The Administrator will ensure that the bus driver is educated in the safe operation of the wheelchair lift and how to secure and use the restraint/seatbelt system on the bus. This will be done through both verbal and return demonstration.

There are three ways that a resident can be safely seated on the facility bus:
1. In a regular seat, fastened firmly but comfortably with a seat/lap belt.
2. In a manual wheelchair, that has been secured using the 5 point contact wheelchair procedure.
3. Electric wheelchair that allows for a 5 point contact system to be used.

Residents who are in need of oxygen during transportation must be firmly secured before the resident can be transported. Tanks can be secured to wheelchairs, if so equipped.

The bus driver will be responsible for using the safety checklist prior to departing on outing once all passengers are loaded (this applies to each time the passengers are loaded).

The facility bus is equipped with seat belts and/or shoulder harness for all passenger seats. The bus driver is responsible to ensure that all residents/passengers are properly secured in their seats prior to moving the vehicle or at the beginning of any trip. All Walkers, canes, personal belongings such as bags, purses and groceries are to be safely stored out of the exit path of the bus.

Instructions for Manual Wheelchair Securement:

- Bus must be off
- Manual w/c should be placed and centered on the lift platform, facing out toward the street/sidewalk.
- Lock the brakes on the w/c.
- Position and fasten the lift safety belt.
- Raise the lift and verify that the roll stop fully engages.
- From inside the bus, bring the w/c into the bus.
- Once inside, the resident should be positioned so they are facing forward toward the front of the vehicle. Make sure hand brakes are applied.
- Apply appropriate lockdowns/securement straps for the w/c (straps should not interfere with the w/c footrests and placed at approximately 45 degree angle to the w/c arm rests.) Any fittings should be firmly engaged and locked into the appropriate track or slot.
- Apply the proper w/c seat/lap belt. Check to make sure that all straps are properly attached and that the w/c is secure and has movement.
- Once the w/c is secured, store the lift, turn off the power and close the bus doors.
- Residents must never stand on the lift, if unable to use stairs residents are required to use wheelchair while on the lift.
FACILITY BUS

Accident Prevention

The driver needs to be aware of their surroundings and make every effort to avoid being involved in an accident. Drive with caution at all times.

Examples:

- Be aware that the bus is taller, wider and longer from a typical car or SUV. It does not have the maneuverability or the stopping speed of a smaller vehicle.
- Make the necessary allowances for clearance above the bus or when changing lanes and be sure to allow enough space between the bus and the car to avoid a rear-end collision.
- Prior to departing a location, driver needs to do a walk-around the bus to be aware of the surroundings such as other vehicles around the bus that could be potentially backed into.
- When operating the lift, please be sure that the bus is in Park and turned off.

Please be aware that in the event that there is an “at fault” accident, the driver will no longer be eligible to drive for Ageia communities.

Cell Phone

The use of a cell phone is prohibited while driving our residents, except in case of emergency. Please be at a full stop in a safe place with vehicle in Park prior to making or receiving any cell phone calls.

Related Forms:
Bus Driver Skills Checklist
Safety Check List Prior To Moving Bus