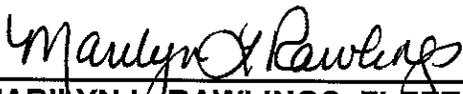


**FLEET MANAGEMENT
POLICY / PROCEDURE**

**SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATOR
(AED)**

APPROVED: 
MARILYN L. RAWLINGS, FLEET MANAGER

DISTRIBUTION:

Fleet Management

PURPOSE:

To establish procedures and guidelines for the voluntary implementation of an Automated External Defibrillator (AED) program.

PROCEDURE:

Only personnel who have successfully completed a CPR/AED course will be permitted to use the AED. The AED is a fully automated device designed to deliver an electric shock in an attempt to restore normal heart rhythm, characterized by the absence of a pulse and respirations.

Fleet Management will maintain a record of all personnel trained and certified in the use of AEDs and on the specific AED model they are qualified to use.

An AED will be placed in the PM Shop, Parts Room Hallway and front Administrative offices.

Revision Date: June 2011

FLEET MANAGEMENT				
AED / CPR Training Dates				
Expires every 2 years				
Name	Title	Employee ID	Last Date	Due Date
Ball, Russell	Fleet Service Worker	000002452		
Carmichael, Andrew	Supervisor, Fleet Mechanics	000003109		
Cavaluzzi, Robert	Supervisor, Fleet Mechanics	000003460		
Clukey, Lonnie	Fleet Mechanic	000005630	4/7/2011	4/7/2013
Cortes, Raul	Fleet Mechanic	000002251	4/7/2011	4/7/2013
Cruz, Carlos	Fleet Mechanic	000005229		
Feinstein, Randy	Supervisor, Fleet Mechanics	000004519		
Glasenapp, Fred	Fleet Mechanic	000012881		
Holmes, Gary	Fleet Service Worker	000004419		
Irick, Rick	Fleet Mechanic	000015128		
Lemieux, Robert	Fleet Mechanic	000009023		
Lopez, Jose	Fleet Mechanic	000003780		
Lynch, Patrick	Fleet Mechanic	000012880		
Nicchia, Ray	Fleet Mechanic	000004854		
Pacheco, Luis	Fleet Mechanic	000014735		
Painter, Randy	Supervisor, Fleet Mechanics	000003790	4/7/2011	4/7/2013
Prussman, William	Superintendent, Fleet Shop	000013353		
Rawlings, Marilyn	Fleet Manager		4/7/2011	4/7/2013
Schultz, Daniel	Fleet Service Worker	000013635		
Sherman, Janet	Parts Manager	000013542	4/7/2011	4/7/2013
Smith, Keith	Fleet Mechanic	000115239		
Solomon, Keith	Fleet Mechanic	000003269		
Surratt, Robert	Fleet Mechanic	000005228		
Twardus, Keith	Fleet Mechanic	000007022	4/7/2011	4/7/2013
Winters, Jayme	Supply Specialist	000005467		
Wright, Brad	Fleet Operations Manager	000007452		
6/21/2011				

AED & CPR & 1st Aid included in \$25.00