

Ambulance

Vehicle Management Codes: B162 – B164



QUALIFICATION TRAINING PACKAGE

CONTENTS

SECTION 1—OVERVIEW	3
1.1. Overview.....	3
SECTION 2—RESPONSIBILITIES	3
2.1. Responsibilities.	3
SECTION 3—INTRODUCTION	4
3.1. Objectives.....	4
3.2. Desired Learning Outcomes.	4
3.3. Lesson Duration.....	5
3.4. Instructional References.	5
3.5. Instructional Training Aids and Equipment.....	6
SECTION 4—TRAINEE PREPARATION	6
4.1. Licensing Requirements.....	6
4.2. Required Reading.....	6
4.3. Additional Training (As Required).....	6
SECTION 5—KNOWLEDGE LECTURE AND EVALUATION	7
5.1. Overview of Training and Requirements.	7
5.2. Vehicle Inspection.....	7
5.3. Vehicle Safety and Equipment.	11
5.4. Driving Safety and Precautions.....	12
5.5. Ambulance Vehicle Operation.	14
SECTION 6—EXPLANATION AND DEMONSTRATION	17
6.1. Instructor’s Preparation.	17
6.2. Safety Procedures and Equipment.....	17
6.3. Operator Maintenance Demonstration.....	18
6.4. Operation Demonstration.	18
SECTION 7—TRAINEE PERFORMANCE AND EVALUATION	19
7.1. Trainee Performance.....	19
7.2. Performance Evaluation.	21
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	22
Attachment 2—VEHICLE INSPECTION GUIDE	24
Attachment 3—PERFORMANCE TEST	28
Attachment 4—SEVEN-STEP INSPECTION PROCESS	31

Section 1—OVERVIEW

1.1. Overview.

1.1.1. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication through Air Force Installation and Mission Support Center (AFIMSC) functional managers via e-mail at AFIMSC.IZSL.VehicleOps@us.af.mil.

1.1.2. How to use this plan:

1.1.2.1. Instructor:

1.1.2.1.1. Provide overview of training, **Section 2** and **Section 3**.

1.1.2.1.2. Instructor's lesson plan for trainee preparation, give classroom lecture, **Section 4**.

1.1.2.1.3. Instructor's lesson plan for knowledge overview, **Section 5**.

1.1.2.1.4. Instructor's lesson plan for demonstration, **Section 6**.

1.1.2.1.5. Instructor's lesson plan for performance and evaluation, **Section 7**.

1.1.2.2. Trainee:

1.1.2.2.1. Reads this entire lesson plan prior to starting lecture.

1.1.2.2.2. Follows along with lecture using this lesson plan and its attachments.

1.1.2.2.3. Uses **Attachment 2** and **Attachment 4** as guides for vehicle inspection.

1.1.2.2.4. Takes performance test.

Section 2—RESPONSIBILITIES

2.1. Responsibilities.

2.1.1. The trainee shall:

2.1.1.1. Review the AFQTP with the trainer.

2.1.1.2. The trainee should ask questions if they do not understand the objectives for each unit.

2.1.1.3. Ask the trainer to explain and answer questions on any unclear material.

2.1.2. Instructor shall:

2.1.2.1. Review the AFQTP with the trainee.

2.1.2.2. Conduct knowledge training with the trainee using the AFQTP.

2.1.2.3. Answer questions from the trainee.

2.1.2.4. Review material with the trainee to ensure the required task knowledge has been gained to complete the task.

2.1.2.5. Sign-off the task(s).

2.1.3. The Certifier shall:

2.1.3.1. Evaluate the Airman's task performance without assistance.

2.1.3.2. Sign-off the task(s).

Section 3—INTRODUCTION

3.1. Objectives.

3.1.1. Given lectures, demonstrations, and hands-on driving sessions, trainees will be able to perform operator's inspection and complete the performance test with zero instructor assists.

3.1.1.1. Train and qualify each trainee in safe operation and preventive maintenance of the ambulance.

3.1.1.2. This training will ensure the trainee becomes a qualified ambulance operator; an operator who has the knowledge and skills to operate an ambulance in a safe and professional manner.

3.2. Desired Learning Outcomes.

3.2.1. Understand the safety precautions to be followed pre-, during-, and post-operation of the ambulance.

3.2.2. Understand the purpose of the ambulance and its role in the mission.

3.2.3. Know the proper operator maintenance procedures of the ambulance IAW applicable technical orders and use of AF Form 1800, *Operator's Inspection Guide and Trouble Report*.

3.2.4. Safely and proficiently operate the ambulance.

3.3. Lesson Duration.

3.3.1. Recommended instructional and hands on training time is 20 hours:

Figure 3.1. Recommended Training Time for Training Activities.

Training Activity	Training Time
Trainee's Preparation	5 Hours
Instructor's Lecture	5 Hours
Instructor's Demonstration	1 Hour
Trainee's Personal Experience (to build confidence and proficiency) <ul style="list-style-type: none">▪ Perform Operator Maintenance▪ Operate the Vehicle	8 Hours
Trainee's Performance Evaluation	1 Hour

Note: This is a recommended time; training time may be more or less depending how quickly a trainee learns new tasks.

3.4. Instructional References.

3.4.1. Risk Management (RM) and Safety Principles IAW Air Force Pamphlet (AFPAM) 90-803, *Risk management (RM) Guidelines and Tools*.

3.4.2. Applicable Technical Orders (TOs) or Manufacturer's Operator's Manual (see Vehicle Management for TO number for vehicle being used in training).

3.4.2.1. T.O. 36A2-4-63-1 and T.O. 36A1-18-1.

3.4.3. AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, Chapters 1-5 and 7-12.

3.4.4. AF Form 1800.

3.4.5. AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*.

3.4.6. AFI 91-207, *US Air Force Traffic Safety Program*.

3.4.7. AFI 24-302, *Vehicle Management*.

3.4.8. AMCI 24-101 Vol. 10, *Military Airlift – Fleet Service*.

3.4.9. *Emergency Care*, Brady Ninth Edition, "Ambulance Operations", Chapter 30.

3.5. Instructional Training Aids and Equipment.

- 3.5.1. Ambulance Lesson Plan.
- 3.5.2. Ambulance.
- 3.5.3. Applicable TO or manufacturer's operator's manual.
- 3.5.4. AF Form 1800.
- 3.5.5. Videos (if locally produced).
- 3.5.6. Suitable training area.
- 3.5.7. Traffic cones.

