

# Paratransit Operator Proficiency Evaluation Checklist

Operator Name: \_\_\_\_\_ Wheelchair Van # \_\_\_\_\_

Evaluator Name: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

## Vehicle/Lift Operations

Yes No

Demonstrates and discusses concept of “safety” always

Evaluates loading/ unloading zone for hazards (walking surfaces, elevation changes, pedestrian and vehicle traffic)

Opens and properly secures van doors

Deploys traffic cones to mark the lift landing area

Assures level landing area and clear path of operation for lift

Moves empty wheelchair from van onto lift

If operator rides lift, places largest % of weight closest to van

Considers total weight

Safely lowers lift

Operator returns lift control to appropriate location

Operator completes a visual inspection of client’s wheelchair (tears in seat panels, foot & arm rests attached, rolls freely, functioning brakes, hand grips present, lap belt in place)

Confirms postural belt is secured while moving patient to/from the vehicle

Operator identifies the weight limit of the lift

Properly places wheelchair/ patient on lift

Verbally advises client of all actions before they are completed

Places patient with largest % of weight closest to vehicle

Confirms postural belt is still secured and feet remain on footrests

Locks wheelchair

DISCLAIMER: This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.

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**Raises patient/wheelchair**

- Operator demonstrates safety
- Verbally advises client of all actions before they are completed
- Operator stands at side of lift, assures safe location
- Operator returns lift control to appropriate location
- Advises client not to move until operator is inside the vehicle to secure them
- Enters van

**Moves patient/ wheelchair from lift and positions inside van**

- Releases wheelchair brake
- Moves patient/ wheelchair inside van
- Turns patient (if applicable)
- Locks wheelchair

***Follow your manufacturer's guide for specific instructions on how to secure the wheelchair and client.***

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### Wheelchair Securement and Patient Restraint

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**Secures REAR of wheelchair inside wheelchair van**

- Inspects straps for damage
- Confirms floor anchor position for straps is within the width of the rear wheels
- Pulls straps straight out to chair and attaches to appropriate anchor point on the wheelchair frame
- Does not allow straps to twist
- Allows straps to retract and manually tightens them by twisting the ratchet knob

**Secures FRONT of wheelchair inside wheelchair van**

- Confirms floor anchor positions for straps are on outward sides from front corners
- Pulls straps straight out to chair and attaches to appropriate anchor point on the wheelchair frame
- Does not allow straps to twist
- Allows straps to retract and manually tightens them by twisting the ratchet knob

**Demonstrates proper use of patient restraint**

Identifies lap or lap/ shoulder belt system

Does not rely on patient postural belt only

Positions across patient

Positions between arm rest and side of occupant

Assures restraint belt is against occupant and does not have slack

Assures shoulder strap does not twist

Positions lap belt low on torso at area of pelvic arch (hips)

Positions buckle on the right side

Positions shoulder belt over shoulder and not against neck

Positions shoulder strap at level with or higher than shoulder

**Demonstrates proper use of manual lift operation**

Locates manual “jack”

Locates correct operational site and...

Raises lift (typically by “cranking” motion)

Lowers lift (typically by twisting motion)

**Understands process of notification and documentation of any incident or complaint**

Verifying Evaluator signature required below.

**Name (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

