

PPK129 2022 Mercedes-Benz Sprinter 519 ELWB Heavy Van

The use and loan of this vehicle is subject to the Vehicle Use Policy of the district that the vehicle is on loan to. The vehicle is for work use only and is not permitted for any personal use. Due to the contents within the vehicle, it is required to be parked in a secure location overnight and on weekends or all other times when not in use as a clinic. Always ensure that when the vehicle is unmanned that all doors are locked.

Before commencing your journey, especially if you are a first-time approved driver of the vehicle, potential hazards and risks must be made known by the Te Whatu Ora, Te Tai Tokerau, Fleet Manager in the first instance, sighted, understood, and signed off by the team utilizing the van with a verbal or written confirmation to the Fleet Manager.

A Health and Safety check must be carried out before commencing the trip or mobile clinic with all risks identified and either mitigated, minimised, or eliminated. Should a risk be identified, complete a datix or if you consider the risk as severe, ring the Fleet Manager or your Manager and report who will provide you with advice on proceeding

The sliding door on the passenger side is electric. From outside the vehicle, pull the handle on the outside and release and the door will automatically open to the full position and an electric step will extend from underneath. From inside the vehicle, press the red button on the B pillar and the door will open to the full position. To close the door, either press the red button inside or pull the handle on the outside and release. Do not force the door as you may cause damage to the electric motor.

The vehicle is **NO SMOKING** at all times and the consumption of food and water should be avoided to maintain a clean workspace free of odours that may affect the patients during clinic time – peanut allergies for example.

The GVM (Gross Vehicle Mass) of this vehicle (3500Kg or more) requires all drivers must legally hold a full class 1 licence or higher to operate. Holders of Class 6 licence only are prohibited from operating this vehicle.

The maximum speed limit for this vehicle is 90K/pH due to the GVM. All speeding tickets will be referred to the service responsible for the vehicle at the time/date of infringement.

This vehicle is subject to Road User Charges which are the responsibility of the driver to check and ensure these are current and sufficient for the journey.

The vehicle is **DIESEL** and should always have a minimum of ½ tank of fuel. The re-filling location is located between the sliding and passenger doors. When re-filling, take time to ensure you are adding the correct fuel, double check it is not petrol or ad-blue which will cause catastrophic engine failure with repairs more than \$55000.00 and voiding any engine warranties.

The vehicle has a Euro 6 compliant engine which requires ad-blue (diesel exhaust fluid) from time to time. Do not attempt to fill the ad-blue, drive to your nearest Keith Andrews Trucks or authorised Mercedes-Benz commercial dealer and they will re-fill the ad-blue for you when the gauge is reading between 0 and 1/4.

This vehicle has dual tyres on the rear axle. Ensure you check that both tyres are full of air before travel.

The S70 Scanner on the vehicle has dual purpose capability and can be used for Echo and general ultra sound sonography. Scott Sutherland (0212520685) is your IT contact should there be issues

Damage to the vehicle remains the responsibility of the service in charge of the vehicle at the time.

Interior components included at the time of loan that are in as new condition free of damage:

- 1 x electric bed with 1 foot controller and 2 x mattress toppers
- 1 x electronic blood pressure machine on stand – asset number 15425
- 1 x S70 echo-sonography machine – asset number WHG022253A
- There are a set of General (Radiology) and Echo Transducers in drawer by computer station. Please leave... don't touch – thank you
- 1 x Lenovo Mini-PC asset number - HA 2020453

Additional items included at time of delivery:

<p>3 'Diagnostic Van' Flags with bases</p> <p>Flag Bases located in a linen bag in driving compartment</p> <p>Flags located downside of the Echo Bed – stabilised for driving</p>	
<p>1 Echo bed with foot control</p> <p>2 mattresses</p> <p>1 pillow</p> <p>1 roll of paper at end of bed (1/4 full)</p>	
<p>3 Te Pahi o Nga Iwi umbrellas</p> <p>Located behind the passenger seat</p>	
<p>1 backless stool – secured in place under computer desk</p> <p>1 stool with back – secured in place by patient change seat, rear door</p>	



