

Paratransit Operator Proficiency Evaluation Checklist

Operator Name: _____ Date: _____

WCV/ Vehicle # _____

Yes No

Demonstrates and discusses concept of “safety” at all times

Infection Control

Identify personal protective equipment (PPE) available for use (gloves, face mask etc.)

Identify location of PPE in vehicle & in-station

Identify scenarios for PPE use

Demonstrate how to apply PPE

Demonstrate how to remove & dispose of PPE

Identify cleaning process for potentially infectious materials

Wheelchair (WC) Operation

Demonstrate how to open a WC

Demonstrate adjustment of foot/leg rest

Demonstrate how to remove foot/leg rest

Demonstrate how to remove WC arms

Demonstrate how to lock/unlock WC wheels

Demonstrate how to fold WC

Demonstrate how to secure empty WC in vehicle

WC Safety

Demonstrate location evaluation for accessibility & parking

Demonstrate location evaluation for hazards: uneven surfaces, elevation changes, pedestrian/
vehicle traffic

DISCLAIMER: This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization's needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm, or damage to personnel, property, and the general public. For additional information on this topic, contact your VFIS Risk Control Representative at (800) 233-1957.

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Location Safety

Demonstrate location evaluation for accessibility & parking

Demonstrate location evaluation for hazards: uneven surfaces, elevation changes, pedestrian/vehicle traffic

WC Operation on Ramps & Single Elevation Changes

Demonstrate how to move WC up an inclined ramp

Demonstrate how to move WC down an inclined ramp

Demonstrate how to lower a WC down a single elevation change (curb)

Demonstrate how to raise a WC up a single elevation change (curb)

Mechanical WC Lift Operation

Locate safety & operational guidelines/sign to allow operation of lift

Demonstrate opening and securing lift doors

Identify weight limit of lift & total weight to be lifted

Assure clear and level landing area for lift

Demonstrate safety cone placement for lift area

Demonstrate safe lowering of lift

Demonstrate placing WC & client on lift with largest % of weight closest to vehicle

Demonstrate WC wheels locked

Demonstrate raising of lift with WC/client

Demonstrate releasing WC brakes and moving WC/client from lift and position inside van

Demonstrate returning lift to stowed position

Demonstrate retrieval of safety cones

Mechanical WC Lift Operation Failure

Locate manual “jack”

Demonstrate use of jack to raise lift

Demonstrate use of jack to lower lift



Manual WC Ramp Operation

- Demonstrate opening and securing ramp doors
- Identify weight limit of ramp & total weight to be loaded
- Identify clear and level landing area for ramp
- Demonstrate safety cone placement for ramp area
- Demonstrate safe unfolding of ramp
- Demonstrate rolling WC & client onto ramp & into vehicle
- Demonstrate returning ramp to stowed position
- Demonstrate retrieval of safety cones

WC Securement in Vehicle

- Demonstrate visual inspection of all straps for damage
- Locate wheelchair securing instruction guide
- Demonstrate securement of WC as per manufacturer guidelines

Typical 'rear securement'

- Confirm floor anchor position for straps is within the width of the rear wheels
- Demonstrate ability to remove/install straps at various locations along quick connect anchor
- Pull straps straight out to chair and attach to appropriate anchor point on the wheelchair
- Does not allow straps to twist
- Allow straps to retract and manually tighten

Typical 'front securement'

- Confirm floor anchor positions for straps are on outward sides from front corners
- Pull straps straight out to chair and attach to appropriate anchor point on the WC frame
- Does not allow straps to twist
- Allow straps to retract and manually tighten

Client Securement in Vehicle

Demonstrate use of patient lap or lap/shoulder belt(s) securement system

Does not rely on patient postural belt only

Position across patient

Position between arm rest and side of client

Assure restraint belt is against client and does not have slack

Assure shoulder strap does not twist

Position lap belt low on torso at area of pelvic arch (hips)

Position buckle on the right side

Position shoulder belt over shoulder and not against neck

Position shoulder strap at level with or higher than shoulder

Demonstrate final safety check of WC & client securement

Passenger Riding Policy

Identify that all passengers in vehicle must be properly seated and belted

Reporting Events

Voices process of notification & documentation of any untoward event or complaint

Evaluator’s Name (print): _____ Date: _____

Signature: _____

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