Vehicle Revision (Update) or Deletion for Ambulances Services

We have added the ability for Service Directors, Assistant Service Directors, and Operations Officers to Remove or Update vehicles under your service. This is available in the SD EMS Program’s E-Licensing Portal.

- Go to the SD EMS Program’s E-Licensing Portal. This website can be accessed on our website at ems.sd.gov

Click on “Applications”.

- Click on “Applications” then “Services Applications”.
- Click on “Apply Now” next to “Vehicle Update Application”.

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- To **remove a vehicle**, click on the blue edit button next to the vehicle.
- The vehicle information will show.
- Click the boxes that apply to this update.
- Below that is a Remove button. Click Remove. It will ask again are you sure. Click Yes.

**Vehicle Addition to your Ambulance Service**

We have added the ability for Service Directors, Assistant Service Directors, and Operations Officers to Add vehicles under your service. This is available in the SD EMS Program’s E-Licensing Portal.

- Go to the SD EMS Program’s E-Licensing Portal. This website can be accessed on our website at [ems.sd.gov](http://ems.sd.gov)
Click on “Applications”.

- Click on “Applications” and “Services Applications”.
- Click on “Apply Now” next to “New Vehicle Application”.

- To add a vehicle, click the “Add Another” button.
- Then click on the green plus sign behind (New).
• Fill in the information about the new vehicle.
• * are required
• Click Save and Continue
• Under the “Submit Form” tab. Put in the date and sign by putting in your password.
• Yes to submit form.
Vehicle Self-Inspection for Ground & Air Ambulances

This will be available under Applications for Service Directors, Assistant Service Directors, and Operations Officers only.

- Go to the SD EMS Program’s E-Licensing Portal. This website can be accessed on our website at [ems.sd.gov](http://ems.sd.gov)
- Log into portal.

- Click on “Applications”.
- Click on “View Services Application”.
- Click on “Apply Now” next to Vehicle Inspection Application (There is one for ground ambulances and one for aircraft).
• Review the information on top.
• Click “Yes”
• Click on the edit button by the Vehicle Description.

• Review information and then **click Save and Continue**.
• **Do Not Click DONE.** Inspection will not be saved.
• Starting with the second tab.
• Under each item, click one of the following:
  o Compliant
  o Compliant with Comments
  o Corrected on site
  o Non-Compliant – You do not have it in the station – failed.
  o NA – is used under Non-Medical Equipment with a choice of using Local Fire Dept or varies tools.
• Click “Save and Continue” at the bottom of the page and you will be moved to the next tab.
• Continue through all tabs.
• When finished, insert date and type in password for signature.
• Submit.