

## Atlantic County Transportation Unit Policies & Procedures

SECTION	SUBSECTION	EFFECTIVE	REPLACES
1	11	March 2024	All Previous

**SECTION:** GENERAL

**SUBSECTION:** LIFT OPERATING PROCEDURES

**PURPOSE:** To ensure the safe utilization of vehicle lifts for wheelchair and other non-ambulatory clients requiring the vehicle lift to enter and/or exit the vehicle.

**POLICY:** All Omnibus Operators must be aware of and adhere to, all of the generic and specific lift operating procedures for the vehicle they have been assigned.

**PROCEDURE:** For all occasions that a client requires the utilization of the vehicles lift to enter or exit the vehicle:

1) It is the driver's responsibility to make sure that they are familiar with the type of lift equipped on the vehicle they have been assigned for their shift, have tested same, and have an appropriate number of compatible wheelchair securement straps, before exiting the yard.

Section 38.23(d) of the DOT ADA regulation (49CFR Part 38) requires all ADA compliant vehicles to have a two-part securement system; one to secure the wheelchair, and a seatbelt and shoulder harness for the wheelchair user. Seat belts and shoulder harnesses shall not be used in lieu of a device that secures the wheelchair or mobility aid itself.

The securement system shall be placed as near to the accessible entrance as practical and must have a clear floor area of 30 inches by 48 inches for each mobility device. Such space may adjoin, and may overlap, an access path. Securement areas may have fold-down seats – provided the seats, when folded up, do not obstruct the clear floor space required. All vehicles 22 feet in length, or longer, must have two securement locations, while vehicles less than 22 feet in length must have at least one securement area.

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The securement system must limit the movement of an occupied wheelchair or mobility aid to no more than 2 inches in any direction under normal vehicle operating conditions.

2) The utilization of a vehicle lift requires the undivided attention of the driver at all times throughout the process.

3) When necessary to board a passenger using the lift:

A) Completely lower the lift with the passenger waiting a safe distance away.

B) Load all wheelchair passengers facing away from the vehicle, unless specifically requested by the passenger to face forward.

C) Non-Ambulatory passengers requiring lift utilization, should be positioned on the lift platform in such a manner that the client can hold onto the lift handles to steady themselves during the lift movement. Should a non-ambulatory passenger not be comfortable riding the lift alone, it is permissible for the driver to ride the lift with the passenger.

D) Always inform the passenger the lift will be moving before engaging the unit. Upon completion of the move, enter the vehicle, and properly secure the client in either a wheelchair position on the vehicle, or in the case of a semi-ambulatory passenger or transfer, into a regular seat belt.

4) When necessary to unload a wheelchair passenger using the lift:

A) After releasing the securement straps for a wheelchair rider, the passenger should be positioned directly in front of the lift area, facing out of the vehicle, with the wheelchair brakes engaged.

B) The driver should then exit the vehicle and proceed to open and secure the lift door and unfold the lift platform to the level of the vehicle floor.

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- C) Upon completion, the driver should inform the passenger that he/she is going to release the brakes and pull the wheelchair out onto the platform. Never pull on the wheelchair of a passenger, without their prior knowledge.
  - D) Make sure that the wheelchair is centered on the platform and that the brakes have been re-engaged.
  - E) If the lift platform is equipped with a safety securement belt, make sure that it is in place, and make certain that the front safety barrier is in the upright locked position.
  - F) Make sure to inform the passenger before beginning the action of lowering the lift and lower the lift to the full down position.
  - G) Upon completion of the move, disengage the brake and move the passenger a safe distance away from the area.
- 5) When necessary to unload a semi-ambulatory passenger using the lift:
- A) Notify the passenger that you will be exiting the vehicle to prepare the lift, and follow the same procedures outlined above for unfolding the lift platform.
  - B) Re-enter the vehicle and assist the passenger onto the lift platform.
  - C) Make certain that the passenger is comfortable and stable on the lift platform and notify them that you will be exiting again to lower them from outside the vehicle. If a passenger is not comfortable with being left alone on the platform, it is permissible to lower the lift, while both passenger and driver are on the lift platform.
- 6) At **NO** time should any passenger requiring utilization of a vehicular lift be left unattended while positioned on the lift platform.