Section 4—TRAINEE PREPARATION

4.1. Licensing Requirements.

- 4.1.1. Trainee must have in his/her possession a valid state driver's license.
- 4.1.2. AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers IAW AFI 24-301, Vehicle Operations*.
- 4.1.3. Applicable local licensing jurisdiction requirements.

4.2. Required Reading.

- 4.2.1. Read this entire lesson plan.
- 4.2.2. Read AFMAN 24-306, Chapters 1-5 and 7-12.
- 4.2.3. Read manufacturer's operator's manual for the vehicle being trained on.

4.3. Additional Training (As Required).

- 4.3.1. Flightline driving.
- 4.3.2. Vehicle marshalling training.
- 4.3.3. Two-way radio procedures.
- 4.3.4. Emergency response training.

Section 5—KNOWLEDGE LECTURE AND EVALUATION

5.1. Overview of Training and Requirements.

5.1.1. Training objectives:

5.1.1.1. Given lectures, demonstrations, hands-on driving session, and a performance and written test, trainees will be able to perform operator's inspection and complete the performance test with zero instructor assists.

5.1.1.2. Train and qualify each trainee in safe operation and preventive maintenance of the ambulance.

5.1.1.3. This training will ensure the trainee becomes a qualified ambulance operator—an operator who has the knowledge and skills to operate an ambulance in a safe and professional manner.

5.1.2. Desired learning outcomes:

5.1.2.1. Understand the safety precautions to be followed pre-, during-, and post-operation of the ambulance.

5.1.2.2. Understand the purpose of the ambulance and its role in the mission.

5.1.2.2.1. Purpose varies based on vehicle type (passenger movement, emergency services support, etc.).

5.1.2.2.2. Role in the mission (Unit/Base/Community (during natural disasters)/Air Force).

5.1.3. Ambulance design. The design of ambulances vary. Refer to the manufacturer's operator's manual for additional information on the specific ambulance being operated, and to the data plate for safe load capacity guidance.

5.2. Vehicle Inspection.

5.2.1. Pre-trip vehicle inspection test. Use **Attachment 2** as a walk around guide along with AF Form 1800.

5.2.2. A Seven-Step Inspection Method will help ensure the inspection is the same each time it is conducted, and that nothing is left out. See **Attachment 4** for the Seven-Step Inspection Method.

5.2.3. Types of Vehicle Inspection. If discrepancies are found they must be reported to VCO/VCNCO, the supervisor, and/or vehicle maintenance:

5.2.3.1. Pre-trip inspection – find items/problems that could cause accident or breakdown and ensure that equipment is properly secured to prevent injury during operation.

5.2.3.1.1. Vehicle maintenance to authorize continued use for all other maintenance discrepancies.

5.2.3.1.2. Cleanliness/damage/missing items.

5.2.3.1.3. Leaks (fuel/oil/coolant/hydraulic/air).

5.2.3.1.4. Fluid Levels; ensure level is within limits:

5.2.3.1.4.1. Engine oil.

5.2.3.1.4.2. Coolant. **Note:** Do not open the radiator overflow cap if the radiator is hot.

5.2.3.1.4.3. Power steering fluid.

5.2.3.1.4.4. Transmission fluid.

5.2.3.1.4.5. Antifreeze.

5.2.3.1.4.6. Wiper fluid.

5.2.3.1.5. Incorrectly stowed outriggers.

5.2.3.1.6. Battery; security, fluid, damage and corrosion.

5.2.3.1.7. All wheel rims (cracks, splits, etc.); check for loose or missing lug nuts.

5.2.3.1.8. All tires.

5.2.3.1.8.1. Proper inflation. **Note:** Refer to maintenance stencil, operator's manual or manufacturer's sticker (located in the door jam) for correct pressure.

5.2.3.1.9. Transmission.

5.2.3.1.10. Drive belts; tension and fraying.

5.2.3.1.11. All hoses and wiring.

5.2.3.1.12. Horn operation.

5.2.3.1.13. Emergency buzzer.

5.2.3.1.14. Heater/defroster.

5.2.3.1.15. Wiring/lights/lamps/reflectors (interior and exterior).

5.2.3.1.15.1. Turn signals.

5.2.3.1.15.2. Hazards.

5.2.3.1.15.3. Headlights.

5.2.3.1.15.4. Brake lights.

5.2.3.1.15.5. Reverse lights.

5.2.3.1.15.6. Emergency lights. **Note:** When turning on the emergency lights and sirens; flip only one switch at a time. Wait 2 seconds in between turning on each additional switch.

5.2.3.1.15.7. Strobe light. The strobe light has two operational modes, primary and secondary mode. The mode of strobe light operation is identified by the indicator light. Refer to the manufacturer's operator's manual for mode description and use instruction for the vehicle model being operated.

5.2.3.1.15.8. Light bar. Activates front and rear rotating warning lights.

5.2.3.1.15.9. Left load light. Activates the left side loading light.

5.2.3.1.15.10. Right load light. Activates the right side loading light.

5.2.3.1.15.11. Compartment lights. Check each compartment to be sure the compartment light is working. The compartment light should be on when the door is open.

5.2.3.1.15.12. Dome lights. Open the rear door, the overhead dome lights should come on. Close the door and the dome lights should turn off, unless the dome light switch on the patient compartment panel is on the HI or LO setting.

5.2.3.1.15.13. Rear load light. Located over the rear doors. This light is equipped with an automatic switch that will activate the light when the rear body doors are in the OPEN position.

5.2.3.1.16. Mirrors.

5.2.3.1.17. Windshield and windshield wipers/washers.

5.2.3.1.18. Doors (side/rear).

- 5.2.3.1.19. Windows.
- 5.2.3.1.20. Seatbelts.
- 5.2.3.1.21. Fire Extinguisher.
- 5.2.3.2. Ambulance specific operational checks:
 - 5.2.3.2.1. Ground clearance.
 - 5.2.3.2.2. Angle of approach/retreat.
 - 5.2.3.2.3. Medical equipment and supplies.
 - 5.2.3.2.3.1. Jump bags.
 - 5.2.3.2.3.2. Oxygen bags.
 - 5.2.3.2.3.3. Zoll monitor.
 - 5.2.3.2.3.4. Patient cot/gurney.
 - 5.2.3.2.3.5. Stair chair.
 - 5.2.3.2.3.6. Pre-hospital protocol book.
- 5.2.3.3. During-operation.
 - 5.2.3.3.1. All gauges and warning lights for proper operations.
 - 5.2.3.3.1.1. Warning lights.
 - 5.2.3.3.1.2. Gauges.
 - 5.2.3.3.1.3. Indicators.
 - 5.2.3.3.2. Stay alert for any unusual smells or odors.
 - 5.2.3.3.3. Stay alert for any abnormal vibrations or handling problems.
- 5.2.3.4. Post-trip inspection and report.
 - 5.2.3.4.1. Apply brakes.
 - 5.2.3.4.2. Place transmission in neutral.

