



**REGION 11
CHICAGO EMS SYSTEM
POLICY**

Title: Vehicle Service Provider Licensure

Section: EMS Personnel

Approved: EMS Medical Directors Consortium

Effective: December 17, 2025

VEHICLE SERVICE PROVIDER LICENSURE

I. PURPOSE

To establish vehicle service provider licensure requirements for EMS agencies participating under the Region 11 Chicago EMS Systems.

II. POLICY

- A. An application for a vehicle service provider license shall be submitted on a form prescribed by the Illinois Department of Public Health (IDPH). The application shall include, but not be limited to, licensee name, address, email address, and telephone number; and, for each vehicle to be covered by the license, include the make, model, year, vehicle identification number (VIN), state vehicle license number and level of service (BLS or ALS).
- B. Each application shall be accompanied by a fee of \$35 for each vehicle included in the initial license application and due at the time of each annual inspection for up to 100 individual vehicles. A fee of \$3,500 shall be submitted for initial applications and due at annual inspections for providers with 100 or more vehicles. Inspection fees not paid after 30 days from the documented annual inspection date will incur a late fee of \$25 per vehicle for up to 100 vehicles.
- C. An application for license renewal shall be submitted to IDPH in accordance with at least 60 days, but no more than 90 days prior to license expiration.
- D. IDPH shall issue a license valid for four years. The license will remain valid if, after annual inspection, all fee requirements are paid and IDPH finds that the vehicle service provider is in full compliance with EMS administrative rules and regulations. If IDPH finds that the vehicle service provider is not in full compliance, in addition to all other actions authorized under EMS administrative rules and regulations, IDPH may issue a license for a shorter interval.
- E. IDPH shall have the right to make inspections and investigations as necessary to determine compliance with EMS administrative rules and regulations. Pursuant to any inspection or investigation, a licensee shall allow IDPH access to all records, equipment and vehicles licensed under the EMS Act.
- F. Each license is issued to the licensee for the vehicles identified in the application. The licensee shall notify IDPH, in writing, within 10 days after any changes in the information on the application. Additional vehicles shall not be put in service until an application is submitted with the proper fee, and an inspection is conducted. The licensee shall notify IDPH to change a vehicle's level of service.
- G. IDPH will approve each vehicle covered by an ambulance service provider license to operate at a specific level of service (BLS or ALS). To change the level of service for a specific vehicle:
 - 1. The licensee shall submit a written request to the EMS MD;
 - 2. The EMS MD shall submit a copy of that request to IDPH, along with written verification that the licensee meets the equipment and staffing requirements of IDPH and the EMS System Plan for the requested level of service;



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3. IDPH will then amend the provider's license and vehicle certificate to reflect the new level of service.

H. All vehicle service providers shall function within an EMS System.

I. A vehicle service provider utilizing ambulances shall have a primary affiliation with an EMS System within the EMS Region in which its primary service area is located. This does not apply to vehicle service providers that exclusively utilize limited operation vehicles.

J. A vehicle service provider is prohibited from advertising, identifying its vehicles, or disseminating information in a false or misleading manner concerning the provider's type and level of vehicles, location, primary service area, response times, level of personnel, licensure status, or EMS System participation.

K. A vehicle service provider, whether municipal, private, or hospital owned, is prohibited from advertising itself as a critical care transport provider unless it participates in an IDPH- approved EMS System critical care transport plan and provides critical care transport services at a Tier II or Tier III level of care.

L. All vehicle service providers shall have a designated Pediatric Emergency Care Coordinator (PECC) who assists in ensuring that their agency and personnel are prepared to care for ill and injured children. Training and education can be validated by conducting activities such as confirming the availability of pediatric equipment and supplies, ensuring that personnel follow pediatric protocols and participate in pediatric education, and promoting family-centered care. Each vehicle service provider shall submit the name of the licensed personnel serving as the PECC to their EMS System Coordinator. For additional details and prehospital pediatric resources, please refer to the [IDPH EMS for Children \(EMSC\) Pediatric Readiness website](#).