UTAH BUREAU OF EMS

Ambulance Vehicles
Upgrade or Downgrade a Vehicle Application

Purpose:
- Provide a step by step guide for upgrading or downgrading ambulance vehicles on the Utah BEMS website.
- This application can only be filled out by *service directors, alternate service directors, training officer, alternative training officer, EMS medical operations officer, and data manager/ Elite admin.*

Additional Information

You can access the BEMS online system by visiting emslicense.utah.gov
- This can only be done by *service directors, alternate service directors, and EMS Medical Operations Officer*
- These roles must be assigned in the BEMS online system by the Utah Bureau of EMS staff
- If you do not have these permissions, contact Tami Goodin at tgoodin@utah.gov.

Only one vehicle can be upgraded or downgraded per application

If you are upgrading a vehicle, the agency will need to pay for the application and schedule an inspection with BEMS staff. BEMS staff will be alerted by the system when the vehicle is ready for inspection.

How to Upgrade or Downgrade a Vehicle Application

1. Navigate to emslicense.utah.gov
2. Login using your username and password.

3. Click on the Applications tab on the left hand side of the screen.

4. Under the Start sub tab, find the View All Agency Applications link.

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5. If you are affiliated with multiple agencies, use the drop down menu to select the agency that you are wanting to remove vehicles from.
6. Select the Upgrade or Downgrade a Vehicle from the Agency application by clicking on the Apply Now button.

7. Indicate whether this is an upgrade or a downgrade. This is for the license level. Example: an upgrade is going from an AEMT Ground Ambulance to a Paramedic Ground Ambulance.
8. Click on the drop down for Action to Take, and select "Update record in the service"
9. Use the Search for Vehicle function to find the vehicle. To search you can use the serial number or the call sign.

    a. If you cannot find the vehicle, contact our staff for assistance
10. Verify that all the information for the vehicle
    a. Select the new level of service for the vehicle
    b. Select the Vehicle Type
    c. Select the new Vehicle Speciality
    d. Select the location
11. Verify the new vehicle level by using the Number of Vehicles section
    a. There will only be one vehicle
12. Submit the application at the bottom of the page by clicking Submit
    a. If the vehicle is an upgrade, you will need to pay to pay for the upgrade. Payment must be received before the inspection can be scheduled.
    b. If the vehicle is an upgrade, BEMS staff will reach out to schedule the inspection.