



COLLIN COUNTY AREA REGIONAL TRANSIT (CCART)

DRIVER

HANDBOOK

EFFECTIVE 7-1-2002

PROCEDURE TO LOAD WHEELCHAIR CLIENTS

Locate closest ADA (wheelchair) ramp to client (safe, level, solid ground/pavement)

Place vehicle in park, set parking brake, leave engine running

Deploy engine idle advance (some newer vehicle automatically advance when parking brake is set)
Could be as many as 5 different operations, depending on vehicle type

Activate wheelchair power switch(s) located on dashboard...usually under red flip cover

Open passenger door, exit vehicle to wheelchair ramp/lift doors

Open wheelchair ramp/lift doors...secure with latches (if available)

Using hand-held control box, press "unfold/deploy"...then press "down"

After ramp is completely down, load client facing outwards onto ramp

Set wheelchair brake...lock safety strap across ramp...ask client if he/she is ready to board

Driver off ramp...using hand-held control box, press "raise"

Re-enter vehicle...unlock wheelchair brakes

Roll client into vehicle, turning wheelchair turned into forward position...set wheelchair brakes
Turn power source off to power chairs

Attach straps to back wheel column supports...then attach front straps likewise...as low as possible
at all four points...use rear wall as support, if possible...front straps at 45 degree angle if possible

Tighten all straps...ratchet lever...thumb tension bar...clockwise screw bar

Position lap belt over client...especially if client does not have seat belt attached to wheelchair

Ask client if he/she is comfortable and ready for transport

Exit vehicle...using hand-held control box, re-stow w/c ramp/lift and close doors

Re-enter vehicle, close passenger doors, deactivate wheelchair power switch(s)

Release parking brake...release engine idle advance...insure engine returns to normal rpm

Ready for departure



PROCEDURE TO DESEMBARK WHEELCHAIR CLIENTS

Locate closest ADA (wheelchair) ramp to where client wishes to disembark

Place vehicle in park, set parking brake, leave engine running

Deploy engine idle advance (some newer vehicles automatically advance when parking brake is set)
Could be as many as five different operations depending on vehicle type

Activate wheelchair power switch(s) located on dashboard – usually under red flip cover

Open passenger door, exit vehicle to wheelchair ramp/lift doors

Open wheelchair ramp/lift doors...secure with latches (if available)

Using hand-held control box, press “unfold/deploy”

Remove lap belt...loosen tie-down straps, remove from wheelchair...re-enter vehicle
(release ratchet lever...press thumb tension bar...depress red tension lever)

Unlock wheelchair brakes, power source on to power wheelchairs...roll chair onto ramp...lock
wheelchair brakes...ask client if ready to ride down to ground

Exit vehicle to wheelchair ramp/lift...using hand-held control box, press “down”

Unlock safety strap...release wheelchair brakes...roll client off ramp to safe, level, hard
surface...be sure client has all personal items

Using hand-held control box, press “raise”...then “fold/stow”...be sure ramp is correctly stowed
inside vehicle, then close both doors, being sure latch is securely fastened

Re-enter vehicle, close passenger doors, deactivate wheelchair power switch(s)

Release parking brake...release engine idle advance...insure engine returns to normal rpm

Ready for departure

