

Van Ramp Procedure

A. PRIOR TO LOADING:

1. Park on a level surface; ensure room for ramp on passenger's side of vehicle.
2. Put vehicle "emergency brake" on.
3. Ensure person is appropriately secured in their wheelchair. All belts should be secured, foot straps included.
4. Check all **Q'Straints** to ensure they are in working condition (not broken, torn, or excessively frayed). If something is wrong with the **Q'Straints** ensure your supervisor is aware.
5. If person cannot properly be secured, it is the policy of the organization NOT to transport.
6. Do not begin hooking in **Q'Straints** until person has been loaded into van.

B. LOADING

1. Open passenger back door, the door locks into an open position.
2. Stand in front of ramp and place hand inside of handle. Pull ramp towards you and lower to ground gently. Be aware the ramp is heavy and watch placement of feet when lowering.
3. Push person up into the van with the person facing forward / towards the van.
4. Position person on the passenger's side of the van facing forward. Lock wheelchair brakes. If necessary: turn off power to the wheelchair.
5. **How to fasten Q'Straints:**
 - a. Start with the securing the **Q'Straints** to the rear of the chair.
 - b. Insert **Q'Straint** self-retracting tie downs into the oval pockets of the back lock-in strip of the van. Pull out knob of lock-in-device. Line up the 4 circles of the lock-in-device with 4 holes of the lock-in strip. Slide lock-in-device until knob locks into the holes
 - c. Release self-retracting belt by pressing and holding down the red lever and pulling the hook outward. Place hook of strap onto the BASE or TRANSPORT HOOKS of the wheelchair. NEVER place hook on the footrest, armrest, or wheel of chair. (Never to anything that is plastic or removable). The angle of the strap to the floor should be between 30- 45 degrees
 - d. After both rear straps are secured, turn the knob on the side of the lock-in-device towards the wheelchair to ensure that it is fully connected and tight.
 - e. Using the same procedure (following b-d), attach the front **Q'Straints**. The front **Q'Straints** should also be hooked to the BASE or TRANSPORT HOOKS of the wheelchair and then come straight out at no more than a 25 degree from the inside of the wheelchair's wheels. The angle of the strap to the floor should be between 40 – 60 degrees.
 - f. After all 4 **Q'Straints** are in place, grasp the handles of the wheelchair and wiggle it a little. This will help reduce any slack in the belts and make the **Q'Straints** more secure.

Note: Additional instructions and demonstration are provided in the Q'Straint Training Video.

6. How to attach and fasten lap belt and shoulder belt:

- a. How to attach **Q'Straint** Seat Belts: Using the flat side of the seat belt connector line up hole of seat belt connector with connector pin on the **Q'Straint** tie down, insert lap belt connector into the hole of the **Q'Straint** pin connector and slide upwards until connector is locked securely into place. (This step will be used in (b), (c), and (d) of this section).
- b. First: On the aisle side, attach lap belt with female buckle to rear **Q'Straint** pin connector. Feed this strap through or behind the armrest and NEVER over the armrest of the wheelchair so that belt buckle rests on passenger's hip.
- c. Second: On the window-side, attach belt with male tongue to rear **Q'Straint** pin connector, feed through or behind the armrest and NEVER over the armrest of the wheelchair and then insert into female buckle.
- d. Lastly: attach shoulder belt to the pin connector that is located on the seat belt base hanging by the back passenger door of the van and then extend shoulder belt over the passenger's shoulder and across their upper torso and fasten pin connector onto lap belt.
- e. Ensure belts are adjusted as firmly as possible, but consistent with user comfort.

Note: Additional instructions and demonstration are provided in Q'Straint Training Video.

7. The driver is then responsible for ensuring ALL the **Q'Straints** are tight and correctly placed and locked-in.
8. Fold ramp back into place. Be careful and watch hand placement as ramp is heavy.
9. Slide back doors shut.
 - a. When the back doors are fully open, they lock open. In order to unlock pull handle straight out towards you. This will unlock the door so that it can be slid forward and closed.
10. Release emergency brake.
11. Proceed to destination.

