



Mobility Device/Wheelchair Securement

Place bus in neutral/engage parking brake. Ensure that side-facing seat(s) are secured in the upright position. Kneel bus/deploy ramp. Meet passenger at ramp, assist as needed onto bus. Be mindful of changing center of gravity with wheelchairs. Report all Ramp/Lift failures to dispatch immediately.

3 POINT SECUREMENT (6300's – 6700's)

Secure the mobility device/wheelchair (securement directions also located on bottom of flip-up seats)

1. Position passenger in center of 3 tie-down locations, facing forward.
2. Engage mobility device brakes locks. Ask power chair owners to turn chair power off.
3. Attach front securement hook on major joint/weld of fixed frame members (fig. 1) – never hook collapsible or moveable parts (factory installed securement points are best). a. Attach as high as possible but below the surface of the seat. b. Maintain a 45-degree strap angle between the hook and the floor securement. Keep strapping straight, not twisted. c. Adjust belt tension to ensure a firm hold (avoid excessive pressure as this could damage the chair).
4. Fully pull the rear tie-down release handle and attach rear securement hooks on major joints/welds of fixed frame members (fig. 2) – never hook collapsible or moveable parts (factory installed securement points are best). a. Attach as high as possible but below the surface of the seat. b. Maintain a 45-degree strap angle between the hook and the floor securement. Keep strapping straight, not twisted. c. Adjust belt tension to ensure a firm hold (avoid excessive pressure as this could damage the chair).
5. Once all tie-downs are attached and secured, release mobility device brakes and gently move the mobility device back and forth to ensure tie-downs are secure.
6. Tighten the system using the ratcheting lever until a click is felt and lever remains in the “up” position, signifying maximum tightness of tie-downs. a. To reset ratcheting mechanism, push the lever down.
7. Engage mobility device brakes locks. Ask power chair owners to turn chair power off.
8. Lengthen buckle side lap belt and place over hips of passenger. Pass the belt between the arm rest and side panel (fig. 3) to keep the belt as close as possible to the passenger’s pelvic bone as possible. Avoid putting belt over arm rests. If accessible, pass the belt

through the space between the back and side arms of the device.

9. Lengthen and position tab side of lap belt as in step #8 (above).
10. Buckle lap belt. Buckle/tab assembly should rest on the aisle side of the passenger's hips (fig. 4). Adjust belt tension to ensure a firm hold.
11. Position shoulder belt over passenger. Attach shoulder belt to lap belt securement pin and tighten strap to ensure a firm hold.
12. For examples of what a properly secured mobility device should look like with either 3 or 4 point securement, see fig. 1-4 below.

Q POD SECUREMENT (6900's, 7000's)

Secure the mobility device/wheelchair (securement directions also located on bottom of flip-up seats)

Before positioning the wheelchair, connect the shoulder belt to the wall-side lap belt and hook both onto the holding connector on the underside of the flip-seat.

1. Position the mobility device against the stabilizing bumper, leaving enough room to reach in behind the chair.
2. Engage mobility device brakes locks. Ask power chair owners to turn chair power off.
3. Pull the express paddle handle on the bulkhead behind the securement area. This will allow the operator 15 seconds to attach the rear hooks.
4. Once the rear hooks are attached, back the device into its final location.
5. Now move to the front of the mobility device. Attach the front strap. The strap can be wrapped around a securement option with the hook attaching to the strap loop.
6. Push the yellow button on the lever and move the lever downwards until the round "unlocked" disc disappears.
7. Once all tie-downs are attached and secured, release mobility device brakes and gently move the mobility device back and forth to ensure tie-downs are secure.
8. Engage mobility device brakes locks. Ask power chair owners to turn chair power off.

9. Pass the isle-side belt between the arm rest and side panel (fig. 3) to keep the belt as close as possible to the passenger's pelvic bone as possible. Avoid putting belt over arm rests. If accessible, pass the belt through the space between the back and side arms of the device.
10. Connect to the previously extended wall-side buckle.

4 POINT SECUREMENT (1900'S, 6000'S, 6200'S)

Secure the mobility device/wheelchair (securement directions also located on bottom of flip-up seats)

