



Vehicle Revision (Update) or Deletion for Ambulances Services

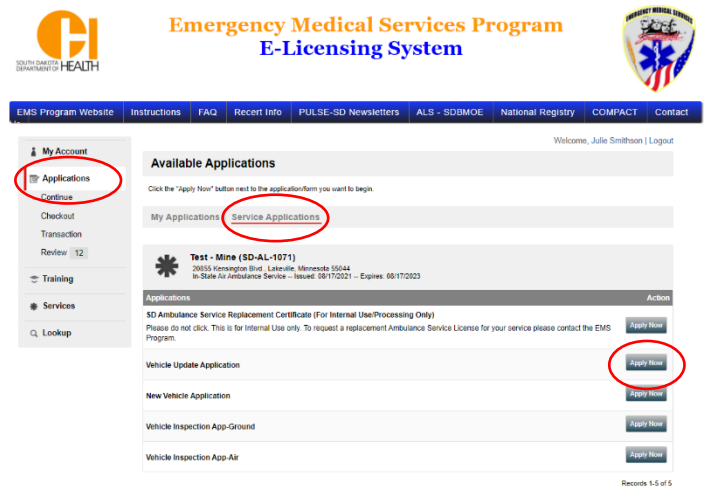
We have added the ability for Service Directors, Assistant Service Directors, and Operations Officers to Remove or Update vehicles under your service. This is available in the SD EMS Program's E-Licensing Portal.

- 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".



Revised 08/24/2021

- 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





Click on “Applications”.

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

Emergency Medical Services Program
E-Licensing System

Available Applications

My Applications: **Service Applications**

Test - Mine (SD-AL-1071)
2055 Kensington Blvd., Lakeville, Minnesota 55044
In-State Air Ambulance Service - Issued: 08/17/2021 - Expires: 08/17/2023

Applications	Action
SD Ambulance Service Replacement Certificate (For Internal Use/Processing Only) Please do not click. This is for Internal Use only. To request a replacement Ambulance Service License for your service please contact the EMS Program.	Apply Now
Vehicle Update Application	Apply Now
New Vehicle Application	Apply Now
Vehicle Inspection App-Ground	Apply Now
Vehicle Inspection App-Air	Apply Now

Records 1 of 5

- To **add a vehicle**, click the “Add Another” button.
- Then click on the green plus sign behind (New).

South Dakota Department of Health
EMS Program

Vehicle Addition or Revision Form

Vehicle Info

Vehicle Designation	VIN	Active	Call Sign / Unit #	Year	Make	Model	License or Tail #
<input type="checkbox"/> P-CLV192V	PJCLV192V	Yes	State 01	2002	Toyota	Prius	V0979
<input type="checkbox"/> F79-T4507	F79T4507	Yes	797	2005	Ford	F150	14566
<input type="checkbox"/> S-000-482877	S000-482877	Yes	Spaced 02	2015	Ford	F-450	
<input type="checkbox"/> Z25-222-29544	Z25-222-29544	Yes	M-1	2002	Ford	F-250	
<input type="checkbox"/> S25-02050144	S25-02050144	Yes	Test 2	2015	Toyota	Corolla	
<input type="checkbox"/> 335-0211020-1105	335-0211020-1105	Yes	Test 3	2015	Sportscar	PRV	414

Add Another:

Vehicle Designation:

Revised 08/24/2021

- 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 Designation

[New]

*VIN (Vehicle Identification Number)

Every vehicle must have a VIN

Active: Yes No

Call Sign / Unit #: _____

*Vehicle Type:
What is the Vehicle Type?

*Year: _____
What is the vehicle year?

*Make:
Enter the make of the vehicle.

*Model: _____
Enter the model of the vehicle.

*State of Registration:

Chassis Manufacturer: _____

License or Tail #: _____

Purchase Date:

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
- 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.

