

White Ford

Powered Van Lift Procedure

A. PRIOR TO LOADING:

1. Park on a level surface; ensure room for ramp on the back side of vehicle.
2. Put vehicle in park and apply the “emergency brake”.
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** inform your supervisor to make them 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 back doors assuring they are fully open and secured.
2. Be sure all cords and straps are positioned such that they will not be pinched, caught, or harmed in any way while operating the lift.
3. Ensure the Safety Belt for the lift is latched. **(Lift will not operate if the Safety Belt for the lift is not in the latched position.)**
4. Stand to the left of the lift and use the hand controller to open and lower the lift. There are Three switches on the controller: **On/Off, Stow/Deploy, Up/Down**.
 - a. Turn power switch to the **On** position
 - b. Start by pressing the **Deploy** button until the platform is parallel to the ground and flush with the floor of the van.
 - c. Press the **Down** button until the platform is flat to the ground.
5. Unlatch the Safety Belt for the lift and assist person onto the lift facing toward the van.
6. Lock the wheelchair brakes. Turn off power to a powered wheelchair.
7. Latch the Safety Belt for the lift around the back side of the wheelchair.
8. Stand to the left of the lift. Using the hand controller, press the **Up** button raising the lift until the platform is flush with the floor of the van.
9. Unlock wheelchair brakes; turn on power to wheelchair and position person in his/her designated seating arrangement.
10. Lock brakes and turn off power to wheelchair.
11. Fasten **Q,Straints** to wheelchair and floor of the van.

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. Insert the rectangle knob on the **Q’Straint** with the rectangle opening of the lock-in strip. Slide the knob on the Q’Straint until knob locks into the opening of the lock-in-strip.

- 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 angel 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 angel 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.

How to attach and fasten lap belt and shoulder belt:

- g. 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).
- h. 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.
- i. 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.
- j. 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.
- k. 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.

12. After all passengers are loaded be sure that all straps and cords are positioned such that they will not be caught or pinched while folding the lift.
13. Using the hand controller, stow the lift to its traveling position by pressing the **Stow** button until the lift can no longer fold.
14. Be sure all doors are locked.
15. Release emergency brake.
16. Proceed to destination.

C. UNLOADING:

1. Park on a level surface; ensure room for ramp on the back side of vehicle.
2. Put vehicle in park and apply the “emergency brake”.
3. Open back doors assuring they are fully open and secured.
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 **Q’Sstraint** up and slide device over till it lines up with the rectangle opening 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. Ensure the Safety Belt for the lift is latched. **(Lift will not operate if the Safety Belt for the lift is not in the latched position.)**
9. Be sure all cords and straps are positioned such that they will not be pinched, caught, or harmed in any way while operating the lift.
10. Stand to the left of the lift and use the hand controller to open and lower the lift. There are Three switches on the controller: **On/Off**, **Stow/Deploy**, **Up/Down**.
 - a. Turn power switch to the **On** position.
 - b. Start by pressing the **Deploy** button until the platform is parallel to the ground and flush with the floor of the van.
11. Unlatch the Safety Belt for the lift and assist person onto the lift facing toward the van.
12. Lock the wheelchair brakes. Turn off power to a powered wheelchair.
13. Latch the Safety Belt for the lift around the back side of the wheelchair.
14. Stand to the left of the lift. Using the hand controller, press the **Down** button lowering the lift until the platform is flush with the ground.
15. Unlock wheelchair brakes; turn on power to wheelchair and assist individual off the lift.
16. After all passengers are unloaded be sure that all straps and cords are positioned such that they will not be caught or pinched while folding the lift.
17. Using the hand controller, stow the lift to its traveling position.
 - a. Press the **Up** button until the platform is level with the floor of the van
 - b. Press the **Stow** button until the lift can no longer fold.

D. The driver is responsible for the safety of the persons even if they do not load them.

E. The driver must always do a final check before leaving and make sure to release “Emergency Brake” before driving the vehicle.

F. Trouble shooting lift issues:

1. No Power to Lift: Staff will need to manually raise or lower the ramp using the following steps. (Staff should notify their Supervisor that the Ramp Lift is not working properly)
 - a. Remove manual lift rod located on the left side of the lift.
 - b. To **Lower** the lift, use the Manual Lift Lod to turn the “Lift Release Value” counterclockwise. The release value is located on the backside of the lift on the side the hand controller is located. Make sure to lower the lift slowly.
 - c. To **Raise** the lift, tighten the “Lift Release Value” turning it clockwise. Insert the Manual Lift Rod into the manual lift pump located on the backside of the lift. Proceed to raise the lift to load an individual and then to its stow position.
2. Safety Belt for the lift is not attached properly or malfunctioning: Unlatch and latch the safety belt to see if that resolves the issue. If malfunctioning, will need to manually raise and lower the ramp. (See instruction above)

Note: Additional instructions and demonstration are provided in the Braun Millennium Lift Training Video.

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

Employee signature

Date

Trainer signature

Date