- 5.2.3.4.3. Apply parking brake.
- 5.2.3.4.4. Ensure lights are turned off.
- 5.2.3.4.5. Ensure vehicle and components are cleaned.
- 5.2.3.4.6. Equipment is properly stowed.
- 5.2.3.4.7. Refuel vehicle.

5.3. Vehicle Safety and Equipment.

5.3.1. Hazards and Human Factors:

- 5.3.1.1. Traffic due to size and weight.
- 5.3.1.2. Cargo/passenger loads beyond the vehicle's capability.
- 5.3.1.3. Jerky starts and stops.
- 5.3.1.4. Traveling too fast and turning too sharply.
- 5.3.1.5. Not properly securing the cargo.
- 5.3.1.6. Overhead clearance.
- 5.3.1.7. Rollover risk.

5.3.2. Safety clothing and equipment:

- 5.3.2.1. First aid kit.
- 5.3.2.2. Warning triangles.
- 5.3.2.3. Raingear, cold weather gear, etc.
- 5.3.2.4. Tire gauge.
- 5.3.2.5. Fire extinguisher.
- 5.3.2.6. Reflective belt, during hours of darkness and on the flightline.

5.4. Driving Safety and Precautions.

5.4.1. Fire extinguishers – location and operation.

5.4.2. Stopping. The distance required to stop depends on:

5.4.2.1. Driver perception time.

5.4.2.2. Driver reaction time.

5.4.2.3. Road conditions.

5.4.2.4. Weight of the load.

5.4.3. Turning radius and clearance.

5.4.3.1. When making a turn, pull up close to the centerline to provide additional space for vehicle clearance. Be aware of other vehicles, including those in the blind spot.

5.4.4. Backing-up.

5.4.4.1. Ensure that the backup alarm is operational.

5.4.4.2. Always use a trained spotter.

5.4.4.3. If spotter cannot be seen in the mirror, stop the vehicle immediately and wait for the spotter to be back in sight.

5.4.4.4. See AFMAN 24-306 for additional information on spotting and standard hand signals.

5.4.5. Passenger safety during operation.

5.4.5.1. Patient gurney/cot – loading/unloading.

5.4.5.2. Ensure all passengers are comfortably seated before the ambulance is put in motion.

5.4.5.3. Know and do not exceed the maximum number of patients and/or medics to be transported in the ambulance box.

5.4.5.4. Ensure all passengers are wearing a seatbelt and the patient(s) is strapped to a gurney.

5.4.6. Rollover risk warning. The potential for a vehicle to rollover increases for vehicles with a high gross weight (20,000 lbs. or more) or a high center of gravity. Check the vehicle's data plate to determine if the vehicle is at higher risk for rollover.

5.4.7. Foreign Object Damage (FOD). Vehicle operators will remove FOD from tires during the daily vehicle inspection. Before entering the airfield, a physical check for loose/unsecured objects and an inspection of the tire treads for FOD will be accomplished, with the exception of responses to active, real world emergency situations.

5.4.7.1. Any vehicle which has been driven on an unpaved surface will have a tire FOD inspection accomplished prior to re-entering the airfield area. Vehicles that frequent the flightline will be equipped with a FOD picker and a covered FOD container.

5.4.7.2. FOD picker will be etched with the vehicle number painted on red or orange (or have a red streamer attached).

5.4.7.3. FOD picker will be annotated on vehicle inspection form.

5.4.7.4. FOD containers will be identified with the letters "FOD" and will be emptied daily.

5.4.7.5. FOD checks are performed so that aircraft damage can be kept at a minimum.

5.4.8. Location and use of tire jack and accessories.

5.4.9. Changing dual tires.

5.4.9.1. Chock the wheel on the opposite side of the ambulance and diagonal from the tire that is flat.

5.4.9.2. Place the jack under the rear axle or front suspension lower control arms while observing the following precautions:

5.4.9.2.1. Never use the jack on any part of the underbody other than the axle.

5.4.9.2.2. Do not raise the entire vehicle at side rail, with jack midway between the front and rear wheels or permanent body damage may result.

5.4.9.2.3. Do not allow lifting plate fingers to contact the axle cover plate when lifting a rear axle housing.

5.4.9.2.4. If the vehicle is equipped with a stabilizer bar, do not lift at rear axle housing.

5.4.9.3. Rear duals on the ambulance should be taken off one at a time. Before raising the vehicle, loosen all lug nuts. Employees must exercise extreme caution when working with split-rim wheels.

5.4.9.4. Raise the vehicle and take off the lug nuts in a star pattern, placing them on the ground so that you will be able to put them back on in the same order.

5.4.9.5. When tightening lug nuts on any type of rim, hand tighten all lug nuts while the vehicle is still jacked up.

5.4.9.6. Lower vehicle to the ground then tighten lug nuts with a lug wrench starting in star pattern to equalize pressure of the rim to the hub of the axle.

5.5. Ambulance Operation.

5.5.1. Emergency light and siren operation.

5.5.1.1. Only used in “life/limb” emergencies.

5.5.1.2. Drivers of emergency vehicles will not assume right of way over other vehicles and will comply with state and local traffic laws and military regulations governing vehicle operations.

5.5.1.3. Speed limit of ambulances will NOT exceed the legal speed limit.

5.5.1.4. The use of emergency devices (such as flashing colored lights and sirens) may be used only for their intended purpose... When in use, all warning devices will be considered by the operator as a request for other vehicles to yield the right of way.

5.5.1.5. Under no circumstances will the use of warning devices be construed to mean such signals give full clearance to operate the vehicle without due regard to life, property and traffic laws.