Welcome, Julie Smithson | Logout

Vehicle Inspection Form-Ground

Service & Vehicle Info - 1 of 9 Page 2 - 2 of 9 Page 3 - 3 of 9 Page 4 - 4 of 9 Page 5 - 5 of 9 Page 6 - 6 of 9 Page 7 - 7 of 9

Service Info

Name
Test - Mine

Street 1
20855 Kensington Blvd.

Street 2

City
Lakeville

State
Minnesota

Postal Code
55044

*Do you agree to NOT click the 'Save & Continue' button below until you have chosen only one vehicle from the list that will be shown after answering this question?
 Yes No

Choose the vehicle being inspected below by clicking the **Blue Icon** on the far left of the line with that vehicle's description. After choosing your vehicle, click the **Save & Continue** button at the bottom of the page. - **DO NOT - click the Done button!**

Vehicle VIN	Active	Vehicle VIN	Call Sign / Unit #	Vehicle Type	Year	Make	Model	License or Tail #
<input type="checkbox"/> FXEEV4307	Yes	FXEEV4307	Squad 51	Ambulance	2020	Dodge	Ram	W9870
<input type="checkbox"/> FDX45TV9ZTR	Yes	FDX45TV9ZTR	Squad 7	Air Ambulance Fixed Wing	2020	Rosenbauer	Wing	W8V56
<input checked="" type="checkbox"/> FXVIE5462877	Yes	FXVIE5462877	Squad 52	Ambulance	2015	Ford	E-450	
<input type="checkbox"/> FRED564034N1237	Yes	FRED564034N1237	1052	Ambulance	2021	Chevrolet	F-450	State-1052
<input type="checkbox"/> FDXLJP2365	Yes	FDXLJP2365	Squad 15	Watercraft	1918	Beechcraft	Aero	2635AMB
<input type="checkbox"/> 22542235544	Yes	22542235544	M-1	Ambulance	2020	Ford	F-350	

- Review information and then **click Save and Continue.**
- **Do Not Click DONE.** Inspection will not be saved.

Vehicle Info

22222222

Active: Yes No

Vehicle VIN: 22222222

Call Sign / Unit #: 999999

Vehicle Type: Ambulance

Year: 2024

Make: Bell

Model: E-450

License or Tail #:



- Starting with the second tab.
- Under each item, click one of the following:
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant – You do not have it in the station– failed.
 - 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.

The screenshot shows the South Dakota Department of Health EMS Program website. The main heading is "South Dakota Department of Health EMS Program". Below the heading is a navigation bar with links: EMS Program Website, Instructions, FAQ, Report Info, PULSE-SD Newsletters, ALS - SDDMOE, National Registry, and Contact Us. A user is logged in as "Welcome, Julie Smithson | Logout".

The main content area is titled "Vehicle Inspection Form-Ground" and shows a multi-page form. The current page is "Page 6 - 6 of 9". The form is divided into sections, with the "Equipment-Nonmedical" section expanded. The following items are listed with radio button options for compliance:

- *Emergency Response Handbook**
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant
 - N/A
- *Fire extinguisher**
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant
 - N/A
- *Restraints/Seatbelts**
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant
 - N/A
- **No Smoking** aligns-front & back**
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant
 - N/A
- *Warning devices mark road hazards (flares or reflectors)**
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant
 - N/A

Note: If your service provides the tool kit noted below, choose **Compliant**.
But if your service **does not** provide the tool kit noted below, choose **N/A**.
Similarly in the following question, if your Local FD provides provides the tool kit noted below, choose **Compliant**.
But if your Local FD **does not** provide the tool kit noted below, choose **N/A**.

- *Tool Kit consisting of 1 each - crescent wrench; flat head screwdriver; Phillips screwdriver; Vise-grip pliers; 16 oz hammer; fire axe, crow or wrecking bar; bolt cutter; hydraulic jack/spreader tool**
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant
 - N/A
- *DR- Available with Local fire department**
 - Compliant
 - Compliant with Comments
 - Corrected on site
 - Non-Compliant
 - N/A

At the bottom of the form is a "Save and Continue" button.