<p>1 Air Conditioning controller</p>	
<p>1 Blood Pressure monitor – located at end of echo bed</p> <p>Finger O2 monitor – located in BP basket</p>	
<p>1 computer with dual screens</p> <p>1 camera</p> <p>1 keyboard</p>	
<p>1 crank-handler for winding stabilising legs at rear of the Diagnostic Van up and down.</p> <p>PLEASE put the crank handle across the driver's seat as a reminder to wind up the legs before driving off. Located in front seat on the floor</p>	
<p>1 fire extinguisher – located at foot of bed on side of cabinets</p>	
<p>1 Height measurer – located on wall behind passenger seat</p> <p>1 set of scales up to 180kg</p> <p>Located in storage compartment under change area seat</p>	



<p>Storage Cupboards</p> <p>Right side shelves: Linen top shelf. First aid kit, mask and bag. Store items e.g Gloves, Gel, wipes, PPE gear, rubbish bags, thermometer</p> <p>Left Side: Linen and dirty linen storage</p> <p>Please replace what you use – thank you</p>	 
<p>1 rechargeable vacuum cleaner</p> <p>Located in storage compartment under change area seat</p> <p>1x dustpan and brush (no photo)</p>	
<p>1 UPS</p> <p>S70 to plug into the blue plug ALWAYSs</p>	
<p>Steps into the van</p> <p>The steps are hooked raised and locked for travelling by a spring bolt</p> <p>Take the hand-rail out before putting the steps back into upright position and store behind the sink.</p> <p>There is a 10metre 16amp power cable stored in the net pocket of the right side rear door. When removing from the van power socket, lift/depress the switch to remove. Do not force</p>	



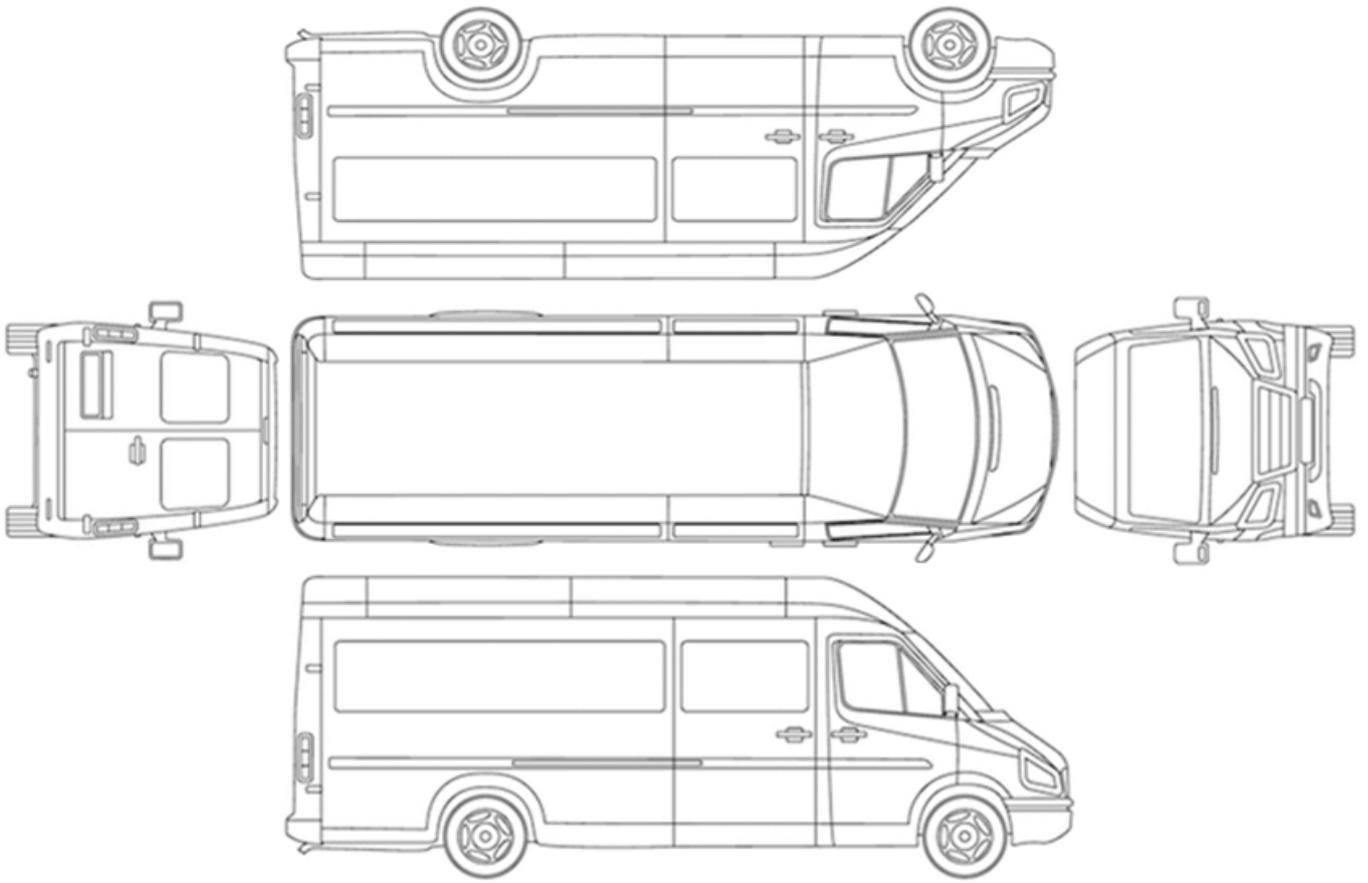
‘Before commencing your Journey’ Checklist

