

Senior Services



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DATE

Questions? Call your
Senior Services Department
Supervisor:
(708) 788-2660 EXT:6489

Mayor Robert J. Lovero

Mobility Program Driver Transport Instructions

Follow the outlined safety instructions below to correctly and safely transport residents participating in the city's mobility program. Failure to adhere as directed will result in disciplinary action. Our goal is to ensure a safe ride for the resident and driver.

 Drivers are NOT permitted to enter participant's residence under any circumstances OR carry/lift/assist person to city vehicle.


DRIVER PRE-TRIP CHECKLIST


The following materials are required in order to start your vanpool group trip/s without delays.

- _____ Drivers License & Insurance Card
- _____ Complete all Pre-Trip Vehicle Safety Checks
- _____ Route (Vanpool) Information Sheet
Carefully review the route info sheet to determine any route detours or special vanpool accommodations as approved by Supervisor and plan accordingly.


WHEELCHAIR/MOBILITY DEVICE SAFE BOARDING INSTRUCTIONS:


 → Maintain *line of sight* with transport vehicle at ALL times.


 Assess wheelchair ADA accessibility at pick-up/drop-off location/s and consider weather conditions when arriving on site.

 Passengers may be escorted from GROUND LEVEL housing unit entrance/exit to vehicle lift if necessary.

DEPLOY VAN LIFT:

 Verify weight of mobility device and rider DO NOT exceed van lift limit of 800 pounds.

 Place person/wheelchair on the CENTER of lift. Failure to center person/wheelchair may result in injury.

 Secure mobility device wheel locks (all four wheels) inside vehicle per PACE requirements *.

All passengers/accompanying PCAs must have seatbelts secured before the start of each trip, NO EXCEPTIONS.

Driver is required to adhere to the Mobility Program Driver Transport Instructions. Please sign and keep a copy with you during transport.

DRIVER SIGNATURE / DATE:

If there are any issues, special accommodations requests, please contact Supervisor/Scheduler for assistance and directive.