STAFF TRAINING
MOBILITY DEVICE LIFT AND USE OF SECUREMENT STRAPPING

Staff Name: _____ Date: _____

Reason for Training: ☐ New Staff Training Hours: _____

☐ Updated information or changes

☐ Other: _____

DEMONSTRATION OF COMPETENCY

Staff must read the user's manual of the system they are using. Each mobility device lift has certain requirements for use. Staff must take in account which vehicle and lift they are using. If staff have questions, they need to see their supervisor before they use the lift.

OPERATION OF MOBILITY DEVICE LIFT

Supervisor's Initials

_____ Check mobility device: seatbelt and torso belt (if present) fastened, mobility device in upright position with locking pins in place.

_____ Bus is parked on level ground.

_____ Engine is running, emergency brake is on (specific vehicles may require the motor to be shut off).

_____ With everyone present standing a safe distance from the lift, open lift doors and lower lift onto ground.

_____ Be sure that lift is working properly.

MOBILITY DEVICE

_____ Back mobility device onto lift.

_____ Set hand brakes.

_____ Secure lift safety belt (if applicable.)

_____ One staff should hold onto mobility device as it is raised. If a second staff is available, they should stand on the other side of the lift, or inside the bus, ready to receive the mobility device.

_____ Raise the lift 2" to 3" and check to be sure roll stop and back plate are in proper position. (If necessary, manually lift foot stop into correct position.)

_____ Raise lift until it stops and is parallel with the ground.

_____ Staff release hand brakes and back mobility device as far into the bus to the inboard barrier and set one brake.

NEVER LEAVE A PERSON ON THE PLATFORM OUTSIDE ALONE!
When unloading, only push them out to the inboard barrier and set brake.

SECURING MOBILITY DEVICE WITH STRAPS

Note that all mobility device securement straps must be secured to a permanent part of the mobility device frame. No securement straps should ever be attached to an armrest, a footrest, a wheel, a lap tray, or anything else that has been added onto the basic mobility device frame. If at all possible, the securement strapping should not be lying on, or wrapped around, any part of the mobility device that it is not fastened to. Additionally, if at all possible, the straps need to have approximately a 45-degree angle from the floor tracks to the mobility device frame. Also, having the front wheels of the mobility device facing forward in line with the rear wheel will help add stability to the securement. Staff must read the user's guide of the particular securement strap they are using.

_____ Position mobility device between floor tracking or slide-n-click areas facing the front of the vehicle - if that is the way the vehicle was manufactured.

_____ Secure the hand brakes. On an electric mobility device turn off the power.

_____ Place retractor strapping into tracking or slide-n-click: two securement straps with J hooks in front of the mobility device, 3" to 8" outside each of the front wheels. Place two retractors with J hooks into the floor tracking or slide-n-click, just to the inside of each of the rear wheels of the mobility device. Secure the track fittings for the lap belt into the rear track or on top of the retractors for the rear securement straps. If there is a shoulder belt, one end of it should be fastened to the side wall of the bus.

_____ In the front of the mobility device, fasten the J hooks to the two front corners (or as close to the corners as possible).

_____ With the brakes off, tighten the mobility device to the securement by gentle moving device back and forth. They will self tension themselves and should have no more than 2 inches of movement side to side and back and front. Set the hand brakes.

_____ Fasten and secure lap safety belt across the pelvic area of the person as close to the hip as mobility device allows; the belt should be threaded through or behind the mobility device side panel near the junction of the seat back and seat cushion, if at all possible. The design of the mobility device will dictate how this strap is threaded through the device. What is most important is that the strap is as close to the occupant's body as possible. When fastened, the buckle and connected double-studded latch plate should be located low at the occupant's pelvic zone (near the hip opposite the side from where the shoulder belt extends.)

_____ If there is a shoulder belt assembly that is added onto the lap safety belt, be sure that the shoulder belt fully crosses the upper chest of the individual in the mobility device. The shoulder belt should never extend across the mobility device occupant's neck or face; the shoulder belt should lie on the shoulder, not up against the person's neck.

_____ Check all of the securement straps to be sure they are secure and tight. If the mobility device can be rocked from side to side more than 2 inches, recheck securement strapping on floor tracking and mobility Device.