application certification. Incomplete applications or photocopies of certified applications may be returned to the applicant for completion or original certification.

(2) An application returned to the applicant for completion does not constitute a denial of the license.

(3) Corrected applications received by RPS within the license term will be renewed if there are no issues. Applications received within 30 days after the expiration date are late renewals and require the appropriate fee. Applications received after 30 days of the expiration shall be processed as an initial application with the initial license fee required and all the other initial requirements concerning vehicle inspections and brake certificates.

(4) The CHP 360A is issued by RPS. The renewal license and vehicle identification certificates are mailed to the licensee with a copy of the renewal license sent to the affected Area office RSPVO.

d. A New License. A new license number must be obtained when there is a majority change in ownership or control as described in Section 2503 CVC. The RSPV Program Coordinator will verify the new company structure with fingerprint information and/or related paperwork as required.

(1) The CHP 360A is issued by RPS. The new license and vehicle identification certificates are mailed to the licensee with a copy of the new license sent to the affected Area office RSPVO.

(2) Once the new license number is issued, all vehicles currently listed in the CHP database for that company must be inspected as soon as possible. In most cases, there will be time remaining on the old license number to allow uninterrupted operation of the fleet as the inspections are being completed for the new license number.

(3) These vehicles do not require an official brake certificate if they are listed in the CHP database for that company's current license number with a valid CHP certificate.

e. License Fees. Pursuant to Sections 2502 and 2503 CVC the ambulance service license fees are:

(1) Initial, new, or late renewal - \$200.00.

(2) Annual renewal - \$150.00.

(3) Duplicate - \$5.00.

(4) An amended application or an application for a replacement license due to a name or address change, not involving a change of ownership, may be provided at no cost for the remainder of the unexpired term of the license.

(5) All checks and/or money orders shall be made payable to the CHP.

f. License Terms. All licenses (initial, new, and renewals) are valid for one year. Additionally, ambulance identification certificates will expire on the same date as the company's license.

g. Special Vehicle Identification Certificate/Permit. Research and Planning Section shall issue, with the initial license, the CHP 301 upon receipt and review of an ambulance vehicle inspection report completed by an RSPVO indicating compliance with all applicable statutes and regulations. Annual ambulance identification certificates shall be issued only after a company has had their renewal application package approved by RPS.

3. TEMPORARY OPERATING AUTHORIZATION.

a. Ambulance Service. Upon completion of an initial ambulance service inspection, where compliance has been verified, the Area commander shall endorse the CHP 361 granting the company temporary operating authority. Temporary operating authority is valid for up to 30 days pending either issuance or denial of the license. Such authorization shall be carried in each vehicle. It shall be invalid when replaced by a CHP 360A or when the license is denied.

b. Vehicles. Vehicles inspected and approved by an RSPVO may be issued temporary operating authorization. The CHP 299 must identify the vehicle to be operated and be endorsed by the RSPVO specifically granting temporary operating authorization. See Items 84 and 85 on the CHP 299. A copy of the completed CHP 299 shall be carried in each vehicle operated until replaced by the CHP 301. Temporary operating authority shall not be issued for periods longer than the number of days remaining on the appropriate temporary or annual license to operate an emergency ambulance service.

4. ADDITIONAL VEHICLES. Any vehicle to be added to a licensee's fleet must be inspected and certified by an RSPVO prior to being placed in operation. An ambulance is considered initial to a company if it is not currently listed with a valid certificate in the CHP database as belonging to that company. Initial ambulances, other than new_

vehicles as defined in Section 430 CVC, must be accompanied by an official brake certificate as described in paragraph 2(4)(e)1 of this chapter.

5. INSPECTION OF PUBLICLY-OWNED AND OPERATED AMBULANCES.

Publicly-owned and operated ambulances are not required to be inspected by the CHP. However, they may be inspected to verify compliance with the CVC and Title 13 CCR requirements at the request of the public agency or in conjunction with a complaint investigation.

6. INSPECTION OF AMBULANCES.

a. Initial and Annual Inspections. Pursuant to Section 2510 CVC, ambulances operated by a licensee shall be inspected by an RSPVO initially prior to operation and not less than once annually. Ambulances may be inspected more often on a random basis to verify compliance with statutory and regulatory requirements, or to investigate a complaint. Except for the initial licensing, inspections are not a requirement for license renewal; however, all annual inspections of ambulances should be conducted during the 60-day period prior to the license expiration date.

b. Inspections for New License. In the situation of a New license, as described on the CHP 361 and Section 2503 CVC, all vehicles currently in the CHP database for that company at the time the new license is issued must be subsequently inspected as soon as possible. At least one vehicle must pass inspection prior to the new number being issued. In most cases, there will be time remaining on the old license number to allow uninterrupted operation of the fleet as the inspections are being completed to the new license number. These vehicles do not require an official brake certificate if they are listed in the CHP database for that company's current license number with a valid CHP certificate.

