

HEALTHWEST

PROCEDURE

Prepared by:

No. 07-006

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Environment of Care Committee

Approved by:

Subject: Maintenance
Inspection of Vehicle's
Wheelchair Tie-down Systems

Julia Rupp, Executive Director

I. PURPOSE

To ensure Wheelchair Tie-down Systems in HealthWest-owned vehicles are operational and safely maintained.

II. APPLICATION

HealthWest-owned vehicles.

III. DEFINITIONS

Wheelchair Tie-down System: This is a 4-point wheelchair fastening system that secures the wheelchair to the floor and the wheelchair passenger securely to the chair.

IV. PROCEDURES

- A. The Property Specialist and Designee will be properly trained on the use of the wheelchair tie-down system coordinated by the HealthWest Training Unit/qualified staff.
- B. Upon successful completion of this training, the HealthWest and/or Provider staff at any residential facility leasing a HealthWest vehicle will perform inspections twice yearly which includes:
 - a. Completion of the Wheelchair Tie-down Checklist (A091).
 - b. Retention of a copy of the completed checklist for the Property Specialist's files.
 - c. Forward a copy of the completed checklist to the Contract Specialist if completed on a leased vehicle at a residential facility. The Contract Specialist will forward the checklist to the applicable Corporation/Home Supervisor.
 - d. For any system(s) found to be in need of repair/replacement, the defective part(s) will be removed immediately. Replacement part(s) will be put in place as soon as possible.

4. Property Specialist will respond to reports made by vehicle users of missing/broken parts which occur between inspection dates and:
 - a. Complete the Wheelchair Tie-down Checklist (A091).
 - b. Retain a copy for the Property Specialist's files.
 - c. Forward a copy of the checklist, upon completion, to the Contract Specialist, if completed on a leased vehicle at a residential facility.
 - d. Any systems found to be in need of repair/replacement, the defective part(s) will be removed immediately. Replacement part(s) will be put in place as soon as possible.
 - e. The Contract Specialist will forward the checklist to the applicable Corporation/Home Supervisor.

V. Attachment

Wheelchair Tie-down Checklist (A091)

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