



Policy & Procedure Regarding Transportation of Persons Using Wheelchairs

Summary

The purpose of this policy and procedure is to protect participant health and safety during loading and unloading of ambulatory and non-ambulatory participants on ABLE transportation.

Vehicle Loading

- Communicate any concerns regarding the condition of a person's wheelchair prior to transportation. If wheelchair condition prevents safe transport, staff should contact their supervisor and not proceed with transportation.
- Participants who use wheelchairs will get into vehicles first.
- Two staff should rotate loading clients, so no person receiving services is left alone at any given time.
- If single staffed, staff will start the vehicle and deploy the lift while participants are inside the building. Participants using wheelchairs will be brought onto the vehicle one at a time from the building. After wheelchairs are secured, the staff will assist ambulatory participants onto the vehicle.
- Only as a last resort or an emergency situation will participants wait outside of a vehicle during loading. In such a situation, the following should be considered:
 - Ensure vehicle is parked on level ground and wheelchair brakes are effective and engaged.
 - All persons receiving services should be congregated near the staff and able to be supervised while the staff is operating the wheelchair lift.
 - Generally, staff should prioritize securing wheelchairs in the vehicle prior to assisting ambulatory participants in to the vehicle.
 - If any participants have a history of unlocking their brakes, they should be loaded into the vehicle first.

Unloading

- Ambulatory participants will be unloaded first.
- Ambulatory participants will be assisted in to base site by one staff member while another staff member monitors all other persons receiving services still aboard vehicles.
- When all ambulatory participants have been assisted to base site, participants with wheelchairs will be unloaded one at a time.

- Each participant will be taken from the vehicle to the base site / indoors prior to undoing the tiedowns of the next participant.
- Only as a last resort or an emergency situation will a participant in a wheelchair be left outside of a vehicle without the staff's hands on the wheelchair. In such a situation, the following should be considered:
 - Ensure vehicle is parked on a level surface
 - Ensure wheelchair brakes are on and effective before loading and unloading.
 - Staff will place all wheelchairs on a flat surface where a person receiving services is unlikely to fall from the wheelchair; never place participants in wheelchairs on an uneven or down sloping surface.
 - Ensure all participants' arms, feet, and legs are in a position where they will not be hit or crushed during operation of the lift.
 - Be mindful of persons in service who have a history of unlocking their brakes and plan accordingly to unload him or her last to prevent potential for an incident.

Community

- No participant using a wheelchair is to be left alone.
- Staff will monitor all participants at all times.
- Follow steps above for loading and unloading to ensure safety at all times.

Inquires

Questions or comments regarding this procedure may be directed to the Day Program Manager or Senior Director.

Approved:

Kendra L. Wilson, M.Ed.
Senior Director

Date