



Iowa Department of Public Health  
Bureau of Emergency and Trauma Services

## Transport Agreement Guidance

### PURPOSE:

To provide policy and procedure guidance to transport and nontransport service programs for the development of a transport agreement in order to maintain compliance with Iowa Code Chapter 641 -132(147A).

### DEFINITIONS:

“Ambulance” means any privately or publicly owned ground vehicle equipped with life-support systems and specifically designed to transport the sick or injured who require emergency medical care.

“Nontransport service” means any privately or publicly owned service program which does not provide patient transportation and provides emergency medical care at the scene of an emergency.

“Service program” or “service” means any transport service or nontransport service, inclusive of associated satellites, that has received full or conditional authorization from the department.

“Transport agreement” means a written agreement executed between two or more service programs and filed with the department that ensures response and transportation for initial 911 or emergency calls. A transport agreement may be a component of an affiliate agreement.

“Transport service” means any privately or publicly owned service program which utilizes ambulances in order to provide patient transportation.

### BACKGROUND:

Iowa Code 641-132 establishes the following with regard to development and execution of a transport agreement:

132.2(1) Requirements for initial service program authorization.

c. Transport service—full authorization. An entity seeking authorization as a transport service program shall apply for full authorization at a minimum of the EMT level or the level of care which will be provided by the service program **or through a transport agreement** for initial 911 or emergency calls 24 hours per day, seven days per week at the following EMS service levels:

- (1) EMT.
- (2) AEMT.
- (3) Paramedic.

e. Nontransport service—full authorization. An entity seeking authorization as a nontransport service program shall apply for full authorization at a minimum of the EMR level or at the level of care which will be provided for initial 911 or emergency calls 24 hours per day, seven days per week. **The nontransport service program shall have an executed written transport agreement ensuring simultaneous dispatch with an authorized transport service program for all 911 or emergency calls.**

132.2(2) Requirements for renewal of service program authorization.

c. Transport service—full authorization. An entity seeking renewal authorization as a transport service program shall apply for full authorization at a minimum of the EMT level or the level of care which will be provided by the service program **or through a transport agreement** for initial 911 or emergency calls 24 hours per day, seven days per week at the following EMS service levels:

- (1) EMT.
- (2) AEMT.
- (3) Paramedic.

132.3(4) Service program requirements.

c. Nontransport service programs.

- (2) **Nontransport service programs shall have an executed written transport agreement ensuring simultaneous dispatch with an authorized transport service program for all 911 or emergency calls.**



## Iowa Department of Public Health Bureau of Emergency and Trauma Services

### **POLICIES AND PROCEDURES:**

Transport Service Program – Transport service programs of any level that cannot guarantee a response 24 hours per day, seven days per week should have an executed transport agreement with another transport service program in order to ensure response and transportation for initial 911 calls or emergency calls.

Nontransport Service Program – Nontransport service programs of any level shall have an executed transport agreement with a transport service program that ensures simultaneous dispatch for all 911 or emergency calls.

Transport agreement development should involve all parties to the agreement, to include local communications centers, and should define, but is not limited to:

- a. Name of parties to the agreement (e.g. Transport service, Nontransport service, Communications Center)
- b. Name of all representatives to the parties of the agreement (e.g. service directors, city council member, etc.)
- c. Contact information for all parties involved (Address, phone number(s), email address)
- d. Description of dispatch procedures (e.g. simultaneous dispatch 24/7, simultaneous dispatch 6:00am – 6:00pm)
- e. Compensation/reimbursement (if there is to be any financial obligations between the parties involved)
- f. Liability/insurance (defending claims made against parties to the agreement, vehicle/property insurance, etc.)
- g. Termination of said agreement (defining who can, how the agreement can be terminated, notification of)
- h. Duration of the agreement (e.g. 3 years, 10 years, indefinitely, 5 years then automatically renews, etc.)

Upon completion of the signed and dated agreement it should be uploaded to your services AMANDA account and your regional coordinator should be notified in order to review the document. Revisions or changes to transport agreements or new transport agreements should be uploaded to your services AMANDA account and your regional coordinator should be notified in order to review the document.

As defined, a transport agreement may be a component of an affiliation agreement.

For questions or assistance with regard to transportation agreements or the development of a transport agreement, please contact your regional coordinator.

For further information with regard to Iowa Code 641-132 (Emergency Medical Services – Service Program Authorization), please go to <https://idph.iowa.gov/BETS/EMS>.