7. INSPECTION OF AMBULANCE SERVICES.

a. Inspection Requirements. Ambulance services shall be inspected by an RSPVO as authorized by Title 13 CCR Section 1100.6, initially prior to operation and annually during the 60-day period prior to the license expiration date. The RSPVOs shall verify compliance of the items listed on the CHP 299 as Required Records and Documents. Ambulance services operating in more than one Area shall maintain records for each operation either at the service location or the location where the ambulance is based. Records shall normally be inspected at the location where they are maintained. However, in special circumstances, such as an ambulance service operating statewide from multiple locations, records shall be made available upon request of the CHP at any location. The RSPVO conducting

annual inspections shall provide adequate advance notice for the service to make records available for inspection. The following required records shall be inspected:

(1) Records of Calls (Title 13 California Code of Regulations Section 1100.7). Records of calls are to be maintained and made available for inspection for three years plus the current year. Privately owned or operated emergency ambulance services dispatched by city or county emergency services shall also maintain records as required. Electronic records are acceptable provided they can be printed upon demand. Printed copies are not necessary for inspection purposes. These inspections are done to clarify the consistency of the record keeping with respect to operations. Officers should review a minimum of one day's records for the last three calendar years plus the current year.

(2) Personnel Records and Department of Motor Vehicles Pull Notice Reports (Title 13 California Code of Regulations Section 1100.8 and Section 1808.1 California Vehicle Code). Personnel records shall be maintained and made available for inspection for the duration of an individual's employment. The DMV Pull Notice Reports shall be current within one year of the date of inspection.

(a) In companies with 50 employees or less, the RSPVO shall inspect 50 percent of the records.

(b) In companies with 51 employees or more, the RSPVO shall inspect a minimum of 25 percent of the records of their choice. Each category on the CHP 299 under this section must be checked for the records reviewed.

(3) Company Inspection Items (Title 13 California Code of Regulations Sections 1106.2 and 1107). Inspection items shall be verified at the service's principal place of business. Ambulance services operating in multiple locations need only have company inspection items inspected once at the principal place of business unless files are kept at another specific area. Research and Planning Section shall coordinate this inspection with the appropriate Areas.

8. INSPECTION SCHEDULING. Inspection of an initial applicant's vehicles and vehicles inspected for annual renewal shall be conducted at the applicant's place of business. This will preclude transfer of equipment from one vehicle to another and facilitate the inspection of required records and documents. Exceptions may be made by the RSPVO for individual or small quantities of vehicles that can easily be inspected at an off-site location.

9. FEDERALLY-OWNED AMBULANCES.

a. Owned and Operated. Federally-owned and operated ambulances are assumed to be staffed and equipped in accordance with federal directives and, therefore, are not subject to Title 13 CCR, or the procedures in this manual.

(1) Except during a national emergency or when federal statute, regulation, or directive conflicts with state law, operators of federal vehicles are subject to enforcement action when the vehicles are operated in violation of state laws.

(2) Federal employees acting as ambulance drivers or attendants within the scope of their employment are not subject to the requirements for ambulance driver certification or emergency medical training requirements.

b. Owned and Loaned. Federally-owned vehicles provided on a loan or contract basis and operated by a private entity are not exempt from California statute or regulation unless the entity is acting as a federal instrumentality.

10. ENFORCEMENT.

a. Failure to Enroll in the Department of Motor Vehicles Pull Notice Program. Section 1808.1(b) CVC shall be cited when a company fails to enroll in the DMV Pull Notice Program (PNP).

b. Failure to Obtain a Current Pull Notice Program Report. Section 1808.1(c) CVC shall be cited for failure to obtain a current PNP report for a specific driver.

c. Continued Employment of Disqualified Driver. Section 1808.1(f) CVC shall be cited when a company continues to employ, as a driver, an individual after receiving a PNP report indicating disqualifying action has been taken against the driver.

d. Failure to Obtain a License. Section 2504 CVC, reference Title 13 CCR Section 1107, shall be cited for operating an emergency ambulance service without a license issued by the Department.

e. Failure to Maintain a Copy of the Special Vehicle Identification Certificate in Vehicle. Section 2504 CVC, reference Title 13 CCR Section 1107.2(a), shall be cited for operating an emergency ambulance without certification by the Department.

11. CERTIFICATION OF AMBULANCE DRIVERS. Authority for the issuance, denial, suspension, or revocation of ambulance driver certificates has been delegated to the

DMV. Recommendations, with supporting documentation, for action against a driver certificate should be forwarded to RPS for transmittal to DMV. A criminal complaint against the driver may precede the recommendation.

12. AMBULANCE DRIVER'S HANDBOOK. Highway Patrol Handbook 82.4, Ambulance Driver's Handbook, should be made available to companies from all Area offices. Copies may also be purchased from local DMV offices and from the CHP Publications Unit, telephone number (916) 843-3640.

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