

SUBJECT: AMBULANCE PROVIDER'S PERMIT APPLICANT PROCESS

Date: 07/01/03

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- I. **Authority:** California Vehicle Code, Section 2512(c); Health and Safety Code, Division 2.5, Section 1797.204.
- II. **Purpose:** To establish the process by which agencies desiring to provide ambulance service in San Diego County would obtain an Ambulance Provider's Permit.
- III. **Procedure:**
- A. **Application Process, Privately Owned Companies:**
- I. Submit a completed application, which contains the following information:
 - a. Names and addresses of the applicant registered owner(s), partner(s), officer(s), director(s), and all shareholders that hold or control 10% or more of the stock of the applicants.
 - b. Applicant's training and experience in the transportation and care of patients.
 - c. Name(s) under which the applicant has engaged, does, or proposes to engage in ambulance service.
 - d. Description of each ambulance including: the make, model, year of manufacture, vehicle identification number, current state license number, the current odometer reading of the vehicle and the color scheme, insignia, name monogram and other distinguishing characteristics of the vehicle.
 - e. Statement that the applicant owns or has under his/her control, in good mechanical condition, required equipment to consistently provide quality ambulance service, and that the applicant owns or has access to suitable facilities for maintaining his/her equipment in a clean and sanitary condition.
 - f. Description of the company's program for maintenance of the vehicles.
 - g. Comprehensive list of on-board communication devices (e.g. radio frequencies and cellular phone numbers).
 - h. Description of all posting locations, noting hours of operation, from which ambulance services will be offered.
 - i. A list of all ambulance drivers and attendants which identifies each persons' EMT certification number and issuing county; CPR certifications, California Drivers License and Ambulance Drivers Certificate, with expiration dates of each.
 - j. Description of the company's orientation program for attendants, dispatchers and drivers.

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- k. Statement of legal history of all the persons identified in A.1.a above.
 - l. Evidence of insurance for general and professional liability, and worker's compensation in amounts as specified in the San Diego County Ambulance Ordinance.
 - m. An affirmation that the applicant possesses and maintains currently valid California Highway Patrol Inspection certificates for each vehicle listed in the application, and a copy of the license issued by the Commissioner of the California Highway Patrol.
 - n. A completed set of fingerprint cards for each of the persons identified in A.1.a above.
2. Agency and inspection fees shall be submitted to the Permit Officer/EMS Chief at the time of application.
 3. Within thirty (30) days of receipt of an application, the Permit Officer/EMS Chief shall review all materials submitted and make a determination regarding the issuance of the applied for permit, pending required inspections.
- B. Application Process, Not for Profit/Volunteer
1. Submit a completed application as identified in Section A.1 above.
 2. Not for profit/volunteer agencies are exempted from the fee requirements identified in Section A.2 above.
- C. Application Process, Governmental Agencies
- Governmental agencies which operate an ambulance twenty-four (24) hours per day with full time paid employees are exempted from the application and fee requirements identified in this policy.
- D. Application Process, Renewal, Privately Owned Companies and Not for Profit/Volunteer
1. Submit a completed application, which verifies the information identified in Section A.1 (a-n).
 2. Submit appropriate, required fees.
 3. Upon approval of the renewal application, the Permit Officer/EMS Chief shall schedule an inspection of all agency service units.
- E. Denial/Revocation of Permit and Appeal Process
1. Any false or misleading statements made by the principals, in the application, reports or other documents filed with the Permit Officer/EMS Chief.
 2. The applicant is not the legal owner or operator of the service.

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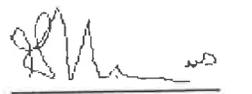
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3. The applicant was previously the holder of a permit that has been suspended.
 4. The applicant acted in the capacity of a permitted person or firm under this Division without having a valid permit.
 5. The applicant pled guilty, or was found guilty of a felony or crime involving moral turpitude.
 6. The applicant violated any provisions of this ordinance.

Appeal Process

- a. The Permit Officer/EMS Chief shall notify the applicant in writing of the denial within 30 days of the receipt of the application.
- b. The denial shall be written and sent to the last known address of the applicant, or hand delivered to the applicant, and shall set forth the reasons for the denial or revocation.
- c. The applicant may request a hearing from the Permit Officer/EMS Chief by:
 - 1) The request will be in writing.
 - 2) The request must be filed with the Permit Officer/EMS Chief within ten (10) days of the hand delivery of the denial, or fifteen (15) days of mail delivery.
- d. The Permit Officer/EMS Chief must schedule the hearing no later than twenty (20) days after the receipt of the request from the agency.
- e. The decision of the Permit Officer/EMS Chief is final.

Approved:


Administration


EMS Medical Director