1. Position passenger in center of 4 tie-down locations, facing forward.
2. Engage mobility device brakes locks. Ask power chair owners to turn chair power off.
3. Pull release handle and attach rear securement hooks/buckles (by pressing release button on retractor, if present) on major joints/welds of fixed frame members (fig. 2) – never hook collapsible or moveable parts (factory installed securement points are best). a. Attach as high as possible but below the surface of the seat. b. Maintain a 45-degree strap angle between the hook and the floor securement. Keep strapping straight, not twisted. c. Turn knobs of belt retractors to adjust belt tension to ensure a firm hold (avoid excessive pressure as this could damage the chair).
4. Extend and lock securement arm or remove front securements from emergency equipment box and secure in floor anchors.
5. Pressing release button, attach front securement hooks/buckles (by pressing release button on retractor, if present) on major joints/welds of fixed frame members (fig. 1) – never hook collapsible or moveable parts (factory installed securement points are best). a. Maintain a 45-degree strap angle between the hook and the floor securement. Keep strapping straight, not twisted. b. Unlock brakes of chair and pull chair backward to release slack in front straps. Have power chair owners turn on power long enough to reposition the chair if necessary, then deactivate power. c. Turn knobs of belt retractors to adjust belt tension to ensure a firm hold (avoid excessive pressure as this could damage the chair). d. Relock brakes of chair.
6. Lengthen buckle side lap belt and place over hips of passenger. Pass the belt between the arm rest and side panel (fig. 3) to keep the belt as close as possible to the passenger's pelvic bone as possible. Avoid putting belt over arm rests. If accessible, pass the belt through the space between the back and side arms of the device.
7. Lengthen and position tab side of lap belt as in step #6 (above).

8. Buckle lap belt. Buckle/tab assembly should rest on the aisle side of the passenger's hips (fig. 4). Adjust belt tension to ensure a firm hold.
9. Position shoulder belt over passenger. Attach shoulder belt to lap belt securement pin and tighten strap to ensure a firm hold.

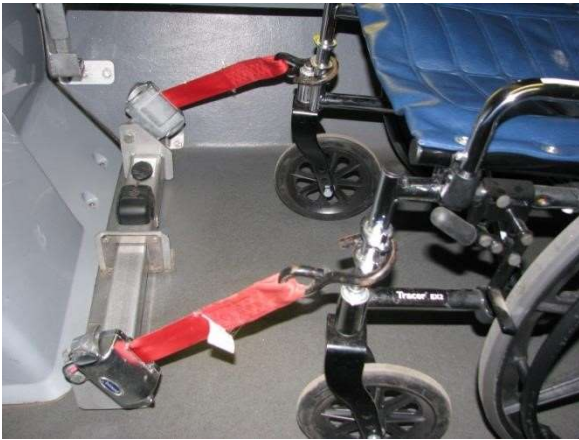


Fig. 1



Fig. 2



Fig. 3



Fig. 4

Mobility Device/Wheelchair Release

1. Unpin and remove shoulder belt. Unbuckle and remove lap belt.
2. Press red lever to release rear securements, remove hooks, stow completely.
3. Press red lever to release front securement(s), remove hooks, stow front securement arm completely or remove securements from floor and place in emergency equipment box.
4. Unlock mobility device brakes or ask chair owner to turn power on.
5. Assist passenger as needed until completely off bus.

ADA REQUIREMENTS

1. Operators are prohibited by the ADA from passing customers with disabilities at stops - When all securement areas are in use, stop and advise the customer of the situation and that another vehicle will be along within 30 minutes - AND notify Dispatch.
2. Operators must not ask passengers on the bus to disembark to make room for a disabled person – An operator may ask an able-bodied passenger to move from a seat in a securement area to load a disabled passenger when room permits.
3. Operators must not deny any passenger the option to kneel the bus and deploy the ramp when requested - Remember some disabilities are hidden.
4. Operators must assist the passenger onto the bus and allow passengers in wheelchairs to board the ramp in a forward or backward direction.
5. Operators must transport any mobility device that fits on the ramp.
6. Operators must secure mobility devices using the available securement system.
7. Operators must announce all transfer points, major intersections and destinations as well as stops requested by a passenger – Use a clear understandable voice with sufficient volume to be heard in the rear of the bus.
8. A passenger may bring a portable medical oxygen supply on board a vehicle. Commonly used portable oxygen concentrators are not considered hazardous materials. Transit agencies,

therefore, cannot require riders to secure such concentrators in a particular space on the vehicle, and agencies must allow riders to use the concentrators as needed while aboard the vehicle.

WHEELCHAIRS

1. The chair is as valuable to the user as the body part or function it has replaced. Many wheelchair users consider their wheelchair to be a part or extension of their own body.
2. Do not lean or touch the chair unnecessarily as it is similar to touching the person.

TIPS ON PROVIDING ASSISTANCE

- Ask if assistance is needed before you assist- do not assume disable persons are always in need of assistance.
- Do not jerk or jolt
- Move slowly and carefully
- Treat the chair with care because of its value
- Be aware of the changing center of gravity with wheelchairs
- Talk directly to the person in the chair rather than the person pushing it

DRIVING TECHNIQUES

1. Smooth, steady, even
2. Take bumps with caution and care
3. Take turns slowly