

Medical Express Ambulance
Field Driving Report
 (Form update: 9-18-11)

The Driving Instructor will insure that this packet is complete and will turn it in to the Operation Manager.

EMT Print Name: _____ Employee ID#: _____ Date: _____

Driving Instructor Print Name: _____ Employee ID#: _____

Initial Driving Report: _____ Final Driver Report: _____ Re-evaluation Report: _____

MedEx Policy / Procedures and safe work practices will be adhered to at all times.

The driving instructor will directly observe all activities. The instructor will complete all areas of this report. Any "fails" will be qualified, the trainee re-educated and the interaction documented. Thank You.

I. THE PATIENT PERSPECTIVE – The trainee will ride on the stretcher for ten minutes in each of the following positions
 1. Sitting in fowlers position and all stretcher straps applied COMPLETED
 2. Immobilized on a full backboard _____

II. PRIOR TO LEAVING QUARTERS PASS FAIL

1. Performs Vehicle Check _____

a. Asses general vehicle condition - outside _____
 Sizes up on approach (fluids on floor), Tire condition, Body, Vehicle leaning _____

b. Safety checks under the hood: _____
 Fluid levels Have the trainee check all fluids _____
 Performs proper filling techniques _____

c. Lights & Audibles _____
 Head lights – High / Low Beams, Turning signals, running lights _____
 Tail lights, brake lights, Back up lights, 4-way flashers, light bar, Primary and _____
 Secondary emergency lights, Horn, Horn & Siren switch, Back up tone, Siren _____

d. Use of the master switch for electrical in patient compartment. Partner checks lights _____
 In-patient care area – Ceiling High / Low lights and action station, Dome light in front cab _____

e. Miscellaneous equipment check: _____
 Seat & Seatbelt adjustment, Door locks, Parking brake, Spot light, _____
 Fire extinguishers (2), Front & Rear HVAC working, _____
 Copies of Current Cards – Registration, Insurance and IDPH, Mirror adjustment _____
 Checks mileage – Begins to complete the Vehicle Check In / Out Form, _____
 Vehicle stickers and Cleanliness of the cab. _____

2. Employs proper ignition engine starting sequence – Master, Ignition, "Start Engine (glow plugs)" _____
 a. Confirms the "Auto-Throttle" is operational _____

3. Completes the above vehicle check out taking no greater than 15 minutes. _____
 (The vehicle must be in-service and out the door at the scheduled start of shift time). _____
 a. Notifies the Comm. Center of availability and checks the pager (assignment) _____
 b. Confirms that ALL occupants are seat belted _____

III. HANDLING THE VEHICLE: NON-EMERGENCY SETTING PASS FAIL

1. General Operations _____

a. Obeys all traffic laws _____

b. Drives within the speed limit _____

c. Never assumes the right of way _____

d. Stays out of other driver's blind spots and verbalizes this technique _____

e. Maintains safe following distance (5 seconds < 40mph; 6 seconds > 40mph) _____

f. Accurately states and utilizes techniques on determining following distance _____

g. Stays alert to other drivers, pedestrians and other situations _____

h. Performs or accurately discusses safe following distance in rain, snow, etc., _____

