

## CAMPBELL COUNTY SCHOOLS TRANSPORTATION

# SPECIAL EQUIPMENT

## “Do’s & Don’ts”

### SAFETY VEST

- DON'T place a safety vest by an emergency exit
- DON'T sit a child in the seat behind a child who is in a safety vest unless they are also secured in a vest
- DO use the vest that is the appropriate size for the child
- DO ensure straps are not twisted – twisted straps allow for slippage
- DO store vests and/or parts in its plastic bag (which it came in) when not in use

For Tan Vests:

- DO zip the vest in the back
- DO use two expander inserts together when needed – one 2” and one 4”, for a total of 6” allowed per manufacturer specifications
- DO use expander inserts which are the same color as the vest; DO NOT mix colors, as they are not the same size

### FIRE BLANKET

All Special Needs buses should be equipped with a Fire Blanket.

- DO familiarize yourself with where the blanket is located
- DO utilize the blanket for situations such as
  - a. Carry a student to safety
  - b. Pull a student to safety
  - c. Assist with evacuations
  - d. Block the vision of students from something they should not see, such as medical emergencies

### WHEELCHAIR (WC)

- DO be aware of the bus/vehicle’s parking position so that the WC will load/unload in a proper, safe location; many factors must be considered, such as
  - a. Look for a curb placement or sidewalk access
  - b. Lift will span to sidewalk, but must be on a level surface
- DO always transport the WC forward-facing, centered in the WC restraint position
- DO **work as a team** to load/unload the student
- DO ensure someone keeps a hand on the WC at all times during loading/unloading of the WC
- DO ensure someone stays on the bus at all times
- DO set WC brakes “on” for lifting; electric chairs should be powered “off” and wheels locked during lifting and transporting
- DO familiarize yourself with the operation of an electric WC; know how to make an electric chair a manual chair
- DO NOT allow students to operate WC on or off the lift by themselves - staff must be in charge of this.

Sure-Lok requires WC restraints to be 12-18” apart in the back, between the rear wheels of the chair and 3-8” outside the front wheels. Once the WC is in position on the bus, Driver and Monitor should work together to secure the WC for transport.

Wheelchair and student are secure when:

- Two front and two rear restraints are tightened with no WC brakes set, and then WC brakes are set again
- DO look very carefully for where to attach these restraints; many chairs have brackets to specifically attach to, many do not
- DON'T attach to anything moveable, removable, or open-ended. Try to find a straight, solid piece of the WC frame to attach restraint to
- DON'T bind any brake cables in the tie-downs
- DON'T attach restraints to the axle
- DO ensure all restraints are secure to the bus floor and facing the proper direction
- DO ensure restraints reach the chair with no obstacles
- DON'T allow for twists in any restraint or seatbelt straps – **NONE. EVER.**
- DO check that restraint straps are fully extended and check for wear and tear as part of the regular Pre-trip of the bus/vehicle
- DO keep WC wheels straight to avoid slippage during transport
- DO ensure seatbelts are worn around the body – low and snug around the hips, on the pelvic structure and not around any part of the chair
- DO remove from the WC any auxiliary equipment and secure elsewhere on the bus/vehicle
- DO ensure I.V. poles are secured in manufactured attachment and not with tape or zip-ties
- DO transport students in the position in which they are given to you – reclined or sitting straight up

If your route does not have a WC assigned, retract all straps and store in Sure-Lok pouches. Regularly vacuum or brush out the tracks – these must be kept clean for best security of floor restraints.

WC lift is a part of the Pre-trip whether the route is assigned a WC or not.