



Kentucky Board of Emergency Medical Services

EMS Ground Agency Licensure
& Vehicle Inspection Manual

Effective October 1, 2014



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1.0- INTRODUCTION

This manual is intended to provide ambulance agencies with guidance to ensure that all ambulances (see definition below) are properly licensed and inspected as required by the Kentucky Board of EMS, and 202 KAR 7:501. The Kentucky Board of Emergency Medical Services, herein referred to as KBEMS, is the agency charged with regulating and coordinating emergency medical services within the Commonwealth of Kentucky. All information provided in this document is intended to supplement 202 KAR 7:501. *Ambulance providers and medical first response agencies.*

As established by 202 KAR 7:501, Section 3 (2), “an applicant for a license or a licensee shall, as a condition precedent to licensing or relicensing, be in compliance with all applicable sections of this administrative regulation as determined through means that include a physical inspection process.” No person shall operate, maintain, or otherwise use any aircraft, motor vehicle or any other means of transportation as an ambulance without a valid inspection and a current Kentucky license to operate as an ambulance service. *As per KRS 311A.010, “Ambulance” is defined as a vehicle which has been inspected and approved by the board, including a helicopter or fixed-wing aircraft, except vehicles or aircraft operated by the United States government, that are specially designed, constructed, or have been modified or equipped with the intent of using the same, for the purpose of transporting any individual who is sick, injured, or otherwise incapacitated who may require immediate stabilization or continued medical response and intervention during transit or upon arrival at the patient’s destination to safeguard the patient’s life or physical well-being”.*

A licensed ambulance must be fully stocked and equipped in accordance with the minimum equipment standards defined herein, as applies to the ambulance’s license classification. Regardless of inspection, any violation not corrected within the permitted correction period will be recommended for discipline per Section 3 of 202 KAR 7:501. If extraordinary or unusual circumstances impact compliance, a service may apply for a waiver specific to Section 14 of 202 KAR 7:501, prior to inspection.

For clarity, the following definitions shall apply throughout this document:

- **Inspection:** Refers to the annual inspection of the EMS agency, to include inspection of the vehicles associated with the license and the documents required by 202 KAR 7:501.
- **Agency License:** refers to the annual license issued by the Kentucky Board of EMS that permits the agency to provide service in accordance with their classification.

2.0- AGENCY INSPECTION

It is the sole responsibility of the EMS agency to maintain licensure with the Kentucky Board of Emergency Medical Services. The agency inspection will occur in conjunction with inspection of the vehicles affiliated with the agency license. The following items will be addressed during the agency inspection.

2.1 DOCUMENTATION

A KBEMS inspector will contact you a minimum of ten (10) days prior to your scheduled inspection to answer any questions you may have, and to ensure that appropriate documents are available for review PRIOR to your inspection. KBEMS requests



that the following documents be uploaded to the agency KEMSIS account prior to your Agency Inspection. If the agency is unable to complete the upload prior to the annual inspection, the documents must be on site on the date of the inspection, and a duplicate copy of all required documents must be presented to the Inspector prior to the conclusion of the inspection. These duplicate copies will be removed from the facility for filing. *If a document that is required by regulation is missing a violation will be issued.*

- Organizational Chart with Director and Designee Identified (Sec 5)(1)(A)
- Continuing Education Plan (Sec 5)(1)(e)
- Infection Control Plan (Sec 5)(1)(f)
- Haz-Mat Plan, Criminal & Terrorist Plan (Sec 5)(1)(g)
- QA of Patient Care and Provider QI Plan (Sec 5)(1)(h)
- Mass Casualty Incident Response Plan (Sec 5)(1)(i)
- Employee Orientation Program (Sec 5)(1)(j)
- Emergency Operations Documents (Sec 5)(2)(a)(b)(c)
- Diversion Plan (if necessary) (Sec 5)(3)
- Agency Response Plan (Sec 6)(2)(3) (4)
- Mutual Aid Agreements (Sec 6)(5)
- Dispatch Center Agreement (Sec 6)(6)
- Emergency Service Request Procedures (Sec 6)(9)
- Preventative Maintenance (Sec 6)(11)
- Tiered Vehicle Equipment List (if necessary) (Sec 6)(13)
- FCC License (Sec 6)(17)
- Extrication and Rescue Equipment Agreement (if necessary) (Sec 12)
- Medical Director Agreement (Sec 13)
- Service Medical Protocol
- Professional Liability Malpractice Insurance (Sec 5)(1)(k)
- Vehicle Insurance (Sec 5)(1)(l)
- Waiver – Medical Director (if applicable)
- Waiver – Regulation (if applicable)

You will find guidance on the process of uploading these documents to your KEMSIS account at: http://kbems.kctcs.edu/Agency_Operations/NAVIGATING_KEMSIS_for_Agencies/Uploading_Policies_and_Protocols.aspx.