5.5.1.6. When responding to an emergency call, drivers of emergency vehicles will stop at all stop signs and signals and proceed only when the intersection is clear of approaching traffic. Drivers of emergency vehicles will, at all times, use extreme care and caution to safe vehicle operations.

5.5.1.7. During routine transfer of non-critical patients, warning devices on ambulances will not be used and all traffic laws will be observed.

5.5.2. Radio operation. The trainer will brief the student on the proper use of radios (according to the 800 MHz and 300 MHz instruction booklets).

5.5.2.1. Proper channel(s) for use.

5.5.2.2. Terminology.

5.5.2.2.1. “_____ responding.”

5.5.2.2.2. “_____ on scene.”

5.5.2.2.3. “_____ enroute to _____/destination.”

5.5.2.2.4. “_____ in quarters or station.”

5.5.2.2.5. “_____ copies.”

5.5.2.2.6. “_____ what’s your location?”

5.5.2.2.7. “Contact via landline.”

5.5.2.2.8. “Disregard.”

5.5.3. Explain map use and identify medical facility location(s).

5.5.4. Starting the ambulance.

5.5.4.1. Ensure the transmission control is in park and the parking brake is applied.

5.5.4.2. The Master Switch on the driver’s console must be in the OFF position before starting the engine.

5.5.4.3. Turn the battery switch ON.

5.5.4.4. Turn the starting key to the extreme right, engaging the motor.

5.5.4.5. Release the key once the engine starts.

5.5.5. Turning on the electrical systems.

5.5.5.1. With the engine running, turn on the Master Switch.

5.5.5.2. The equipment switches may be turned on in any sequence, however, only turn on one switch at a time.

5.5.6. Stationary vehicle operation.

5.5.6.1. When the vehicle is to remain stationary, engage the electric fast idle throttle. Increasing the throttle idle elevates alternator output, enabling the system to support the total electrical load.

5.5.6.2. Watch the ammeter. If it shows discharge, turn off as many electrical accessories as possible to prevent system failure.

5.5.6.3. Do not allow the ammeter to remain in the discharge region.

5.5.7. Describe the operational procedures for:

5.5.7.1. Emergency responses.

5.5.7.2. Being stopped at an accident scene.

5.5.7.3. Being en route to the medical facility.

5.5.7.4. Arriving at the medical facility/waiting at the medical facility.

5.5.7.5. Inflight emergency.

5.5.8. Vehicle shutdown.

5.5.8.1. Set parking brake.

5.5.8.2. Place transmission in neutral.

5.5.8.3. Let the vehicle idle for 2 to 3 minutes after extended use, prior to shutting down.

5.5.8.4. Turn accessory and master switches off.

5.5.8.5. Engine shut off level – pull to stop fuel flow to engine.

5.5.8.6. Turn off all lights.

5.5.8.7. Turn off master switch.

Section 6—EXPLANATION AND DEMONSTRATION.

6.1. Instructor's Preparation.

- 6.1.1. Establish a training location.
- 6.1.2. Obtain appropriate operator's manual.
- 6.1.3. Schedule/reserve a vehicle.
- 6.1.4. Ensure trainee completes AF Form 171.

6.2. Safety Procedures and Equipment.

- 6.2.1. The following safety items should be followed by both the instructor and trainee.
 - 6.2.1.1. Chock wheel (if required) when ambulance is parked.
 - 6.2.1.2. Remove all jewelry and identification tags.
 - 6.2.1.3. Personal protective equipment and equipment items.
 - 6.2.1.3.1. First aid kit.
 - 6.2.1.3.2. Raingear, cold weather gear, etc.
 - 6.2.1.4. The trainer and trainee should walk-around vehicle to become familiar all warning labels and signs.
 - 6.2.1.5. Ensure trainee wears seat belt.
 - 6.2.1.6. Properly adjust driver's seat and all mirrors.
- 6.2.2. Practice basic RM process during demonstration:
 - 6.2.2.1. Identify hazards.
 - 6.2.2.2. Assess hazards.
 - 6.2.2.3. Develop controls and make decisions.
 - 6.2.2.4. Implement controls.
 - 6.2.2.5. Supervise and evaluate.

6.3. Operator Maintenance Demonstration.

6.3.1. With trainee, accomplish vehicle inspection using AF Form 1800. The vehicle inspection will follow the seven-step method as described in **Attachment 4**. An inspection guide (**Attachment 2**) can be used to ensure all areas of the ambulance are covered in addition to the “Operation Demonstration” guidelines provided below.

6.4. Operation Demonstration.

6.4.1. Throughout demonstration:

6.4.1.1. Allow for questions.

6.4.1.2. Repeat demonstrations as needed.

6.4.2. Demonstrate and explain the following. **Note:** Use information contained on the data plate and/or the operator’s manual:

6.4.2.1. Specific ambulance capacities:

6.4.2.1.1. Explain parking brake as they apply to the ambulance being used.

6.4.2.1.2. Explain the passenger capacity.

6.4.2.1.3. Explain weather restrictions.

6.4.2.2. Ambulance controls and indicators.

6.4.3. Demonstrate the following ambulance operations (use spotter when backing).

6.4.3.1. Starting procedures.

6.4.3.2. Stretcher/cot operations.

6.4.3.3. Radio operations.

6.4.3.4. Stair chair operations, if applicable.

6.4.3.5. Use of lights/sirens.

6.4.3.6. Securing passengers.

6.4.3.7. Backing.

6.4.3.8. Parking.

6.4.3.9. Shutdown procedures.

6.4.4. Show trainee the after operation inspection and report.

6.4.4.1. Following manufacturer's shut-down procedures.

6.4.4.2. Park.

6.4.4.2.1. Place transmission in neutral (park or an automatic).

6.4.4.2.2. Apply parking brake.

6.4.4.3. Ensure vehicle is cleaned.

6.4.4.4. Refuel vehicle.

6.4.4.5. Perform a walk around inspection.

6.4.4.6. Annotate any discrepancies found on AF Form 1800.

6.4.5. Conclude by allowing time for questions and any requested re-demonstrations.

Section 7—TRAINEE PERFORMANCE AND EVALUATION

7.1. Trainee Performance.

7.1.1. Instructor will:

7.1.1.1. Ensure safety at all times. **Note:** Stop training when safety items are violated. Proceed only when the trainee fully understands how to avoid repeating the safety infraction(s).

