



## Ohio Administrative Code Rule 4766-3-05 Record keeping requirements.

Effective: August 1, 2017

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(A) Each licensed ambulette service shall maintain or have readily available at its headquarters accurate records concerning the transportation of each client;

All client transportation records shall be generated and completed immediately upon completion of the transport and shall include, at minimum, the following:

- (1) Client name;
- (2) Address of:
  - (a) Client pick up location; and
  - (b) Client destination (drop off location);
- (3) Date and time of:
  - (a) Ambulette arrival at client pick up location; and
  - (b) Ambulette arrival at client destination (drop off location);
- (4) Name or ID number of ambulette driver;
- (5) Service vehicle number.

(B) Each licensed ambulette service shall maintain a current and valid certificate of liability insurance issued by an insurer licensed to do business in this state that includes a thirty day notice of cancellation to the board in compliance with the terms set forth in Chapter 4766. of the Revised Code listing the board as certificate holder. Each scheduled vehicle must be listed on the certificate



or attached on an additional page to the certificate to include the vehicles year, make, model and vehicle identification number, (VIN). If the certificate lists, "any auto" or "all owned autos" a list of vehicles does not have to be included or attached.

(C) A licensed ambulette service shall make all client transportation record(s) and ambulette maintenance/repair records available to the board or its designee, upon demand, during any inspection, announced or unannounced.

(D) A licensed ambulette service shall maintain documentation of compliance with the periodic mechanical safety inspection set forth in rule 4766-3-09 of the Administrative Code.

(E) Client transportation records shall be maintained by the licensee for a period of seven years after the date of transport.