2.2 RENEWAL

The Agency License renewal application is available July 1 of each year. It is the sole responsibility of the agency to maintain a current agency license.

2.3 LAPSE OF LICENSE

Should an Agency License lapse due to non-renewal, the Agency License and Certificate of Need become null and void, and ambulance operations should cease immediately. It will then be necessary for the EMS Agency to apply for a new Kentucky Certificate of Need with the Kentucky Cabinet for Health and



Family Services. There is no grace period or reinstatement for expired EMS agency licenses.

2.4 CEASE OF OPERATIONS

If an agency wishes to surrender their Agency License and cease operations, they should notify KBEMS as soon as possible, and complete a “Cease Operations Notice” (KBEMS-A2). Upon completion of the KBEMS “Cease Operations Notice” the license for that agency as well as the certificate of need are null and void, and cannot be sold or interred to another entity.

3.0- VEHICLE INSPECTION

All ambulances require a current annual inspection as a condition of licensure. Ambulances are normally inspected once per annual licensing cycle according to a schedule determined by the KBEMS Inspector and the Director of the agency being inspected. In addition, KBEMS staff may at times conduct unannounced inspections as described herein.

Inspections will be performed by the KBEMS Inspector/Liaison or any member of the KBEMS staff authorized to act in this capacity.

3.1 ANNUAL INSPECTION

All licensed ambulances are subject to annual inspection for the purpose of issuing an EMS Agency License.

The annual inspection may be scheduled at any time during the year, subject to the discretion and availability of the KBEMS representative; generally this will be during normal business hours, Monday through Friday. Annual ambulance inspections will generally be conducted in concurrence with the agency inspection.

The service director, or designee, will be contacted to schedule the date, time, and location of the annual inspection. The Inspector/Liaison will generally attempt to inspect all vehicles from a given service during one visit, except for services with multiple locations across the state.

During inspection, **the vehicle being evaluated is expected to be in “run last” status**, meaning that it will not be dispatched to an emergency or non-emergency call unless no other unit is readily available within the service area. Ambulances that have completed their inspection should be utilized so that other vehicle inspections can be completed without interruption. *Agencies should plan accordingly to ensure coverage of their geographical service area during inspection.*

A service representative shall be available to meet and assist the Inspector/Liaison during the inspection. This individual must be familiar with the vehicle or vehicles being inspected.



Agency License renewal application and payment shall be received by KBEMS prior to issuing or renewal of an agency license.

Each vehicle will be inspected as indicated by the class of licensure indicated on the agency license. *For example, a Class 1 ground service vehicle may be inspected at the BLS or ALS level with a minimum of one vehicle at a Class 1 service being inspected at an ALS level. A notation will be made on the inspection sheet of any vehicle at a Class 1 service being inspected at a BLS level. The level of inspection (ALS/BLS) shall be made by the inspector prior to the inspection.*

3.2 NEW VEHICLE INSPECTION

Prior to being placed into service, all new vehicles must pass a physical inspection per 202 KAR 7:501. Inspections for new ambulances are scheduled subject to the availability of the KBEMS Inspector/Liaison and may be performed either at the location of the service, or at a location agreed upon by the Inspector/Liaison and the EMS agency representative.

The agency will be assessed the appropriate fee for “New Vehicle Inspection” regardless of the time of the inspection. If a new vehicle is inspected during the agency’s scheduled annual inspection, the “New Vehicle Inspection” fee will be assessed in addition to normal and customary annual licensure and inspection fees.

A new ambulance is one that a service is licensing for the first time; that is, an “initial license” as opposed to a renewal. Thus a used vehicle will be considered “new” for licensing purposes if the service has never previously licensed it.

If the vehicle passes inspection, the vehicle may be used pending processing of the EMS Agency License; said license will be issued by KBEMS in a timely manner.

If the vehicle does not meet the minimum standards as described in 202 KAR 7:501 the deficiency(s) must be corrected prior to use as an ambulance. If the vehicle is inspected at a site other than the agency location (i.e. location agreed upon by inspector/liaison and EMS agency representative), and deficiency(s) are unable to be corrected at the time of the inspection, an additional inspection shall be required to verify correction of the deficiency(s). The appropriate fee, as dictated per 202 KAR 7:030, will be assessed for any subsequent inspection necessary.



4.0- ENFORCEMENT

The following are applicable to the enforcement of all policies and procedures prescribed herein.

