



Ambulance Provider Permit Application Checklist

- 1 - Complete application
- 2 - Submit statement and supporting factual documentation asserting that the public health, safety, welfare, convenience and necessity warrant granting a permit
- 3 - Submit resume documenting company's experience in transportation and care of patients
- 4 - Submit color photo and description of color scheme, insignia, name, monogram and other distinguishing characteristics of ambulance vehicles
- 5 - Complete and submit enclosed spreadsheet with description of each vehicle to include:
 - Make
 - Model
 - Year of manufacture
 - Vehicle ID/VIN number
 - Current California license number
 - Date vehicle was placed in service
- 6 - Submit copies of currently valid California Highway Patrol inspection reports for each vehicle
- 7 - Submit description of company's vehicle maintenance program
- 8 - Submit description of vehicle radios
 - Company dispatch radio
 - Contra Costa EBRCS radio
- 9 - Complete and submit enclosed spreadsheet of field employee (EMT, Paramedic, RN) information, to include:
 - First/last name
 - Level of certification/licensure
 - Certification/Licensure number
 - Expiration date of certification/license
 - Date of hire
- 10 - Submit evidence of current certification/licensure for each employee (EMT, Paramedic, RN)
- 11 - Submit a description of company's training and orientation program for ambulance personnel
- 12 - Submit a description of company's training and orientation program for dispatchers
- 13 - Submit most recent financial statement stating total assets and liabilities
- 14 - Submit evidence of insurance:
 - Minimum \$1,000,000 comprehensive liability, including vehicular and professional liability

- Workman's Compensation insurance
- 15 - Submit copy of current service charges and rate structure
- 16 - Submit copy of current employee manual
- 17 - Submit copy of training regarding encounters with patients that may benefit from ALS care, including requesting 9-1-1 response, consistent with Contra Costa EMS policy #4006.
 - Submit documentation showing training is incorporated into new hire orientation program and provided to all employees on an annual basis
- 18 - Submit copies of the following plans and/or policies:
 - a written continuous quality improvement (CQI) plan to review employee performance
 - a written training program for documentation of patient care on all transports
 - a policy regarding transport destination and notification in compliance with EMS Policy #4002
 - a policy regarding PCR completion and distribution, consistent with Contra Costa EMS Policy #6001
 - a policy regarding Do Not Resuscitate(DNR)/Physician Orders For Life-Sustaining Treatment (POLST) in compliance with EMS Policy #1003
 - a policy regarding infectious disease precautions and exposure management, consistent with EMS Policy #4008
 - a policy regarding reporting of abuse and/or assault, consistent with EMS Policy #1007
 - a policy regarding patient restraint consistent with EMS Policy #1008
 - a policy regarding EMS Event Reporting (unusual incidents/accidents), consistent with Contra Costa EMS Policy #6002
- 18 - Submit a statement verifying compliance with the EMS Agency *Ambulance Equipment and Supply Requirements*
- 19 - Submit disaster response plan, including a personnel call-back plan
- 20 - Submit check for applicable fees (see Policy 1010 – Contra Costa County EMS Fee Structure for current fees)

EMS Policies are available at: <http://cchealth.org/ems/policies.php>

EMS Prehospital Care Manual is available at: <http://cchealth.org/ems/phc-manual.php>

Contra Costa Multi-Casualty Incident Plan (MCI Plan) is available at: <http://cchealth.org/ems/mci-plan.php>

Ambulance Equipment List is available at: <http://cchealth.org/ems/pdf/ambulance-equipment-list.pdf>