

Transportation Orientation

Step 1:

Verify employee has a valid drivers license, obtain motor vehicle report through third party screening service, notify insurance agency of new driver.

This Section Completed by Human Resources:

Valid Drivers License Checked	Motor Vehicle Report Checked	Notification of New Driver Sent to Insurance Company
Signature:	Signature:	Signature:

After Human Resources has completed the above review and the individual has successfully completed step 1, proceed to step 2 training.

Step 2:

Training

Trainer will be the Director of Facility Maintenance or Staff Development

Classroom Training

- 1.) Review with operation of vehicle (Goshen Coach Vehicle Owners’s Manual – Operating Instructions)
- 2.) Review the operation of Ricon Lift (Ricon S-Series Operator Manual) including manual lift operation – *(Manual operation to be used for exiting vehicle only)*
- 3.) Review the Operation of the Intelligent Lift Interlock System
- 4.) Location of the fire extinguisher and web cutter.
- 5.) Sure-Lok – Wheelchair Securement and Occupant Restraint System
- 6.) Securing a passenger who is not in a wheelchair

Videos:

<i>Ricon – S-Series Transit Operational Video</i>	<i>Sure-Lok – Wheelchair Securement and Occupant Restraint System</i>
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Signature of Trainer and trainee verifying all of the above information was reviewed in the classroom.

Trainer _____
Date:

Trainee _____
Date:

Step 3

The trainer is to *review* the information presented above with the trainee at the vehicle and *demonstrate* for the trainee the systems in step 2 and how they are to be used. The trainer will take a demonstration drive with the trainee to demonstrate operation of all systems.

Signature of Trainer and trainee verifying all of the above demonstration was performed and the demonstration drive was taken.

Trainer

Date:

Trainee

Date:

Step 4

Trainee's return demonstration

The trainer will verify the task were performed accurately. If the trainee does not perform the task correctly, retraining will be done and indicated on this training sheet. The trainer will check off the following items as an indication the training was accurately performed.

A. Vehicle Review

_____ Trainee was able to identify all front control console switches and their use. (the light, fan and lift switches)

_____ Trainee verified the vehicle was in park and the emergency brake applied before proceeding with loading a passenger on the Ricon Lift.

B. RICON Lift Check List

Deployment of the Lift:

Did the operator do the following:

_____ Turn lift switch on

_____ Fully open door and secure the door

_____ Use pendant switch to apply power to pendant

_____ Press and hold DEPLOY button to unfold platform to vehicle floor level.

_____ Press and hold down button to lower platform to ground level?

Entry - Placed wheelchair passenger on lift

- _____ Placed wheelchair in center of platform facing outward if possible.
- _____ Locked wheelchair brakes if manual wheel chair. If electric wheelchair, turned power off.
- _____ Fastened occupant restraint belt.
- _____ Press and hold up button to raise platform to vehicle floor level.
- _____ Released wheelchair brakes and occupant entered vehicle.

Exit - Placed wheelchair passenger on lift

- _____ Fastened occupant restraint belt.
- _____ Placed wheelchair in center of platform, facing outward if possible. Locked wheelchair brakes. If Electric wheelchair, turned off power.
- _____ Press and hold down button to lower platform to ground level.
- _____ Released wheelchair brakes and exit vehicle.

Stow lift

- _____ Press and hold stow button to fold platform.
- _____ Turned pendant switch off
- _____ Closed doors.

Manual Operation:

Deploy Platform

- _____ Override the Stow-Lock Feature
- _____ Insert notched end of pump handle into the hydraulic pump and engage pump release valve
- _____ Open valve by turning ¼ turn counter-clockwise
- _____ Ensure rear of edge bridge plate rests flat on vehicle floor
- _____ Load Passenger on platform, facing outward.
- _____ Turn valve ¼ turn counter-clockwise to begin lowering platform
- _____ Hold valve open until platform settles at ground level
- _____ Turn handle clockwise to close valve
- _____ Release wheelchair brakes and carefully assist passenger exit platform

Stow Platform

- _____ Verify that the pump release valve is closed
- _____ Insert pump handle into handle socket. Operated pumo to begin raising and folding platform
- _____ Continued operating pump until platform was completely folded inside vehicle and Stow-Lock has engaged
- _____ Stowed pump handle. Closed vehicle doors

Test Drive

- _____ Employee was able to safely operate the vehicle.

C. Wheelchair Securement and Occupant Restraint Systems

Wheelchair Occupant

- _____ Appropriately secured the wheelchair with 4 points using the track fittings
- _____ Secured lap belt
- _____ Secured shoulder belt

Non-Wheelchair Occupant

- _____ Secured occupant in seat with seatbelt

Trainer

Date:

Trainee

Date:

Place this training material in employee's personnel file.