

**PUTNAM COUNTY EMS**  
**DESCRIPTION OF DUTIES AS TRANSPORT 303**

1. Respond to transports out of Putnam County Ambulatory Care Center (PCACC): scheduled, received by Putnam County Office of Public Safety (PCOPS), facility to facility of non-urgent nature, and as backup to the volunteer squads or assistance on emergency runs, when needed.
2. Make occasional ambulette transports as needed by PCOPS.
3. Make EMS emergencies as dispatched by Putnam County dispatch when needed.
4. Perform daily inspection of station ambulances, equipment and supplies.
5. Conduct weekly inventory and preventative maintenance of county ambulances.
6. Assist with run sheet quality assurance as requested.
7. Responsible for optimum patient care in accordance with the regional guidelines/protocols, by following organizational direction and meeting established expectations for assessment, treatment and transport of ill or injured patients at his/her level of certification.
8. Responsible for safe operation of all Putnam County E.M.S. vehicles in accordance with current Ohio motor vehicle code.
9. Review run sheets under direction of Chart Specialist.
10. Deliver supplies as requested by PCOPS.
11. Attend courses/seminars as directed by Coordinator.
12. Wash and fuel response vehicle(s) as needed.
13. Perform daily checks of station ambulances.
14. Do "Chores" at Station 300, house or squad rooms.