Legs up; power cable detached and packed away; steps up; all furniture locked into place; cupboard doors locked

<p>Turn off the UPS correctly. This is important because if it is not turned off completely, it will go flat. As you press the buttons, read the little screen and you will be instructed what next to push</p> <ul style="list-style-type: none"> • Press power button • Press arrow across • Press return button. 	<input type="checkbox"/>
<p>Stabilising legs returned to ‘UP’ position</p> <p>Use crank handle to wind up legs. Please keep crank handle over the driver’s seat as a reminder to wind back up.</p>	<input type="checkbox"/>
<p>Bring in the flags and tuck down the side of the bed</p> <p>Flag bases put back into linen bag in front seat</p>	<input type="checkbox"/>
<p>Turn power off and disconnect cable. Wind up and return to its storage area in the net pocket on the rear door</p>	<input type="checkbox"/>
<p>Return step to upright position and lock into place</p>	<input type="checkbox"/>
<p>Turn off Air Conditioning Unit along from the metre board. If you leave this on and plug in the main power and you can blow a switch on the meter board</p>	<input type="checkbox"/>
<p>Lock down all moveable furniture</p> <ul style="list-style-type: none"> • S70 locked into place • Both chairs secured in their places with bungee cords • Bed wheels locked • Computer turned off • S70 and Bed covered with canvas sheets 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Upon receiving of this vehicle, both the receiver and supplier of the vehicle should complete a walk around the exterior and note any damage below.





Date of handover: _____

Time of handover: _____

ODO reading at time of delivery: _____

HUBO reading at time of delivery: _____ (hubo attached to rear left wheel)

RUC paid from _____ and paid to _____ at time of delivery

COF expiry date _____



Please indicate your acceptance below:

I agree that the vehicle has been supplied free of any damage other than that noted above and with the contents listed on page one of. the interior of the vehicle and any other items listed and initialled for on page two

I am aware that this is a diesel vehicle and requires ad-blue as necessary

I am aware the vehicle has a speed limit of 90K/pH and I am responsible for any infringements issued

I am aware that in the event any damage occurs to the vehicle or any items are not returned at the return of the vehicle that the service will be responsible for any repair or replacement

I am aware that the vehicle is equipped with GPS tracking and is speed monitored

Details of the receiving staff at time of handover:

Name: _____

Signed: _____ Date: _____

District: _____

Details of the Te Tai Tokerau staff at time of handover:

Name: _____

Signed: _____ Date: _____

Please return completed form to Transport Office, Whangarei Hospital.