III. HANDLING THE VEHICLE: <u>NON-EMERGENCY SETTING (Continued)</u>		PASS	FAIL	
i.	Verbalizes appropriate scanning distances: City 1 to 1-1/2 blocks; Open Highway 1/4 mile or 12 to 15 seconds	_____	_____	
j.	Checks mirrors periodically	_____	_____	
k.	Safely maneuvers in areas of construction or rough roads	_____	_____	
l.	Yields the right of way	_____	_____	
m.	Keeps both hands on the steering wheel "10 and 2 Position"	_____	_____	
n.	Utilizes turn signals appropriately	_____	_____	
o.	Corners in a safe, slow and smooth fashion (assessed in the patient care area)	_____	_____	
p.	Performs safe and smooth braking and acceleration: No hard stops or Jack rabbit starts	_____	_____	
q.	Follows safe vehicle operations in backing (straight / right / left) of the ambulance WITH SPOTTER	_____	_____	
r.	Follows safe vehicle operations in backing (straight / right / left) of the ambulance WITHOUT SPOTTER	_____	_____	
2.	<i>Starting from a complete stop</i>	ALWAYS	USUALLY	NEVER
a.	Checks left, ahead, right	_____	_____	_____
b.	Gradually releases brake	_____	_____	_____
c.	Gradually overcomes inertia	_____	_____	_____
d.	Allows space to open with vehicle ahead	_____	_____	_____
e.	Begins eye movements	_____	_____	_____
f.	Eases on throttle	_____	_____	_____
g.	Smooth and controlled acceleration	_____	_____	_____
3.	<i>Stopping</i>			
a.	Off throttle early	_____	_____	_____
b.	Lets engine act as a brake	_____	_____	_____
c.	Uses light brake pedal pressure	_____	_____	_____
d.	Make smooth application of brakes	_____	_____	_____
e.	Eases up on pedal just before full stop is obtained	_____	_____	_____
f.	Uses RIGHT foot when braking	_____	_____	_____
g.	Maintains distance of one car length while in stop & go traffic (Must see the rear tires of the vehicle ahead).	_____	_____	_____
4.	<i>Eye Movements</i>			
a.	Constantly sweeping	_____	_____	_____
b.	Safely scans ahead.(verbalizes) appropriate distances	_____	_____	_____
c.	Recognizes hazards early enough to avoid	_____	_____	_____
d.	Checks mirrors often	_____	_____	_____
e.	Glances at mirrors without staring	_____	_____	_____
f.	Aware of vehicles - forward, sides and rear	_____	_____	_____
5.	<i>Intersections</i>			
a.	Foot off throttle when approaching the intersection	_____	_____	_____
b.	Early braking approach	_____	_____	_____
c.	Checks mirrors	_____	_____	_____
d.	Scans all areas	_____	_____	_____
e.	Recognizes blind spots	_____	_____	_____
f.	Times his/her approach for green light	_____	_____	_____
g.	DOES NOT pass on the right	_____	_____	_____
h.	Avoids fast start when first in line at a new green light	_____	_____	_____
i.	Proceeds with DUE REGARD through the intersection	_____	_____	_____
j.	Does not panic in congested areas	_____	_____	_____
6.	<i>Following Distance</i>			
a.	<40mph = 5 second rule is maintained	_____	_____	_____
b.	Makes smooth adjustments	_____	_____	_____
c.	If allows another driver into the cushion, readjusts <15 seconds	_____	_____	_____
d.	Maintains appropriate cushion on: Hills, Curves, Blind corners.	_____	_____	_____
e.	Adds min. of five seconds to following distance for Night, Rain, Fog, Smoke and Fatigue...	_____	_____	_____
f.	Adds min. of 8 seconds to following distance for snow, ice, ...	_____	_____	_____

		ALWAYS	USUALLY	NEVER
7.	<i>Lane Changes</i>			
a.	No sudden moves	_____	_____	_____
b.	Makes change decision properly	_____	_____	_____
	i) First Phase			
	Holds			
	Checks			
	Signals			
	Checks			
	ii) Second Phase			
	Drifts	_____	_____	_____
	Checks			
	Crosses			
	iii) Third Phase			
	Cancels signals	_____	_____	_____
	Centers in lane			
	Scans			
	Regains cushion of safety			
8.	<i>Backing of the Vehicle</i>			
a.	AVOIDS BACKING IF POSSIBLE	_____	_____	_____
b.	Performs a scan (size-up) of the scene, verbalizes obstacles	_____	_____	_____
c.	Alone – Safely exits & checks around the back of the vehicle	_____	_____	_____
d.	USES SPOTTER when no patient is in back	_____	_____	_____
e.	Uses agreed upon hand signals	_____	_____	_____
f.	Spotter spots from the operator side both use the mirror	_____	_____	_____
g.	Stays within the lines of the parking spot	_____	_____	_____
h.	Puts window down while backing	_____	_____	_____
i.	Uses appropriate reverse speed	_____	_____	_____
j.	Stops whenever loses sight of the spotter	_____	_____	_____
k.	Mindful of front and rear swing of vehicle while backing	_____	_____	_____
9.	<i>Turning While Driving Forward</i>			
a.	Makes decision to turn at appropriate time	_____	_____	_____
b.	Signals intentions well in advance	_____	_____	_____
c.	Brakes smoothly before cornering	_____	_____	_____
d.	Turns from correct lane into the correct lane	_____	_____	_____
e.	Turns smoothly avoiding bumps and potholes	_____	_____	_____
f.	Accelerates smoothly into center of lane	_____	_____	_____
g.	Arcs long curves in one smooth motion, not rocking back & forth	_____	_____	_____
10.	<i>Predictive Driving Attributes</i>			
a.	Recognizes hazards early	_____	_____	_____
b.	Acts immediately and positively	_____	_____	_____
c.	Non-competitive driver	_____	_____	_____
d.	Practices professional driving habits	_____	_____	_____
e.	Accepts constructive instructions and acts on them	_____	_____	_____
11.	<i>Special Vehicle Maneuvers</i>		PASS	FAIL
a.	Backs straight for 100 feet		_____	_____
b.	Backs smoothly around corner, left, right		_____	_____
c.	Backs into perpendicular and angle parking space		_____	_____
d.	Parallel parks		_____	_____
e.	Stops in a short distance with out skidding		_____	_____
f.	Review discuss & demonstrate safe parking practice at three facilities		_____	_____
g.	<u>No use of any drive through windows</u>		_____	_____