4.1 VIOLATIONS

Violations are any items that do not fully satisfy KBEMS minimum requirements as described in 202 KAR 7:501, or as listed on the Ground Ambulance Inspection Form (KBEMS-OPS4.)

Additionally, medications and supplies WILL NOT be considered acceptable if the manufacturer's expiration date has been surpassed, as consistent with United States Food and Drug Administration (FDA) standards, and other applicable guidelines.

Vehicle "Violations" will fall into three categories:

- **Onsite Correctable:** regulatory violation for which correction is allowed while inspector is onsite. Notation will be made, but a formal violation will not be issued if corrected.
- **Non-critical Violations:** regulatory violation which will require a plan of correction within 10 days of receipt of the "Statement of Violations", and/or re-inspection if 3 or more violations of this type are discovered.
- **Critical Violations:** regulatory violation which will require a re-inspection of the service or vehicle.

"Onsite Correctable" means that the service may be able to correct the violation within the time frame of the remainder of the inspection. When a violation is corrected during the inspection, the Inspector/Liaison will update the Inspection Sheet accordingly; otherwise the violation will remain in effect, and will move to the "Critical Violation or Non-critical Violation" category as appropriate (see "Minimum Equipment Requirements").

It shall at no time be acceptable to move equipment or supplies from one vehicle to another during the inspection process unless a surplus of equipment exists on the vehicle from which the equipment is transferred, and the Inspector/Liaison approves the transfer. *Concession will be made for operational practices of agencies that transfer Advanced Life Support (ALS) equipment based on the ambulance staffing level.*

If one or more non-critical or critical violations are found during the inspection, the Director of Field Operations will issue the service director, via e-mail and postal mail, a "statement of violations" clearly indicating:

- *The regulation which governs the violation.*
- *The item(s) which were in violation of that regulation*



4.2 RE-INSPECTION

Should an agency be found to have three (3) or more separate violations classified as Non-critical Violations (NV) (as defined herein), or one (1) or more Critical Violations, a complete re-inspection of the vehicle(s), or documentation, with violations will be required. The re-inspection fee will be assessed for all re-inspections and must be remitted prior to the re-inspection.

4.3 INSPECTION REPORT

Within three (3) business days, the service will be provided with a copy of the Ambulance Inspection Report, as applicable.

4.4 ACTIONS

Should a vehicle or service be found to have non-critical or critical violations during an inspection, the service director will receive, via e-mail and postal mail, a statement of violation(s), as described in *Violations*. This notice will indicate the date by which all violations must be corrected.

When a statement of violation has been issued to a Kentucky EMS Agency and KBEMS has not received a notice of correction within the time allotted per 202 KAR 7:501, the EMS agency may be subject to discipline per KRS Chapter 311A.

A Kentucky EMS Agency that “fails to meet the reporting requirements for use of a temporary vehicle may be required to immediately cease use of the replacement vehicle until the reporting requirements are met,” and, “A provider that fails to remove a temporary vehicle from service upon written order may be fined an amount not to exceed \$1,000 per day for each day or partial day the vehicle is in service and the reporting requirements are not met” per 202 KAR 7:501 Section 4(6) (7). Also, except as provided in 202 KAR 7:501, any agency found to be operating a vehicle without a physical inspection shall be subject to discipline per KRS Chapter 311A.

4.5 NOTIFICATION PROCESS

Every ambulance agency is responsible for complying with all Statutes, regulations, and other applicable standards, regardless of whether they receive formal notification from KBEMS; this shall include compliance with the provisions described in a statement of violation.

Notifications to KBEMS, regarding licensure changes, correction of violations, etc., must be in writing via U.S. mail, fax or e-mail.

5.0- INSPECTOR CONSULTATION

The Kentucky Board of EMS Inspector assigned to your agency is available for consultation, advice and/or questions regarding inspection, licensure, new vehicle specifications, etc.



6.0- MINIMUM EQUIPMENT REQUIREMENTS

For violations noted below which are marked as On-site Correctible (OC) it is allowable for the EMS agency representative to correct these violations during the inspection. However, if the violation cannot be corrected during the inspection it will move into either the Critical or Non-Critical Violation category, as noted. Items noted in bold type **AND** with an asterisk(**X***) automatically move to Critical Violation (CV) if NONE of that item are present at the time of inspection.

