



Cynthia Lee Sheng
Parish President

JEFFERSON PARISH

Department of Emergency Management



Joseph A. Valiente
Director

JEFFERSON PARISH NON-EMERGENT MEDICAL TRANSPORT SERVICE REQUIREMENTS:

- Lettering at least 3" high on both sides and on the rear of vehicle, no magnetic signs accepted
- **Each vehicle should be identified with a number, name of company and the phone number**
- Fire extinguisher must not be expired. Cannot be older than 1 year old
- No Smoking and Fasten your Seatbelt signs displayed for clients to be able to see and read
- All seat belts must be in working condition
- No rips, tears or stains on seats, inside of vehicle must be clean and free of any obstacles on the floor
- Must have a spare tire and tools to change tires
- Infection Control Kit with face mask with Safety Glasses or a full-face shield, non-latex Gloves, red bag for contamination waste, gown impervious to liquid, shoe covers (disposable),
- First Aid Kit with gauze, bandages, rescue blanket, medical tape, EMT Safety Shears (ends must be blunt)



- A pocket CPR face mask in a plastic case with a One-Way Valve. Cannot be a thin shield of plastic
- Hand Sanitizer
- All lights inside and outside MUST be in working order, including brake lights and back up lights & License Plate
- BACK UP ALARM, can be the backup lights with the alarm built in it
- Windshield and all glass windows must be intact, no chips, breakage of any kind
- Horn must work, along with windshield Wipers & Fluid Dispenser
- Air Conditioning & Heating must be in working order

If vehicle does not have all of the above items, please do not schedule for an inspection. Missing any one of these items will result in a failed inspection and a penalty of \$50.00 for the first failure and \$100.00 for the second failure of inspection. No Exceptions.

Drivers of Vehicles must have a CPR/First Aid Card that is not older than 2 years old and a defensive driving certificate that is not older than 1 year old, along with a class D Louisiana driver's license.

Certifications will not be approved for any applicant with a felony conviction on their record. All applicants MUST produce a Louisiana State Police background check.

Owner(s) must have a back-ground check. Owners with a felony conviction on their record will not be issued a License in Jefferson Parish. NO EXCEPTIONS.

All vehicle applications must have a copy of the vehicle's registration and a copy of the vehicle's insurance card.

If the company is located in Jefferson Parish, an Occupational License must be applied for. This can be obtained through the Jefferson Parish Sheriff's Office in Jefferson Parish.

It shall be unlawful for any individual to conduct, maintain or operate a transfer vehicle which does not carry with it as part of its regular equipment the minimum essential equipment required by the department.

PAYABLE TO "JEFFERSON PARISH POOLED CASH" – FORMS OF PAYMENT MONEY ORDERS OR BUSINESS CHECKS ONLY

Required insurance coverage for applicants for non-emergency transfer vehicle service license.

A non-emergency transfer vehicle shall not operate in this parish unless the following insurance coverages are in effect:

(1) For injury to or death of individuals resulting from any cause to which the owners of the vehicle would be liable, regardless of whether the vehicle was being driven by the owner or his/her agent and for damages to the property of another in the amounts specified in this article;

(2) The applicant for a license to operate a non-emergency transfer vehicle service shall provide automobile liability insurance for not less than the following limits of liability: for each accident causing bodily injury (including death at any time resulting there from) twenty five thousand dollars (\$25,000.00) for each person; fifty thousand dollars (\$50,000.00) for each accident; and twenty five thousand dollars (\$25,000.00) for property damage sustained in any one (1) accident;

(3) The applicant for a license to operate a non-emergency transfer vehicle service shall provide general liability insurance in the amount of three hundred thousand dollars (\$300,000.00) per occurrence and three hundred thousand dollars (\$300,000.00) in the aggregate.

A "Certificate of Liability", must be sent to this office directly from your insurance carrier/agent list Jefferson Parish Emergency Management as the Certificate Holder. This can be mailed to: Jefferson Parish Emergency Management - 910 3 Rd Street - Gretna LA 70053 or emailed to: sarah.richter@jeffparish.net

Licenses are valid for a period of one (1) year from the date of issuance. In order for licenses to remain valid, all requirements must be maintained during the license period, if any requirement is not maintained, the license may be revoked and penalty fees may be in crude prior to the re-instatement of a license.

Payment must be sent along with the applications and the above-mentioned documents before the process can begin.

If you have any questions or concerns, please contact this office.

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EMS Compliance Specialist/Coordinator II
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504-349-5360 office