Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Residential Services
Standard Title	Properly Securing an Individual and Wheelchair in a Van
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Attachments	Individual & Wheelchair Transfer Tips
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Standard:
When an individual who uses a wheelchair is transported in a van by CCDS staff, those staff must follow the procedure detailed below to properly secure the individual and their wheelchair in the van. Training on this procedure is provided at orientation and yearly thereafter. Staff must reduce distractions and remain focused while securing a wheelchair to ensure it is completed correctly.

Procedure:
Tie-Downs

a) Secure the straps into the fittings on the vehicle floor. Front straps should be locked just outside the expected location of the front wheels of the chair. Rear straps should be locked just inside the expected location of the rear wheels.
b) Pull on straps to insure they are locked in and working properly.
c) Place the individual facing forward in the vehicle. The wheelchair must be centered between the floor plates or tracks.
d) Lock the brakes on the wheelchair.
e) Beginning at the front of the wheelchair, loop the strap around structural metal (not the wheels of the chair or footrests). Hook the S hook onto the structural non-removable metal of the chair.
f) Adjust the tension of the straps to insure that they are taut.
g) Repeat steps 5 — 6 for the rear wheels.
h) Once all straps are on and adjusted check all to insure they are secure, and that the chair has no movement from front to back and side-to-side.

Integrated Lap/Shoulder Belt

a) Put seat belt across individual's lap.
b) Bring straps between individual and seat cushion toward tie down restraints.
c) Attach belt to D-ring of the tie down mechanism, or snap into place on the floor tracks.
d) Ensure seat belt locking mechanism is on opposite side of the individual as the shoulder strap.
e) Tighten seat belt strap and ensure it is low on the waist across the pelvic zone.
f) Bring shoulder strap across the individual's shoulder and collarbone.
g) Bring shoulder strap across the individual's chest.
h) Latch on to mechanism on seat belt near safety lock.
i) Adjust loose strap on shoulder mechanism on the wall so that it is snug, but comfortable.

Individual & Wheelchair Transport Tips

Tie Downs Do's & Don'ts	
Do ✓Daily pre-trip inspections ✓Check straps for wear ✓ Pull on straps to insure they lock into the floor properly ✓Pull on straps to ensure they do not slip ✓Pull on straps to ensure there is no slack ✓Ensure straps are tied down straight ✓Make sure straps are placed at a 45 degree angle	Do Not ✓Don't use straps that are not working properly in any way ✓Don't attach straps to wheels or removable ✓Don't allow straps to bend around parts of the chair ✓Don't use different straps on the front of the ✓Don't use different straps on the rear of the ✓Don't crisscross straps
Lap/Shoulder Belt Do's & Don'ts	
Do ✓Daily pre-trip inspections ✓Check straps for wear ✓Ensure lap belt is low on the waist across pelvic area ✓Ensure lap belt is snug, but comfortable ✓Adjust shoulder strap so that it is snug, but comfortable	Do Not ✓Don't use straps that are not working properly in any way ✓Bring lap belt across abdominal area or arm rests or across an individual's arms ✓Twist lap belt ✓Bring shoulder strap across the face or neck ✓Do not use chest harness or lap tray as substitute for use of integrated belt system