6.1 BLS EQUIPMENT

Regulation	Suction	CV	NV	OC
10(1)(a)1	Suction (Mechanical or Fixed)	X		X
10(1)(a)1	Suction (Other Method)		X	X
10(1)(a)4	Bulb Syringe or Meconium Aspirator		X	X
10(1)(a)2	Rigid Suction Catheter	X		X
10(1)(a)3	Flex. Suction Cath. (Adt,Ped,Inf)		X	X
Oxygen Systems		CV	NV	OC
10(1)(b)1	Oxygen, Fixed	X		
10(1)(b)3	Pressure Gauge & Reg. 0-15 LPM	X		
10(1)(b)2	Oxygen, Portable	X		X
10(1)(b)3	Pressure Gauge & Reg. 0-15 LPM	X		X
10(1)(b)2	Oxygen, Spare/Secured		X	X
Oxygen Delivery		CV	NV	OC
10(1)(b)4	Humidifier		X	X
10(1)(a)5	BVM – Adult (w/ mask)	X		X
10(1)(a)5	BVM –Pediatric (w/ mask)	X		X
10(1)(a)5	BVM – Infant (w/ mask)	X		X
10(1)(b)5	Supply Tubing		X	X
10(1)(a)6	Nasal Airways (Adult/Pediatric)		X	X
10(1)(a)6	Oral Airways (Adult/Pediatric)		X	X
10(1)(a)6	Lubricant, Water Soluble		X	X
10(1)(b)6	NRB Mask, Clear - Adult	X*		X
10(1)(b)6	NRB Mask, Clear - Pediatric		X	X
10(1)(b)7	Nasal Cannula - Adult		X	X
10(1)(b)7	Nasal Cannula - Pediatric		X	X
10(3)a	Pocket Mask w/ Isolation Valve (2)		X	X



6.1 BLS EQUIPMENT (CONT.)

Regulation	Cleaning Materials	CV	NV	OC
10(4)a	Disinfectant	X		X
10(4)b	Glass or Multi-surface Cleaner		X	X
10(4)c	Trash Bags		X	X
10(4)d	Biohazard Bags	X		X
10(4)e	Sharps Containers	X		X
Immobilization		CV	NV	OC
10(1)(e)1	Traction Splint - Adult	X		X
10(1)(e)1	Traction Splint - Pediatric	X		X
10(1)(e)2	Splints (Arm, Full Leg, Foot)		X	X
10(1)(f)1	Short Spine Board w/straps or Alt		X	X
10(1)(f)2	Spine Board Adult (w/straps- CID)	X		X
10(1)(f)2	Spine Board Peds (w/straps- CID)		X	X
10(1)(f)3	C-Collars (5), 4 sizes incl. pediatric		X	X
10(1)(f)4	Towel Rolls (FOR INFANT IMMOBILIZATION)		X	X
10(1)(f)5	Scoop Stretcher or Spine Board		X	X
Personal Protective Equipment		CV	NV	OC
	<i>Infection Control Equipment must be provided for each staff member on the ambulance.</i>			
10(5)a	Gown or Coveralls	X		X
10(5)a	Simple Disposable Facemask	X		X
10(5)a	Protective Goggles/Glasses	X		X
10(5)a	Disposable Gloves	X		X
10(5)b	N-95 Face Mask (For PT w/o port)	X		X
10(5)c	N-95 Face Mask	X		X
10(5)d	Hand Cleaner or Towelettes	X		X
Patient Comfort Items		CV	NV	OC
10(5)a	Blankets (2)		X	X
10(5)a	Sheets (2)		X	X
10(5)a	Pillows (2)		X	X
10(5)a	Pillowcase (2)		X	X
10(5)b	Tissues		X	X
10(5)c	Urinal		X	X
10(5)d	Bed Pan		X	X
10(5)e	Emesis container		X	X



6.1 BLS EQUIPMENT (CONT.)

Regulation	Bandages / BLS Supplies	CV	NV	OC
10(1)(c)1	10x30 Universal (Trauma) Dressings - (2)		X	X
10(1)(c)2	4x4 Sterile Gauze Pads - (50)		X	X
10(1)(c)3	Soft roller bandages, various sizes - (10)		X	X
10(1)(c)4	Tape, 2 Sizes - (4)		X	X
10(1)(c)5	Triangular Bandages w/ safety pins - (10)		X	X
10(1)(c)6	Burn Sheets, Sterile – (2)		X	X
10(1)(c)7	Eye Shields and Pads or substitute - (2)		X	X
10(1)(c)8	Occlusive Dressings - (2)		X	X
10(1)(d)3	OB Kits, Sterile - (2)		X	X
10(1)(d)4	Activated Charcoal - (1)		X	X
10(1)(d)5	Irrigation Fluids, Sterile		X	X
10(1)(d)6	Instant Glucose		X	X
10(1)(d)7	Cold Packs		X	X
10(1)(d)8	Bite Stick		X	X
Miscellaneous		CV	NV	OC
10(2)	Stretcher w/3 straps incl. shoulder	X		
10(1)(d)9	AED w/ 2 Pads (Non-ALS)	X		
10(1)(a)7	Sphygmomanometer - Adult		X	X
10(1)(a)7	Sphygmomanometer - Obese Adult		X	X
10(1)(a)7	Sphygmomanometer - Child		X	X
10(1)(a)7	Sphygmomanometer - Infant		X	X
10(1)(a)7	Stethoscope		X	X
10(1)(c)9	Shears, Bandage		X	X
10(1)(d)2	Penlight		X	X
12(1)(a)	Protective Goggles or Safety Glasses		X	X
12(1)(b)	Gloves, Heavy Work (2 pair)		X	X
12(1)(c)	Hard Hats (2)		X	X
311A.095	Epinephrine w/Needles or Auto-Injector		X	X