IV. HANDLING THE VEHICLE: EMERGENCY SETTING

1. In addition to all of the maneuvers identified previously in the Non-Emergency setting, the driver must demonstrate proficiency in the emergency setting:
 - a. Confirms Code 1 assignment by the Communication Center, or identifies the conditions that necessitate Code 1 driving
 - b. Uses emergency lights and sirens appropriately during Code 1 operations
 - c. Safely comes to complete stops at red lights and stop signs – yields to all lanes and assures no movement of vehicles or people into or at the Intersection prior to proceeding through the intersection.

_____	_____
_____	_____
_____	_____

IV.	HANDLING THE VEHICLE:	EMERGENCY SETTING (Continued)	PASS	FAIL
	d.	Demonstrates or discusses appropriate strategies involved in the following		
		Use of parallel streets (to expressways)	_____	_____
		Driving against traffic (only when necessary)	_____	_____
		One way streets		
		Multi-lane streets		
		<u>No way on expressways</u>		
		Use of the shoulder on expressways	_____	_____
		Driving on Blvd.s and Drives in Chicago	_____	_____
		Driving the speed limit	_____	_____

V.	MISCELLANEOUS	PASS	FAIL
1.	<i>Reporting Incidents</i>		
a.	Reports vehicle problems at S.O.S.	_____	_____
b.	Reports vehicle problems during shift to the Communication Center	_____	_____
c.	Immediately reports to dispatch any vehicle incidents or accidents	_____	_____
3.	<i>Returning to quarters</i>		
a.	Receives E.O.S. page from the Communication Center	_____	_____
b.	Cleans vehicle out – Cab and Rear	_____	_____
c.	Insures vehicle is being returned with all approp. Equipment	_____	_____
d.	Fuels vehicle	_____	_____
e.	Returns to base on time	_____	_____
f.	Parks vehicle in the appropriate location	_____	_____
g.	Washes vehicle – if no porter is on duty	_____	_____
h.	Knows how to down load the Drive Cam	_____	_____

PUTTING IT ALL TOGETHER

The EMT shows how to safely and effectively problem solve and perform effectively in both non-emergent and emergent situations in the following areas:

City Driving: _____

Multi-lane – Highway Driving: _____

Driving Instructor Comments: _____

Driving Instructor Print Name: _____ **Date:** _____

Driving instructor, please identify the level the EMT has been cleared at

Full Driving Privileges: _____ *Supervised Driving Privileges:* _____

What areas does this EMT require further education in - in order to be released for Full Driving privileges:

EMT Comments: Write a brief evaluation of your experience with your driving instructor. We are always interested on improvement. Also, please document your suggestions.

EMT Print Name: _____ *Date:* _____

Reviewed by the Operation Manager - Sign: _____ Date: _____
Re-educated further by Operations: _____ Yes No _____ Cleared for Full Driving: _____
Entered into the database: Print Name: _____