C. UNLOADING

1. Park on a level surface; ensure room for ramp on passenger's side of vehicle.
2. Put van in park and apply the "emergency brake".
3. Open passenger back door till it locks into place, stand in front of ramp and place hand inside of handle. Pull ramp towards you and lower to ground gently. Be aware the ramp is heavy and watch placement of feet when lowering.
4. Take seatbelt off by detaching all seatbelt pin connectors. To detach: slide strap downwards until pin connector is in the big hole of the strap and then pull out.
5. Remove all **Q'Straints**. To remove: press and hold down the red lever and loosen the belt to detach the hooks from the wheelchair, pull oval knob on lock-in-device up and slide device over till it is line up with 4 holes and lift up out of the lock-in-strip.
6. All **Q'Straints** MUST be removed from lock-in strips and neatly placed in storage bin provided prior to unloading person from van.
7. Assure the person's wheelchair lap belt is still secured.

8. Unlock wheelchair brakes and walk person down ramp backwards (with them facing the van); maintaining hold of the wheelchair to prevent it from moving too fast down the ramp.
9. Fold ramp back into place. Be careful and watch hand placement as ramp is heavy.
10. Release emergency brake.
11. Complete charting requirements.

D. **FOLDING AND UNFOLDING PASSENGER SEAT**

F4, PH & PTO Van 4:

Folding Seat Up:

- a. Pull big red lever (located on the bottom back corner of the seat) out to the side to fold down the back of the seat to lay flat on the seat.
- b. Gently push down on the top of the seat and while doing so pull the small red lever (located on the bottom back corner of the seat) out to the side and fold the seat up towards the door of the van.
- c. Rotate the fat red lever (located in the middle of the seat) to lock the seat up.

Folding Seat Down:

- a. Rotate the fat red lever (located in the middle of the seat) to unlock the seat.
- b. Push the small red lever (located on the top left of the seat) up towards the door of the van and push the seat out and down to the middle of the van (you will hear a clicking sound when it is locked into place).
- c. Pull the big red lever (located on the bottom back corner of the seat) out to the side and fold the back of the seat up (you will hear a clicking sound when it is locked into place).

M2:

Folding Seat Up:

- a. Ensure both armrests of seat are up, lightly hold onto the side of the seat (as it forcefully folds down) at the same time pull the fabric strap (located on the bottom back corner of seat closest to the door). This will cause the seat to fold down and for the back of the seat to lay flat.
- b. Gently push down on the top inside of the seat (towards the center of the van) and while doing so pull the small red lever (located on the bottom middle of the seat) up and fold the seat up towards the door of the van.
- c. Rotate the fat red lever (located in the middle of the seat) to lock the seat up.

Folding Seat Down:

- a. Rotate the fat red lever (located in the middle of the seat) to unlock the seat.
- b. Rotate the fat red lever (located in the middle of the seat) to unlock the seat.
- c. Push the small red lever (located on the top middle of the seat) towards the door of the van and push the seat out and down to the middle of the van.
- d. Pull the back of the seat all the way up into place. Pull the headrest all the way up into place.

CH: (Passenger Bucket Seats)

Folding Seat Up:

- a. Lift up arm rests.
- b. Pull fabric strap located on the back- this makes it snap close.
- c. Then feel under seat on the front inside (vs the door side) and pull on lever, it is black and rectangular in shape, this releases the chair and you can fold it up towards the door.

Folding Seat Down:

- a. Press the same lever would be now located under the seat but on the side that is raised up vs lower, lower the chair until it snaps into place (will be more of a feeling not a sound).
- b. Then pull the top seat up and put down armrests.

CH: (Back Seat)

For Seating:

- a. Undo red handled latch on the bottom of the up raised seat to the left to unlock it.
- b. Then start lowering the seat, when it stops press the bottom red handle to finish releasing it all the way.
- c. Then on the back side of seat press the red lever and pull the top part of the seat up so people can sit.

To Put Away:

- a. Press the red handle on the back of the seat to release it and push it down.
- b. Reach under the bottom on the left side and press the red handle and start lifting it up
- c. Once all the way up, move the very bottom red handle to the right to lock it in place.

M1:

Folding Seat Up:

- a. Fold in head rest before folding seat up.
- b. There is a red lever on the passenger side of the chair, pulling this red lever to make the chair go from seated position to on its side and will be folded next to the door.

Folding Seat Down:

- a. On the driver side there is a red lever, pull this lever which will cause the chair to fold down. The head rest will also fold down when this lever is pulled.

F7, F9 and PTO Van B do not have jump seats.

OTHER PERSONS SERVED MUST **NOT** ASSIST WITH ANY OF THESE STEPS!

Employee signature

Date

Trainer signature

Date