

## Agency Name

### Transit Policies and Procedures

<b>Subject</b>	Wheelchair & Mobility Device Securement
<b>Section</b>	Safety
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

#### **Purpose**

Develop securement procedures for wheelchairs and mobility devices that comply with the Americans with Disabilities Act of 1990.

#### **Definitions**

*Wheelchair:* A manually operated or power-driven device designed for use by an individual with a mobility disability for the purpose of locomotion.

*Mobility Device:* A device powered by batteries, fuel, or other engines used by an individual with a mobility disability for the purpose of locomotion.

*Four-point Tiedown System:* A tiedown system that attaches to a wheelchair or mobility device frame at four separate points and also attaches to a vehicle at four separate anchor points.

#### **Procedure**

Establish specific procedures for securing wheelchairs and mobility devices in Agency vehicles. Require wheelchair passengers who transfer to regular vehicle seats to wear safety belts. Use a four-point tiedown system to secure passengers who choose to remain in their wheelchair or mobility device.

Whether occupied or unoccupied, wheelchairs and mobility devices shall be secured facing forward using a four-point tie down system. The Driver shall ensure that the mobility brakes are applied and that the lap belt is secured. The power should be turned off for electric wheelchairs. If the vehicle is equipped with a seatbelt and shoulder restraint that attaches to the floor, the Driver shall secure it for occupied wheelchairs or mobility devices.

The Driver should use proper bending techniques when securing straps. The straps should be attached to the floor connection points first. The front tiedown straps (pull or cam type, not ratchet) should be connected to a T-connector or the wheelchair frame on the front half of the wheelchair. The rear ratchet tiedown straps should be connected to a T-connector on the back half of the wheelchair. Straps should not be connected to wheels, footrests, armrests, or any detachable or flexible parts of the wheelchair. The straps should not pass through the rear spokes. Tightened tiedown straps must form a straight line at a 45-degree angle with no slack.

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.

Loose tiedown straps should be stored when not in use. Tracks should be kept clean and free of dirt and debris.

Transit service cannot be denied to passengers in wheelchairs or mobility devices even if they cannot be secured to the satisfaction of the Driver. The Driver is expected to make every effort to secure the wheelchair or mobility device before asking the passenger to transfer to a regular seat. However, the Driver cannot require a seat transfer if proper securement is not possible.

### **Responsibilities**

The Transit Director is responsible for training Drivers to properly secure wheelchairs and mobility devices. Drivers are responsible for ensuring that all passengers and their devices are properly secured.