

APPENDIX I-A TRANSPORTATION

REQUIRED ANNUAL INSPECTION ELEMENTS FOR VEHICLES EQUIPPED TO CONCURRENTLY TRANSPORT FIVE OR MORE PARTICIPANTS, INCLUDING THE WHEELCHAIR-BOUND

A. SEATING

1. All seats must be securely fastened to the floor.
2. No broken tubing or protruding pieces of metal should be around seats.

B. DEFROSTERS & HEATERS

1. Must operate as designed.
2. Heater cones must be clean and free of leaks and obstructions to the flow of air.
3. Hoses must not have cracks or leaks and must otherwise be in good condition.
4. Fan guards must be metal or plastic.

C. WINDSHIELD WIPERS/WASHERS

1. Must operate as designed.
2. Wiper blades in the vehicle operator's field of vision must be clean.
3. Wiper blades must not be brittle or badly worn.

D. THE FLOOR MUST BE METAL AND INTACT WITHOUT HOLES

E. MIRRORS

1. Must have at least one rear view mirror that is properly secured and in proper placement.
2. Must have at least one mirror on each side of the vehicle that is properly secured and in proper placement.
3. Convex mirrors must be properly installed.
4. All mirrors must enable vehicle operators to see a clean image (i.e.,

without cloudiness, cracks, or other obstacles on the mirror to interfere with reflection).

F. EMERGENCY EQUIPMENT

1. Three red reflectors must be stored in vehicle.
2. The vehicle must have a five pound dry chemical fire extinguisher with the minimum rating outlined in section 20.b.c of the Ohio fire code and based on section 10 of the National Fire Protection Association. The fire extinguishers must be securely mounted near the vehicle operator for easy access.
3. The vehicle must be equipped with a first aid kit.

G. BRAKES

1. Properly located and free of crimps, rust, breaks in integrity, and not in contact with inappropriate vehicle components.
2. Tail exhaust pipes are properly secured to prevent dropping on brake lines.
3. Vehicles using vacuum-assisted brakes: wheel cylinders, master cylinders, hydrovac, and hose connections must be free of fluid leaks.
4. Vehicles using air brakes: reservoirs, chambers, valves, connections, and lines must be free of air leaks.
5. During inspections, brake pads must be checked against the vehicle manufacturer's specifications.
6. All moisture ejection valves must be free of leaks and in proper working order.

H. EMERGENCY BRAKE

1. The vehicle must have a functional emergency brake that is capable of stopping or holding the vehicle in an emergency or while parked. The emergency brake shall hold the vehicle on any grade and under all conditions of loading on a surface free of snow, ice, or loose material.
2. If the emergency brake is located on the drive shaft, the brakes shall:
 - A. Hold the vehicle in parked position;
 - B. Be properly mounted; and

C. Have cables that are properly lubricated and not hazardously worn.

I. STEERING GEAR

1. The steering shaft must have no more than one half-inch upward motion when the steering wheel is pulled upwards.
2. The steering gear assembly, power steering unit, brackets, and mounting bolts must be securely fastened.
3. If installed, power steering must be operative, properly mounted, and have correct fluid levels and belt tensions.
4. Tie rod ends must function properly.
5. Tires must not rub any chassis or body component in any position.

J. THE HORN MUST OPERATE AS DESIGNED

K. WINDSHIELD/WINDOWS

1. Window glass must be free of chips or cracks and must be securely mounted without exposed edges.
2. Plexiglass **may not** be used to replace safety glass.

L. EMERGENCY DOOR (APPLICABLE TO BUS-TYPE VEHICLES)

1. The door must be able to open to its maximum width without catching or binding.
2. All handles must be permanently installed.
3. Operating instructions for the emergency door must be lettered or decaled inside the emergency door.
4. The safety buzzer must operate as designed and placed in the vehicles operator's area to warn passengers that the emergency door is opened.
5. The door must be free of temporary or permanent obstructions.
6. No padlocks or other added security devices are to be used to secure the door while the vehicle is in motion.

M. SPRINGS/SOCKS MUST BE INTACT AND PROPERLY MOUNTED

N. TIRES

1. Must have no less than two sixteenth inch tread pattern measured anywhere on the tire.
2. Retread tires should not be located on the steering axle.
3. Must be free of irregular wear, cuts, bruises, and breaks.
4. Must be balanced and in proper alignment.
5. All lugs must be present and fitted tightly on tires.
6. All tread types must match mated tires.

O. EXHAUST SYSTEM

1. Must be intact and operating as designed.
2. All pipe and muffler joints must be properly welded or clamped.
3. Exhaust manifolds must be free of cracks and missing bolts.