7.1.1.1.1. Chock wheel (if required) when ambulance is parked.

7.1.1.1.2. Remove all jewelry and identification tags.

7.1.1.2. Personal protective equipment and other items:

7.1.1.2.1. First aid kit.

7.1.1.2.2. Warning triangles.

7.1.1.2.3. Reflective belt during hours of reduced visibility or on the flightline.

7.1.1.2.4. Raingear, cold weather gear, etc.

7.1.1.3. Pay particular attention to the cautions and warnings listed in the operator's manual.

7.1.1.4. Ensure trainee wears seat belt.

7.1.1.5. Properly adjust driver's seat and all mirrors.

7.1.1.6. Ambulance safety items/procedures.

7.1.1.7. Ensure the driver is aware of driving situations he/she is to perform.

7.1.1.8. Conduct during-/after-action reviews with the trainee (demonstration may need to be re-accomplished).

7.1.2. Trainee performance.

7.1.2.1. Conduct operator maintenance (have trainee explain items being inspected).

Note: Allow trainee to use **Attachment 2** as a guide while performing inspection.

7.1.2.1.1. Pre-inspection.

7.1.2.1.2. During-inspection.

7.1.2.2. Ensure AF Form 1800 is properly documented.

7.1.2.2.1. The trainee's demonstration should include, at a minimum, the following:

7.1.2.2.1.1. Starting procedures.

7.1.2.2.1.2. Stretcher/cot operations.

7.1.2.2.1.3. Radio operations.

7.1.2.2.1.4. Stair chair operations, if applicable.

7.1.2.2.1.5. Use of lights/sirens.

7.1.2.2.1.6. Securing passengers.

7.1.2.2.1.7. Backing.

7.1.2.2.1.8. Parking.

7.1.2.2.1.9. Shutdown procedures.

- 7.1.2.3. Perform after-operation inspection.
 - 7.1.2.3.1. Following manufacturer's shut-down procedures.
 - 7.1.2.3.2. Park.
 - 7.1.2.3.3. Place transmission in neutral (park or an automatic).
 - 7.1.2.3.4. Apply parking brake.
- 7.1.2.4. Ensure vehicle is cleaned.
- 7.1.2.5. Refuel vehicle.
- 7.1.2.6. Perform a walk around inspection.
- 7.1.2.7. Report any discrepancies found on AF Form 1800.

7.2. Performance Evaluation.

- 7.2.1. Trainee will perform performance evaluation found in **Attachment 3**.
 - 7.2.1.1. Instructor and trainee will review **Attachment 3**.
 - 7.2.1.2. Instructor will answer trainee's questions.
- 7.2.2. Instructor will:
 - 7.2.2.1. Ensure safety at all times.
 - 7.2.2.1.1. Place wheel chocks (if required) when ambulance is parked,
 - 7.2.2.1.2. Remove all jewelry and identification tags.
 - 7.2.2.2. Personal protective equipment and other items.
 - 7.2.2.2.1. First aid kit.
 - 7.2.2.2.2. Warning triangles.
 - 7.2.2.2.3. Reflective belt during hours of reduced visibility or on the flightline.
 - 7.2.2.3. Pay particular attention to the cautions and warnings listed in the operator's manual.
 - 7.2.2.4. Ensure trainee wears seat belt.

7.2.2.5. Properly adjust driver's seat and all mirrors.

7.2.2.6. Ambulance safety items/procedures.

7.2.3. Explain driving techniques.

7.2.4. Utilize the pre-established course.

7.2.5. Ensure the driver is aware of driving situations.

7.2.6. Conduct after-action reviews with the trainee.

7.2.7. Trainee is not allowed any instructor assists to pass performance evaluation.

7.2.8. Evaluation checklist provided in **Attachment 3**.

7.2.9. Retraining; retrain No-Go's.

7.2.9.1. Re-demonstrate No-Go items.

7.2.9.2. Have trainee re-perform until they show proficiency in operating, critique weaknesses as observed.

7.2.9.3. Re-evaluate.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 24-301, *Vehicle Operations*, 5 May 2016

AFI 24-302, *Vehicle Management*, 26 June 2012

AFI 91-203, *Air Force Consolidated Occupational Safety Instruction*, 15 June 2012

AFI 91-207, *US Air Force Traffic Safety Program*, 16 February 2017

AFMAN 24-306, *Operation of Air Force Government Motor Vehicles*, 9 December 2016

AMCI 24-101, Volume 10, *Military Airlift – Fleet Service*, 13 March 2017

Adopted Forms

AF Form 171, *Request for Driver's Training and Addition to U.S. Government Drivers*, 15 March 2011

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

AF Form 1800, *Operator's Inspection Guide and Trouble Report*, 1 April 2010

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFIMSC—Air Force Installation Mission Support Command

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFQTP—Air Force Qualification Training Plan

AMCI—Air Mobility Command Instruction

FOD—Foreign Object Damage

IAW—In Accordance With

RM—Risk Management

TO—Technical Order

VCNCO—Vehicle Control Non Commissioned Officer

VCO—Vehicle Control Officer

Attachment 2

AMBULANCE INSPECTION GUIDE

GENERAL

STEP 1. VEHICLE OVERVIEW

- Paperwork
 - AF Form 1800
 - Discrepancy Correction Complete (VM Annotation)
- Vehicle Approach
 - Damage
 - Vehicle Leaning
 - Fresh Leakage of Fluids
 - Hazards Surrounding Vehicle

INTERNAL

STEP 2. ENGINE COMPARTMENT

- Leaks/hoses/Electrical Wiring Insulation
- Oil Level
- Coolant Level
- Power Steering Fluid
- Transmission fluid.
- Antifreeze.
- Windshield Washer Fluid
- Battery Fluid Level, Connections & Tie-downs
- Engine Compartment Belts

STEP 3. ENGINE START/CAB CHECK (LEFT/FRONT/RIGHT)

- Safe Start
- Gauges
 - Oil Pressure Gauge
 - Air Pressure Gauge
 - Temperature Gauge (Coolant/Engine Oil)
 - Ammeter/Voltmeter
- Warning Lights & Buzzers
- Mirrors & Windshield
- Rear Camera Monitor
- Wipers/Washers
- Power Take-Off
- Emergency & Safety Equipment
 - Properly Charged & Rated Fire Extinguisher

3B – Lights/Reflectors/Reflector Tape Condition (Front/Sides/Rear)

(Dash Indicators for:)

