**4.8 Crewmember Duties Policy**

**Purpose:** To set standards for the duties of crewmembers.

**Policy:** The collective duties of the crewmembers staffing a non-emergency medical transportation shall include, but are not limited to:

1. Assuring that all required and necessary equipment and supplies are onboard the vehicle and in working order prior to departure;

2. Operating the vehicle in a safe manner, starting and stopping the vehicle slowly and smoothly and complying with all applicable motor vehicle laws, rules and/or regulations;

3. Providing the patient with prompt, effective and appropriate care;

4. Assisting the patient to enter into and/or exit from the vehicle;

5. Supervising the well-being of the patient and ensuring the patient's privacy and comfort;

6. Assuring that all vehicle occupants (patients, passengers and crewmembers) are properly restrained.

7. Assuring that all wheelchairs are properly restrained in the required restraints and that all wheelchair patients are restrained in the wheelchair. Wheelchair patients are to be restrained with a seatbelt until the patient is transferred from the wheelchair at the patient's destination;

8. Prohibiting smoking within the vehicle at all times;

9. Completing the patient care report; and

10. Reporting verbally to the appropriate personnel when the patient is delivered to the receiving health care facility or other place of medical care.

**CROSS REFERENCE POLICY**

Required Crewmember Policy

**FORMS**

1. Patient Care Report