Safety and Rule Checklist

- Check that you have road user mileage
- 360 review of van - check for existing damage and note if any to Fleet Manager Calvin de Boer.
Take photo and send to Calvin de Boer
- All machinery locked down and secure
- Wastewater emptied; fresh water half-full.
- DIESEL** tank full
- Stabilising legs up (rear of van) The crank handle is found in the driving compartment. Put the crank handle over your driving seat to remind yourself to wind up the stabilising legs before moving on.
- Orientate yourself to automatic gears, indicators, lights and adjust side mirrors; remember there is no rear vision mirror
- When driving, always check the height of underbridges and watch out for low lying trees and severe potholes
- Always check that the plug is removed from the socket before driving off. Return plug to holding compartment by rear door (please see Calvin's van manual)
- Always check that the UPS is turned off correctly or you risk flattening the UPS (please see Calvin's van manual) Air conditioning switch **MUST** be turned off before leaving the van
- Please do not allow patients to lean on the S70 or touch any of the dials. This is a very expensive machine. Please cover with the canvas cover and lock the S70 into its travelling position when finished
- Remember to take the meter reading before starting and on completion of your clinic.
- Take mileage start and finish as you do with any fleet vehicle
- Remember to lock the vehicle and check doors before leaving
- Read the manual and email Fleet Manager that you have read the manual and understand risks.
- All van drivers **MUST** go through a driving test and be an approved driver by the Fleet Manager
- Empty dirty water down the drain and refill water container to no more than $\frac{3}{4}$ **full or just above half**. It will slop
- Remove rubbish, replace with clean bag
- Remove dirty linen and replace stock
- Any other stock used, replace, and have the van ready to go for the next person.
- Under the patient seat you will find the vacuum cleaner and dustpan and broom. Please vacuum the van floor and recharge the machine on completion. The charger will be found in the box and plugs into domestic power
- Umbrellas (3) found behind passenger seat
- Check that all machinery is locked down when commencing your journey
- Remember to write up meter reading in notebook
- Return key to the Transport

Any issues requiring attention please notify calvin.deboer@northlanddhb.org.nz x60817

Health and Safety Briefing - Mobile Diagnostic Van

In scope

- BMI <50 and mobile

Out of Scope

- Amputees
- Wheelchair dependent patients

COVID-19

- Has patient met the screening criteria?
- Is PPE required?
- Do all staff understand correct donning and doffing of PPE?

Fire

- Access points/assembly area known.
- Extinguishers in date and staff know how to operate.
- How to ring 111 from mobile phone

Power Outage

- The S70 has a power pack but does not allow the machine to operate (scan) when there is a power outage. The power pack allows the machine to move from room to room without having to start up /close down
- In the event of a power outage, stop scanning, restart once power is restored.

Emergencies

- Understand what to do in a non-life threatening and life-threatening situation
- See Site information of who to contact and check phone numbers listed

Communications

- Test mobile phone for connectivity
- Test IT for connectivity

Hazards

- Are there any site-specific hazards?
- Are there any unresolved hazards?
- Aware of internal van hazard

Briefing check list

Check	Tick	Additional Comment
• Introduction to site Manager		
• H&S checklist completed		
• Patient list reviewed		
• Machine operational		
• IT operational		
• Van stable and safely parked		
• Van clean		
• Steps stable		
• Umbrellas available if raining		
• Concerns from previous day/week reported to Manager?		
• Paperwork/Webpas completed?		