- Left Turn Signal
- Right Turn Signal
- Four-Way Emergency Flashers
- Headlights.
- Brake lights.
- Reverse lights.
- Emergency lights.
- Strobe light.
- Light bar.
- Left load light.
- Right load light.
- Compartment lights.
- Dome lights.
- Rear load light.
- Red Reflectors & Amber Reflectors
- Reflective Tape Condition

Horn

Heater/Defroster

Brakes

- Parking Brake Check
- Service Brake Check
- Safety Belt

(TURN-OFF ENGINE/TURN-ON HEADLIGHTS *LOW BEAM* AND FOUR-WAY FLASHERS)

STEP 4. WALK-AROUND INSPECTION

4A – Steering

- Steering Box/Hoses
- Steering Linkages

- 4B** – Suspension
 - Springs/Air/Torque
 - Mounts
 - Shock Absorbers
- 4C** – Brakes
 - Brake Chambers
 - Brake Hoses/Lines
 - Drum Brake
 - Brake Linings
- 4D** – Wheels
 - Rims
 - Tires

SIDE OF VEHICLE

- 4E** – Doors
- 4E** – Mirrors
- 4E** – Fuel Tank

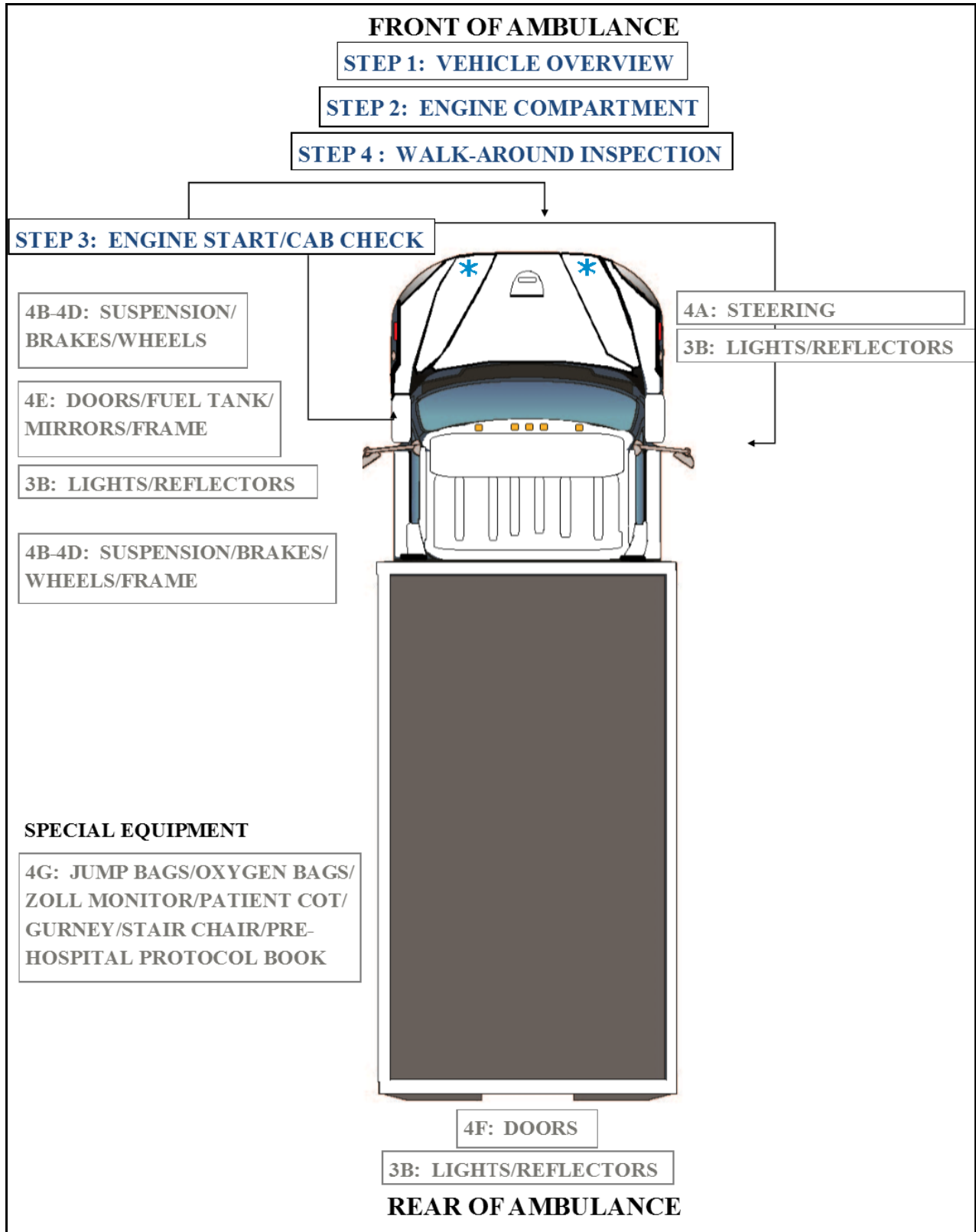
REAR OF VEHICLE

- 4F** – Doors

AMBULANCE SPECIFIC

- 4G** – Jump Bags
- 4G** – Oxygen Bags
- 4G** – Zoll Monitor
- 4G** – Patient Cot/Gurney
- 4G** – Stair Chair (if applicable)
- 4G** – Pre-Hospital Protocol Book

Figure A2.1. Ambulance Inspection Guide.



Attachment 3

PERFORMANCE TEST

A3.1. Desired Learning Outcome.

A3.1.1. Understand the safety precautions to be followed before-, during-, and after-operation of the ambulance.

A3.1.2. Understand the purpose of the ambulance and its role in the mission.

A3.1.3. Know the proper operator maintenance procedures of the ambulance, IAW applicable technical orders and use of AF Form 1800.

A3.1.4. Safely and proficiently operate the ambulance.

A3.2. Instructions. Before the trainee begins the performance test, the trainer will brief the trainee on the scenario he/she will need to accomplish. The trainee will be given additional directions and instructions as needed as they proceed through the scenario.

A3.3. Scoring.

A3.3.1. The trainer examiner will be scoring the trainee on ambulance operations and also the general safe driving practices. The examiner will give directions and instructions to the trainee in sufficient time for him/her to execute a driving maneuver. The trainee will not be asked to drive in an unsafe manner.

