Standard operating procedure (SOP) · MOB-SOP-004 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 13.9

At a glance

- The vehicle is checked daily (PTR-FRM-006) and maintained on a recorded schedule (PTR-REG-002).
- The vehicle is covered by insurance for its use (PTR-POL-002).
- The safety equipment is checked before each deployment.
- A vehicle with a fault that affects safety does not leave.
- Stop and get help straight away if: a vehicle with a safety fault leaves, or the vehicle is used without current insurance for its use.

1. Purpose

To keep the vehicle roadworthy, insured and equipped for each deployment (13.9).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

A vehicle that breaks down on the road strands the team and the patients. The vehicle must be roadworthy, insured for its use, and equipped before it leaves.

5. Responsibilities

Role	Responsibility	Competence
Transport lead	Owns the maintenance and insurance records	Driver
Driver	Runs the daily check and the safety check	Driver

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Daily check.

- Run the daily vehicle check on PTR-FRM-006 before each day’s use.

Key point: Every day.

Step 2. Maintain.

- Keep the maintenance schedule on PTR-REG-002 and record each service.

Key point: On schedule.

Step 3. Insure.

- Confirm the insurance covers the vehicle’s use, as PTR-POL-002 sets out.

Key point: Covered for use.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Deployments with a current daily check	100%	Each deployment	Transport lead	Escalate to clinical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
PTR-FRM-006	Vehicle daily check record (existing, reused)	Record
PTR-REG-002	Vehicle maintenance register (existing, reused)	Register

17. Evidence

Reference	Note
E-009	Based on WHO classification and minimum standards for emergency medical teams (2013).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- **Vehicle & Equipment Readiness for ASF Accreditation** (MT-01)
- **Crew Qualification & Competence** (MT-02)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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