

**Observation Component: Safe Wheelchair Transport**

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| **Skill to be observed** | **Completed** | **Not Completed** |
| Assesses the vehicle for safety before assisting the participant(s) in loading |  |  |
| Assesses the wheelchair for safety before assisting the participant(s) in loading |  |  |
| Engages vehicle parking brake |  |  |
| Staff member backs the participant onto the lift (side loading only) |  |  |
| Staff member ensures that the brakes on the wheelchair are engaged before loading |  |  |
| Staff member grips the wheelchair by the frame at all times |  |  |
| Power wheelchairs are turned off while on the lift |  |  |
| Front straps are attached first |  |  |
| All tie downs are tight and secure allowing no movement of the wheelchair |  |  |
| If using a track and belts, attached to the wheelchair, preferably at a joint |  |  |
| The passenger restraint it utilized, fits securely, and does not go over armrests |  |  |
| The lift is full retracted before opening or closing the door |  |  |
| When raising the lift, the van doors are fully opened |  |  |
| The employee demonstrates a working knowledge back up operations of the lift |  |  |
| Wheelchair seatbelt is fastened properly |  |  |
| Harness goes around the person and not the wheelchair |  |  |

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Employee Signature Date

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Supervisor’s Signature Date