

## Agency Name

### Transit Policies and Procedures

<b>Subject</b>	Passengers with Portable Oxygen Breathing Aids
<b>Section</b>	Safety
<b>Effective Date</b>	
<b>Approved By</b>	
<b>Approval Date</b>	

#### **Purpose**

Develop guidelines for transporting passengers with portable oxygen breathing aids.

#### **Definitions**

*Portable Oxygen Breathing Aids:* Devices used to provide oxygen therapy to individuals who require greater oxygen concentrations than are found in the levels of ambient air.

#### **Procedure**

Establish a policy for securing and transporting portable oxygen breathing aids. Require passengers to inform the Agency that they plan to bring a portable oxygen breathing aid when making reservations. Dispatch should inform passengers who require oxygen of the estimated trip length and the time that the passenger is expected to be on the vehicle as this information may impact the quantity of oxygen that will be required. Drivers are prohibited from connecting or disconnecting hoses or changing oxygen tanks for passengers.

Drivers should follow the guidance established by the National Transportation Safety Board (NTSB) for the safe transportation of portable oxygen units on a transit vehicle.

- Drivers should only transport oxygen in a cylinder maintained in accordance with the manufacturer instructions and precautions that are typically printed on a label attached to the cylinder.
- Drivers should limit the number of passengers with portable oxygen on the vehicle except in emergency situations.
- Drivers should secure each cylinder to prevent movement and leakage. Oxygen cylinders should not be stored or secured in the aisle.
- Cylinders should be secured away from heat sources or potential sparks as the release of oxygen can accelerate a fire.

Drivers shall receive training on the features and challenges associated with portable oxygen aids during new hire training and shall be given written detailed procedures for securing and transporting these devices. The following general procedure will apply to most portable oxygen aids:

- Drivers shall secure all oxygen containers during transportation.

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.

- Containers secured to a wheelchair or mobility device may remain in place.
- Containers attached to mobility aids such as walkers must be secured to the vehicle.
- Spare oxygen tanks must be secured to the vehicle.

### **Responsibilities**

The Transit Director is responsible for providing training to all Drivers for securing and transporting portable oxygen breathing aids. Drivers are responsible for securing all portable oxygen devices before moving the vehicle.