A3.3.2. The examiner will be making various marks on the performance test checklist. This does not necessarily mean he/she has done anything wrong. It is in the best interest to concentrate on the operation of the ambulance. The trainer will explain the test results to the trainee at the conclusion of the performance test.

A3.3.3. Tasks being graded are listed on the following page; the trainee will be required to successfully pass all items.

A3.3.4. The instructor will stop the test at any time safe ambulance operations are not being followed or as deemed necessary for safety concerns.

Figure A3.1. Performance Test Checklist:

PERFORMANCE TEST			
Trainees Name:		Date:	
Event	Go	No Go	Notes
1. PRE, DURING, AND POST- OPERATION INSPECTION			
1.1. Operator has required Personal Protective Equipment.			
1.2. Follows general pattern of pre-trip checklist.			
1.3. Performs brake component check			
1.4. Signs AF Form 1800 to signify accomplishment of complete inspection.			
1.5. Cleans windshield, windows, mirrors, lights and reflectors			
1.6. Continues during operations inspection checks.			
1.7. Knows use of tools, emergency devices, fire extinguishers, etc.			
1.8. Performs post trip inspection and reports malfunctions to Vehicle Management.			
Event	Go	No Go	
2. SAFETY PRECAUTIONS			
2.1. Securing Passengers - Did the trainee demonstrate awareness of passenger restrictions and safety requirements (seatbelts)?			
2.2. Did the trainee demonstrate correct use of chocks, when applicable?			

Event	Go	No Go	Notes
3. ON-ROAD DRIVING TEST			
3.1. General - safety belt is used; obeys all traffic signs, signals, and laws; completes test without an accident or moving violation.			
3.2. Starting Procedures – Able to properly start the vehicle. Understands controls and gauges.			
3.3. Radio Operations – Able to correctly use radio (proper channel, proper dispatch communication, etc.)			
3.4. Stair Chair Operations (if applicable) – Demonstrates safe operation of stair chair.			
3.5. Stretcher/Cot Operations – Demonstrate safe and proper stretcher/cot procedures.			
3.6. Light(s)/Siren(s) – Able to use lights/sirens appropriately and correctly.			
3.7. Shutdown Procedures.			
Event	Go	No Go	Notes
4. BACKING/PARKING			
4.1. Backing – Positions ambulance properly. Uses spotter, when required. Uses mirrors properly. Controls speed.			
4.2. Parking – Checks traffic position prior to parking. Secures ambulance, as required. Parks safely and legally. Knows and executes proper use of emergency warning devices.			
CERTIFIER COMMENTS:			

Attachment 4

SEVEN-STEP INSPECTION PROCESS

Figure A4.1. Seven-Step Inspection Process.

Seven-Step Inspection Process	
Step	Procedure
1. Vehicle Overview	<ul style="list-style-type: none"> ● Review the AF Form 1800. ○ Ensure any discrepancy has been corrected. ○ Vehicle Management annotated the discrepancy was completed. ○ Approaching the vehicle. <ul style="list-style-type: none"> ▪ Damage or vehicle leaning to one side. ▪ Fresh leakage of fluids. ▪ Hazards around vehicle.
2. Check Engine Compartment	<ul style="list-style-type: none"> ● Note: Check that the parking brakes are on and/or wheels chocked. The operator may have to raise the hood, tilt the cab (secure loose things so they don't fall and break something). ● Check the following: <ul style="list-style-type: none"> ○ Engine oil level. ○ Coolant level in radiator; condition of hoses. ○ Power steering fluid level; hose condition (if so equipped). ○ Windshield washer fluid level. ○ Battery fluid level, connections and tie-downs (battery may be located elsewhere). ○ Automatic transmission fluid level (may require engine to be running). ○ Check belts for tightness and excessive wear (alternator, water pump, air compressor)--learn how much "give" the belts should have when adjusted right. ○ Leaks in the engine compartment (fuel, coolant, oil, power steering fluid, hydraulic fluid, battery fluid). Cracked, worn electrical wiring insulation.

3. Start Engine and Inspect Inside the Cab
(Get in and Start Engine)

- Make sure parking brake is on.
- Put gearshift in neutral (or park if automatic). Start engine; listen for unusual noises.
- Look at the gauges.
- Oil pressure. Should come up to normal within seconds after engine is started.
- Ammeter and/or voltmeter. Should be in normal range(s).
- Coolant temperature. Should begin gradual rise to normal operating range.
- Engine oil temperature. Should begin gradual rise to normal operating range.
- Warning lights and buzzers. Oil, coolant, charging circuit warning, and antilock brake system lights should go out right away.
- Check Condition of Controls. Check all of the following for looseness, sticking, damage, or improper setting:
 - Steering wheel.
 - Clutch.
 - Accelerator (gas pedal).
 - Brake controls.
 - Foot brake.
 - Parking brake.
 - Transmission controls.
 - Interaxle differential lock (if vehicle has one).
 - Horn(s).
 - Windshield wiper/washer.
 - Lights.
 - Headlights.
 - Dimmer switch.
 - Turn signal.
 - Four-way flashers.
 - Parking – clearance – identification – marker switch (switches).
- Check mirrors and windshield.

	<ul style="list-style-type: none"> ○ Inspect mirrors and windshield for cracks, dirt, illegal stickers, or other obstructions to seeing clearly. Clean and adjust as necessary. ● Check emergency equipment. ○ Check for safety equipment: <ul style="list-style-type: none"> ▪ Properly charged and rated fire extinguisher. Check for optional items such as: <ul style="list-style-type: none"> ▪ Tire changing equipment. ▪ List of emergency phone numbers ▪ Accident reporting kit (packet). ○ Check safety belt. Check that the safety belt is securely mounted, adjusts; latches properly and is not ripped or frayed.
4. Turn-off Engine	<ul style="list-style-type: none"> ● Make sure the parking brake is set, turn-off the engine, and take the key with. ● Turn-on headlights (low beams) and four-way emergency flashers, and get out of the vehicle.
5. Do Walk-Around Inspection	<ul style="list-style-type: none"> ● General. <ul style="list-style-type: none"> ○ Go to front of vehicle and check that low beams are on and both of the four-way flashers are working. ○ Push dimmer switch and check that high beams work. ○ Turn-off headlights and four-way emergency flashers. ○ Turn-on parking, clearance, side-marker, and identification lights. ○ Turn-on right turn signal, and start walk-around inspection. ○ Walk around and inspect. <ul style="list-style-type: none"> ▪ Clean all lights, reflectors, and glass as while doing the walk-around inspection. ● Left front side. <ul style="list-style-type: none"> ○ Driver's door glass should be clean. ○ Door latches or locks should work properly. ● Left front wheel. <ul style="list-style-type: none"> ○ Condition of wheel and rim--missing, bent, broken studs, clamps, lugs, or any signs of misalignment.

