

HEALTHWEST

PROCEDURE

No. 07-006

Prepared by:

Effective: November 27, 1996

Revised: April 3, 2024

Environment of Care Committee

Approved by:

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

DocuSigned by:



Rich Francisco, 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)

NB/hb