

Chapter: COUNTY OF SAN DIEGO EMERGENCY MEDICAL SERVICES
Key Words: Policy/Procedure/Protocol

SUBJECT: Non-Emergency Medical Transport
Wheelchair/Gurney Van Provider's
Permit Application Process

POLICY NO: N-840
PAGE: 1 of 3
DATE: July 1, 2015

AUTHORITY: San Diego County Code of Regulatory Ordinances, Title 6, Division 10, Chapter 3.

I. PURPOSE

To establish the process by which agencies desiring to provide non-emergency medical transport wheelchair/gurney van services in San Diego County would obtain a Non-Emergency Medical Transport Service Provider's Permit.

II. POLICY

An agency desiring to provide non-emergency medical transport service in San Diego County shall obtain a San Diego County Non-Emergency Medical Transport Service Provider's Permit as outlined in the San Diego County Ambulance Ordinance No. 10274.

A. Agencies who presently operate non-emergency medical transport services which are currently permitted by the Metropolitan Transit System (MTS), North County Transit District (NCTD), or any other municipality, and are in compliance with the requirements of these agencies, will be issued a San Diego County Non-Emergency Medical Transport Service Provider's Permit without further investigation or fee upon submission of a copy of a current certificate of compliance.

B. Social service agencies who contract with any organization or entity that is permitted by entities defined in Section II.A. shall be issued a San Diego County Non-Emergency Transport Service Provider's Permit without further investigation or fee.

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III. PROCEDURES

A. Application Process, Non-Exempted Agencies by Endorsement of the Metropolitan Transit Development Board (MTDB) Permit

1. Submit a completed application which contains the following information:
 - a. Copy of completed and approved Metropolitan Transit System (MTS) paratransit application
 - b. Applicant's name and business address
 - c. The name(s) under which the applicant has, does, or proposes to engage in non-emergency medical transport service
 - d. The name and addresses of the applicant, registered owner(s), partner(s), officer(s), director(s), and shareholder(s) who hold or control 10% or more of the stock of the applicant
 - e. A statement of fact and good faith from the principal owner
 - f. A Certificate of Consent to Self-Insure issued by the California State Director of Industrial Relations, or a Certificate of Worker's Compensation Insurance as required in Section 610.805 of the San Diego County Ambulance Ordinance No. 10274
 - g. Proof of liability insurance as required in Section 610.804 of the San Diego County Ambulance Ordinance No. 10274
 - h. A description of each wheelchair and/or gurney van including the make, model, year of manufacturer, mileage, and vehicle identification number
 - i. A description of the applicant's training and orientation programs for transport personnel including proof of the ability to staff each non-emergency medical transport vehicle with persons possessing, at a minimum, a current Cardiopulmonary Resuscitation (CPR) completion certificate and an American Red Cross First Aid Certificate (or equivalent)
 - j. Any accompanying permit fees pursuant to Section 610.601 of the San Diego County Ambulance Ordinance No. 10274
 - k. The applicant may be required to submit such other information as the Permit Officer deems necessary for determination of compliance with this Division

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B. Permit by Direct Application to the County

1. Completed County non-emergency vehicle permit application
2. Refer to Section A.1.a-k. above
3. In addition to information required under Section A.2-11, applicants will need to provide the following:
 - a. A statement of legal history from each applicant, registered owner(s), partner(s), officer(s), director(s), and controlling shareholder(s) including criminal convictions and civil judgements;
 - b. An application for a criminal history report from each applicant, registered owner(s), officer(s), director(s), and controlling shareholder(s) including criminal convictions and civil judgments. Each application for criminal history report will be processed by the San Diego County Sheriff's Department. Each person required to submit an application for criminal history report will also be required to complete a Department of Justice fingerprint card;
 - c. A roster of all transport personnel that lists the type of expiration date of each person's standard first aid certification, and each person's California driver's license number and expiration date;
 - d. The applicant shall allow the Permit Officer, or his/her designee, to inspect all vehicles to be used for non-emergency medical transport services;
 - e. Proof of financial viability with an ability to operate for a minimum of six months with profit-loss information provided and proof of current tax payment status; and
 - f. Proof of business license(s) for all areas and/or cities where applicant will operate.
4. Within 30 days of receipt of an application, the Permit Officer will:
 - a. Make a determination regarding the issuance of the applied for permit; and
 - b. Once application is accepted, schedule inspection and permitting of all service units.