

COMMUNITY MENTAL HEALTH SERVICES OF MUSKEGON COUNTY

PROCEDURE

Prepared by:

No. 07-006

Effective: November 27, 1996

Revised: April 7, 2009

Environment of Care Committee

Approved by:

Subject: Maintenance Inspection
of Vehicle's Wheelchair Tie-
down Systems

John North, Executive Director

I. PURPOSE:

To ensure Wheelchair Tie-down Systems in CMH-owned vehicles are operational and safely maintained.

II. APPLICATION

CMH-owned vehicles.

III. DEFINITIONS

Wheelchair Tie-down System: This is a 6-point wheelchair fastening system that secures the wheelchair to the floor and the wheelchair passenger securely to the chair.

IV. PROCEDURES

A. The Vehicle Specialist or Designee will:

1. Upon initial designation the Vehicle Specialist or Designee staff will be properly trained on the use of the wheelchair tie-down systems coordinated by the CMH Training Unit.
2. Upon successful completion of this training, these staff will perform the inspections twice yearly.
 - a. Complete the Wheelchair Tie-down Checklist ([A091](#)).
 - b. Retain a copy for the Vehicle Specialist's files.
 - c. Forward a copy of the checklist, upon completion, to the Contract Specialist, if completed on a leased vehicle at a residential facility.
 - d. Any systems found to be in need of repair/replacement, the defected part(s) will be removed immediately. Replacement part(s) will be put in

place as soon as possible.

3. The Contract Specialist will forward the checklist to the applicable Corporation/Home Supervisor.
4. Respond to reports made by vehicle users of missing/broken parts which occur between inspection dates and:
 - a. Complete the Wheelchair Tie-down Checklist ([A091](#)).
 - b. Retain a copy for the Vehicle Specialist's files.
 - c. Forward a copy of the checklist, upon completion, to the Contract Specialist, if completed on a leased vehicle at a residential facility.
 - d. Any systems found to be in need of repair/replacement, the defected part(s) will be removed immediately. Replacement part(s) will be put in place as soon as possible.
5. The Contract Specialist will forward the checklist to the applicable Corporation/Home Supervisor.

Attachments

Wheelchair Tie-down Checklist ([A091](#))

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