P. LIGHTS MUST OPERATE AS DESIGNED AND MEET ORC AND OAC REQUIREMENTS FOR VEHICLE LIGHTING

Q. THE VEHICLE BODY CONDITION MUST BE INTACT AND FREE OF BROKEN PARTS THAT CAN CAUSE INJURY

R. GAS TANK MUST BE:

1. Free of rust/damage and/or leaks.
2. Securely mounted.

S. THE SEATING AREA AND AISLE MUST BE FREE OF DEBRIS

APPENDIX I-B TRANSPORTATION

REQUIRED DAILY WHEELCHAIR LIFT INSPECTION ELEMENTS (Not applicable to single passenger vehicles)

For each day services are provided, providers must complete and document an inspection of the wheelchair lift prior to any participant service that day according to these specifications:

1. Run the lift through one complete cycle to be sure that it is operable.
2. Check for any signs of seal leaking or binding hardware.
3. Check for frayed or damaged lift cables, hydraulic hoses, or chains.
4. Check for physical damage and jerky operation.
5. Check for hazardous protrusions and exposed edges. Assure that all protrusions are adequately padded and protected.
6. Check all fasteners and assure that all bolts are snug.
7. Make sure the lift is properly secured to the vehicle when stored.
8. Clean the lift completely of dirt, mud, gravel, and corrosive elements such as salt.
9. Lubricate the lift in compliance with the manufacturer's requirements.
10. Providers shall not use the lift any time repairs are necessary.

APPENDIX I-C TRANSPORTATION

REQUIRED PASSENGER ASSISTANCE COURSE ELEMENTS

The DRIVE curriculum included the following elements. At a minimum, an approved passenger assistance course must include these elements:

1. Completion of an ODA, AAA or Council-approved aging sensitivity course within six months of employment.
2. Basic characteristics of major disabling conditions that detail functional disabilities affecting ambulation and transportation including musculoskeletal, neurological, sensory impairment, cardiovascular conditions.
3. Basic considerations in transporting older person:
 - A. An overview of diseases which commonly affect older adults, such as dementia, Parkinson's disease and diabetes.
 - B. Attitudes of vehicle operators and passengers and an understanding of sensory loss and of techniques to assist passengers with sensory loss.
 - C. Functional factors such as spasticity, loss of skin sensation and balance, pain, and breathing; and
 - D. Common assistive devices such as crutches, canes, walkers, wheelchairs, braces, prostheses, slings, and guide/support dogs.
4. A hands-on practicum should include these special assistance considerations:
 - A. Observation for signs of difficulty;
 - B. Proper way to offer to assist participant;
 - C. Proper assistance techniques; and
 - D. Management of wheelchairs.
5. Environmental considerations affecting passengers.
6. Operative assistive equipment.
7. Emergency procedures.
8. Inspection techniques for assistive equipment and procedures for inspecting wheelchair lifts.

**APPENDIX I-D
TRANSPORTATION
REQUIRED VEHICLE SAFETY CHECKLIST ELEMENTS**

VEHICLE ID:

DATE:

ODOMETER:

INDICATE INSPECTION BY PLACING CHECKMARKS (✓) IN BOXES.

INTERIOR: DAILY

- CLEAN APPEARANCE
- SEATS (TEARS, LOOSE ARMRESTS, ETC)
- SEAT BELTS
- WHEELCHAIR RESTRAINT
- WHEELCHAIR LIFT RAMP (GOOD OPERATING CONDITION AND SECURE)
- CARGO BARRIERS (SECURE AND IN PLACE)
- FLOOR COVERINGS

FLUIDS: MONTHLY

- ENGINE OIL
- BRAKE FLUID
- ENGINE COOLANT
- POWER STEERING*
- AUTOMATIC TRANSMISSION*
- FUEL
- WINDSHIELD WASHER

- BATTERY

LIGHTS: WEEKLY

- HEADLIGHTS: HIGH, LOW BEAMS
- TAIL LIGHTS, MARKER LIGHTS
- BRAKE LIGHTS
- TURN SIGNALS (FRONT AND REAR)
- BACKUP LIGHTS
- 4-WAY HAZARD (FRONT AND BACK)
- LICENSE PLATE LIGHT
- INTERIOR LIGHTS

BELTS & HOSES: MONTHLY

- FAN
- ALTERNATOR
- HEATER HOSE
- RADIATOR
- NO LEAKS UNDER
- VEHICLE

EXTERIOR: WEEKLY

- NO BODY DAMAGES
- CLEAN APPEARANCE
- MIRRORS (ADJUSTED AND CLEAN)
- WINDOWS (CLEAN)
- DOORS (OPERABLE IN/OUTSIDE)
- DOOR LOCKS (OPERABLE)

TIRES: MONTHLY

- INFLATION
- WEAR
- SIDEWALL OR TREAD
- DAMAGE
- SPARE

ELECTRICAL/MECHANICAL: WEEKLY

- HORN
- HEATER
- AIR CONDITIONING
- WINDSHIELD WIPERS/WASHER
- DEFROSTER

EMERGENCY EQUIPMENT: MONTHLY

- FIRE EXTINGUISHER
- FIRST AID KIT
- THREE FLARES, FUSES, OR REFLECTORIZED TRIANGLES
- EMERGENCY BRAKE
- GAUGES (OIL, FUEL, TEMPERATURE, BRAKE, ETC.)
- EMERGENCY JACK TIRE TOOLS

MONTHLY (WINTER):

- SNOW SHOVEL AND/OR NON-CORROSIVE TRACTION

OPTIONAL:

- FOOT BRAKE
- MATERIAL (SAND/KITTY LITTER)

***must be checked at operating temperature**