6.2 ALS EQUIPMENT

Endotracheal Intubation		CV	NV	OC
11(2)(a)1	Laryngoscope Handle	X		X
11(2)(a)2	ET Blades (Adult/Pediatric/Infant)	X		X
11(2)(a)3	Extra Bulbs		X	X
11(2)(a)3	Extra Batteries		X	X
11(2)(a)4	ET Tubes (7 Sz) (Adlt, Peds, Inf)	X*	X	X
11(2)(a)5	Emergency Cricothyrotomy Equip.	X		X
11(2)(a)6	ETCO ₂ Detector	X*		X
11(2)(a)7	Stylette - Adult		X	X
11(2)(a)7	Stylette - Peds		X	X
11(2)(a)8	Magill Forceps - Adult		X	X
11(2)(a)8	Magill Forceps - Pediatric		X	X
11(2)(a)9	½" Twill Tape or Equivalent		X	X
Regulation	Cardiac Monitoring	CV	NV	OC
11(2)(b)1	Monitor/Defib. with Display	X		
11(2)(b)2	Hard Copy Capable	X		
11(2)(b)3	Variable Current (Adult/Ped)	X		
11(2)(b)4	External Pacer	X		
11(2)(b)5	Paddles(w/gel) or Pads - Adult	X		X
11(2)(b)5	Paddles(w/gel) or Pads - Peds	X		X
11(2)(b)8	Monitoring Cable	X		
11(2)(b)8a	Electrode Gel or Equivalent	X		X
11(2)(b)8a,b	Electrode Pads or Equivalent	X		X
11(2)(b)8c	Extra Roll of Paper		X	X
	Medication Administration	CV	NV	OC
11(2)(c)	Needles, Sterile Disposable	X*	X	X
11(2)(d)	Syringes, Sterile Disposable	X*	X	X
11(2)(e)	Restriction Band (Tourniquet)	X*	X	X
11(2)(f)	Dextrostix or Equivalent (Glucometer)	X*	X	X
11(2)(g)	Antiseptic Wipes, Disposable	X*	X	X
11(2)(h)	IV Fluids (per protocol)	X*	X	X
11(2)(h)	Drip Sets - Macro	X*	X	X
11(2)(h)	Drip Sets - Micro	X*	X	X
11(2)(h)	Drip Sets - Extension	X*	X	X
11(2)(h)	IV Needles (14,16,18,20,22,24 gauge)	X*	X	X
11(2)(i)	IO Needles	X*	X	X
11(2)(j)	Pediatric Drug Dose Tape or Equivalent	X*	X	X
11(4)	Controlled Drugs in Locked Box		X	

***IF NONE PRESENT**



6.3 MECHANICAL COMPONENTS

		CV	NV	OC
7(1)(b)	Good Operating Cond. to avg. person	X		
5(1)(l)	Proof of Vehicular Liability Insurance	X		X
7(1)(c)	Designed for Medical Care and Trans.	X		
7(1)(d)	Tires (F 2/32 R 4/32)	X		
7(2)(a,b,c)	Triple "K"-A-1822 Label - or- Letter		X	X
7(3)(a,b,c)	HVAC (65° Winter/85°Summer)	X		
7(1)(a)	Provider Name Both Sides	X		
6(17)(b)	Radio, Two-Way, Fixed		X	
6(17)(c)	Radio, Two-Way, Portable		X	
10(1)(d) ₁	Flashlight (Size 'C' or Greater)		X	X
10(1)(g)	Fire Ext., 5 lb. ABC (Driver Accessible)	X		X
10(1)(g)	Fire Ext., 5 lb. ABC (Attendant Access.)	X		X
12(1)(d)	Reflective Triangle, Strobes, (3)		X	X