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| ***REPLACE WITH YOUR MASTHEAD*** |
| **VFIS logo black JPG** | **SOG Title:** |
| **SOG Number:** |
| **Original Date:** | **Revision Date:** |
| **ABC Fire Department General Operating Guideline** |

**Paratransit Vehicle Inspection Guide**

***This is a sample of a standard operating guideline (SOG) on this topic. You should review the content, modify as appropriate for your organization, have it reviewed by your leadership team and if appropriate your legal counsel. Once adopted, make sure the SOG is communicated to members, implemented and performance monitored for effective implementation.***

**Purpose:**

This guide is provided to assist in the establishment and use of a paratransit vehicle inspection checklist.

**Procedure:**

The inspections should be conducted on a daily basis. The following form is provided to assist in the process.

***This is a sample guideline furnished to you by VFIS. Your organization should review this guideline and make the necessary modifications to meet your organization’s needs. The intent of this guideline is to assist you in reducing exposure to the risk of injury, harm or damage to personnel, property and the general public. For additional information on this topic, contact your VFIS Risk Control representative.***

**References:**

VFIS Communique – “Paratransit Vehicle Inspection Guide”

**Paratransit Vehicle Inspection Guide**

**Date: Operator: Unit#:**

**Pre-Trip Inspection:**

**Exterior:**

* Check for proper tire inflation or tire damage
* Check for body damage
* Check exterior lighting for proper function. Check lenses for cracks/clarity (All lighting to include high/low beam, turn signals, four way flashers, reverse and brake lights)
* Check window glass for cracks/chips or obscured visibility

**Interior:**

**Wheelchair Securement System**

* Check to assure all necessary straps are present, including a spare set
* Check straps for damage, wear, dirt, debris and contamination
* Check ratchet straps for proper operation (self-adjusting or manual)
* Check hooks and buckles for cracks, unusual bends and rust D Check vehicle securement tracks for debris, damage or rust

**Equipment**

* Proper securement of loose/spare equipment (oxygen, spare wheelchair)
* Safety equipment (first aid kit, traffic vest, cones, flares, fire extinguisher, etc.)
* Passenger comfort items (umbrella, poncho, blankets, etc.)

**Lift System:**

**Follow manufacturers recommended procedures**

* Check for damaged, misaligned or worn parts and hydraulic leaks
* Check door securement devices
* Check controller buttons and cables
* Operate lift (one complete cycle minimum) checking for smooth operation and speed
* Check lift lighting
* Traffic cones present to mark outside corners of lift deployment
* Check the roll stop plate for proper platform angle to ground
* Check for manual hand pump handle
* Check hand pump valve to assure it is properly closed

**Manual Ramp:**

* Check ramp for damage and proper stowage
* Traffic cones present to mark outside corners of ramp deployment
* Check for ease of operation
* Check proper angle to the ground
* Check ramp surface (free from dirt and debris)
* Return ramp to stowed position (note excess noise or grinding)

**Please Note any deficiencies in the space below:**