	<ul style="list-style-type: none"> ○ Condition of tires--properly inflated, valve stem and cap OK, no serious cuts, bulges, or tread wear. ○ Hub oil level OK, no leaks. Left front suspension. ○ Condition of spring, spring hangers, shackles, ○ U-bolts. ○ Shock absorber condition. ● Left front brake. ○ Condition of brake drum or disc. ○ Condition of hoses. ● Front. ○ Condition of front axle. Condition of steering system. ○ No loose, worn, bent, damaged or missing parts. ○ Must grab steering mechanism to test for looseness. ○ Condition of windshield. ○ Check for damage and clean if dirty. ○ Check windshield wiper arms for proper spring tension. ○ Check wiper blades for damage, "stiff" rubber, and securement. ○ Lights and reflectors. ○ Parking, clearance, and identification lights clean, operating, and proper color (amber at front). ○ Reflectors clean and proper color (amber at front). ○ Right front turn signal light clean, operating, and proper color (amber or white on signals facing forward). ● Right side ○ Right front: check all items as done on left front. ○ Fuel tank. ○ Securely mounted, not damaged, or leaking. Fuel crossover line secure. ○ Tank(s) contain enough fuel. Cap(s) on and secure. ○ Condition of visible parts. Rear of engine--not leaking. Transmission--not leaking.
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	<ul style="list-style-type: none"> ○ Exhaust system--secure, not leaking, not touching wires, fuel, or air-lines. ○ Frame and cross members--no bends or cracks. ○ Air-lines and electrical wiring--secured against snagging, rubbing, wearing. ○ Spare tire carrier or rack not damaged (if so equipped). ○ Spare tire and/or wheel securely mounted in rack. ○ Spare tire and wheel adequate (proper size, properly inflated). ● Right rear. ○ Condition of wheels and rims--no missing, bent, or broken spacers, studs, clamps, or lugs. ○ Condition of tires--properly inflated, valve stems and caps OK, no serious cuts, bulges, tread wear, tires not rubbing each other, and nothing stuck between them. ○ Tires same type, e.g., not mixed radial and bias types. ○ Tires evenly matched (same sizes). Wheel bearing/seals not leaking. ○ Suspension. ○ Condition of spring(s), spring hangers, shackles, and u-bolts. ○ Axle secure. ○ Powered axle(s) not leaking lube (gear oil). Condition of torque rod arms, bushings. ○ Condition of shock absorber(s). ○ If retractable axle equipped, check condition of lift mechanism. If air powered, check for leaks. ○ Condition of air ride components. ○ Brakes. ○ Brake adjustment. ○ Condition of brake drum(s) or discs. ○ Condition of hoses--look for any wear due to rubbing. ○ Lights and reflectors.
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	<ul style="list-style-type: none"> ○ Side-marker lights clean, operating, and proper color (red at rear, others amber). ○ Side-marker reflectors clean and proper color (red at rear, others amber). ● Rear. <ul style="list-style-type: none"> ○ Lights and reflectors. ○ Reflectors clean and proper color (red at rear). ○ Taillights clean, operating, and proper color (red at rear). ○ Right rear turn signal operating, and proper color (red, yellow, or amber at rear). ○ License plate(s) present, clean, and secured. ○ Splash guards present, not damaged, properly fastened, not dragging on ground, or rubbing tires. ○ Rear doors securely closed, latched/locked. ● Left side. <ul style="list-style-type: none"> ○ Check all items as done on right side, plus: <ul style="list-style-type: none"> ○ Battery (batteries) (if not mounted in engine compartment). ○ Battery box (boxes) securely mounted to vehicle. Box has secure cover. ○ Battery (batteries) secured against movement. Battery (batteries) not broken or leaking. ○ Fluid in battery (batteries) at proper level (except maintenance-free type). ○ Cell caps present and securely tightened (except maintenance-free type). ○ Vents in cell caps free of foreign material (except maintenance-free type).
6. Check Signal Lights	<ul style="list-style-type: none"> ● Get in and turn-off all lights. ● Turn-on stop lights (apply trailer hand brake or have a helper put on the brake pedal). ● Turn-on left turn signal lights.

	<ul style="list-style-type: none"> ● Get out and check lights. ● Left front turn signal light clean, operating and proper color (amber or white on signals facing the front). ● Left rear turn signal light and both stop lights clean operating, and proper color (red, yellow, or amber). ● Get in vehicle. ○ Turn-off lights not needed for driving. ○ Check for all required papers, trip manifests, permits, etc. ○ Secure all loose articles in cab (they might interfere with operation of the controls or hit the operator in a crash). ○ Start the engine.
<p>7. Start the Engine and Check Test for Hydraulic Leaks</p>	<ul style="list-style-type: none"> ● Test for hydraulic leaks. ○ If the vehicle has hydraulic brakes, pump the brake pedal three times. ○ Then apply firm pressure to the pedal and hold for five seconds. ○ The pedal should not move. If it does, there may be a leak or other problem. ● Brake system. ● Test parking brake. ○ Fasten safety belt. ○ Set parking brake. ○ Gently pull forward against parking brake to make sure the parking brake holds. ○ If it doesn't hold vehicle, it is faulty; get it fixed. ● Test service brake stopping action. ○ Go about 5 miles per hour. ○ Push brake pedal firmly. ○ "Pulling" to one side or the other can mean brake trouble. ○ Any unusual brake pedal "feel" or delayed stopping action can mean trouble. ○ If the trainee finds anything unsafe during the Vehicle inspection, get it fixed. Federal and state laws forbid operating an unsafe vehicle.

	<ul style="list-style-type: none">● Check vehicle operation regularly:<ul style="list-style-type: none">○ Instruments.○ Pressure gauges.○ Ammeter/voltmeter.○ Mirrors.○ Tires.○ If the trainee sees, hears, smells, or feels anything that might mean trouble, he/she should check it out.● Safety inspection.● Document any discrepancy on AF Form 1800. Sign-off AF Form 1800 to signify accomplishment of inspection.
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