

FORD TRANSIT (65160) COMPETENCY CHECK-OUT

Policy No. 511 | Attachment B

_____ Staff initials if they have completed the MANDATORY online Defensive Driving Course

Follows Steps:		FORD TRANSIT (65160) HOME ASSESSMENT VAN
Yes	No	
		1. General Orientation
		a. Knows how to reserve the vehicle
		b. Knows how to complete the "Pool Vehicle Trip Report" prior to trip
		c. Knows where to pick up and return keys
		d. Knows the designated parking location for the Ford Transit Van (65160)
		e. Knows how to complete the transportation paperwork including vehicle inspection
		f. Knows to bring a cell phone
		g. Knows the van's vertical clearance (9') and knows <u>NOT TO PARK in ANY PARKING STRUCTURE</u> including Rancho's
		h. Knows <u>NOT to eat or drink or bring any beverages</u> on board with the exception of water
		i. Completes the "Community Outing and Home Visit Information" Form and place it <u>INSIDE</u> the appropriate nursing station/s.
		j. Completes the Community Outing and Home Visit Checklist
		2. Van Operation (via demonstration)
		a. Able to lock and unlock the car using the key fob
		b. Knows when all the doors are not fully closed. Knows the difference between a single vs double beep when attempting to lock the van using the key fob
		c. Able to adjust side and rear view mirrors
		d. Able to operate the power locks
		e. Able to locate the hazard light
		f. Able to operate front and rear AC and heater system
		g. Able operate and pair Bluetooth hands free phone system
		h. Knowledgeable and able to demonstrate use of all the parking assist features (audio

		assist and rear view camera).
		3. Lift Operation (via demonstration)
		a. Knows how to setup the van to allow proper lift operation (engine on, gear on park, and parking brakes engaged)
		b. Knows how to “turn on” the lift
		c. Knows how to operate the lift safely using the hand-held controller (i.e. lock wheelchair brakes, use lift belt, etc)
		d. Knows how to operate the lift MANUALLY in the event the lift malfunctions
		e. Knows what to do when the patient engage the “Threshold Plate”
		f. Remember to “turn off” the lift after use (this is to help save/preserve the van battery)
		g. Knows how to troubleshoot in case the lift drifts out of position
		4. Wheelchair & Equipment Tie Down and Placement (via demonstration)
		a. Knows the limit of passengers
		b. Knows how to safely fasten the tie downs to secure the patient and wheelchair. Tie downs are only hooked on to the main frame of the wheelchair and not to detachable parts like the leg rest. Shoulder and lap straps are both properly attached to the floor and ceiling. Shoulder strap is properly placed
		c. Knows how to properly release and put away the tie downs.
		d. Knows how to properly secure additional equipment using the accessory tie downs (i.e. bath bench, mechanical lifts, etc)
		e. For appropriate staff only: Knows how to engage and disengage jump seats
		f. Untrained staffs or volunteers <u>MAY NOT</u> operate the tie down and lift
		5. Emergency Protocols
		a. Knows the location of the Emergency Packet
		b. Knows the location of the fire extinguisher
		c. Knows the location of the first aid kit
		d. Is aware to bring extra equipment that is needed based on the patient’s individual needs (i.e. suction machine, etc)
		e. Knows the location of aux power plugs (2)

		f. Knows where and how to use the emergency web cutter
		g. Knows who to call in case of medical emergency - 911
		h. Knows who to call in the event of an accident involving the patient (i.e. fall, etc) – patient unit. Check your ID badge
		i. Knows who to call in the event of an accident involving the vehicle – check emergency packet
		j. Knows who to call in the event of a van breakdown – Rancho Operator (562) 385-7111 Rancho Facilities (562) 385-7291

Comments:

Employee Name (Print Legibly)

Date

Instructor Name (Print Legibly)

MV-1 (65469) COMPETENCY CHECK-OUT

Policy No. 511 | Attachment B

____ Staff initials if they have completed the MANDATORY online Defensive Driving Course

____ Staff initials if they have completed watching the Q'Straint Video Training

Follows Steps:		MV-1 (65469) HOME ASSESSMENT MINIVAN
Yes	No	
		6. General Orientation
		k. Knows how to reserve the vehicle
		l. Knows how to complete the "Pool Vehicle Trip Report" prior to trip
		m. Knows where to pick up and return keys
		n. Knows the designated parking location for the MV1
		o. Knows how to complete the transportation paperwork including vehicle inspection
		p. Knows to bring a cell phone
		q. Knows <u>NOT to eat or drink or bring any beverages</u> on board with the exception of water
		r. Completes the "Community Outing and Home Visit Information" Form and place it <u>INSIDE</u> the appropriate nursing station/s.
		s. Completes the Community Outing and Home Visit Checklist
		7. Van Operation (via demonstration)
		i. Able to lock and unlock the car using the key fob
		j. Knows when all the doors are not fully closed.
		k. Knows how to fully adjust the driver seat
		l. Able to adjust side and rear view mirrors
		m. Able to operate the power locks
		n. Able to operate AC and heater system
		o. Able to operate the front and rear windshield wiper
		p. Able to locate the hazard lights
		q. Able to operate and pair Bluetooth hands free phone system. Code is "0000" under "MAGM4LCD"

		<p>r. Knowledgeable and able to demonstrate use of the parking assist features (rear view camera).</p> <p>Auditory BEEP during reverse function is <u>NOT a distance sensor</u>. It is only an auditory cue for people to know you are backing up.</p>
		8. Lift Operation (via demonstration)
		h. Knows how to setup the van to allow proper lift operation (engine on, gear on park, and parking brakes engaged)
		<p>i. Knows how to deploy the lift. Both LONG and SHORT version. Long ramp, you will need at least 10 feet of clearance on the passenger side. Short ramp, you will need at least 6 feet of clearance on the passenger side.</p>
		j. Knows the capacity of the lift (600lbs)
		k. Knows how to operate the lift MANUALLY in the event the power lift malfunctions
		9. Wheelchair & Equipment Tie Down and Placement (via demonstration)
		g. Watched the Q'Straint Video Training
		h. Knows the limit of passengers
		<p>i. Knows how to safely fasten the tie downs to secure the patient and wheelchair. Tie downs are only hooked on to the main frame of the wheelchair and not to detachable parts like the leg rest. Shoulder and lap straps are both properly attached to the floor and ceiling. Shoulder strap is properly placed</p>
		j. Knows how to properly release and put away the tie downs.
		k. Knows how to engage and disengage jump seats
		l. Untrained staffs or volunteers <u>MAY NOT</u> operate the tie down and lift
		10. Emergency Protocols
		k. Knows the location of the Emergency Packet
		l. Knows the location of the fire extinguisher
		m. Knows the location of the first aid kit
		n. Is aware to bring extra equipment that is needed based on the patient's individual needs (i.e. suction machine, etc)
		o. Knows the location of aux power plugs (5)
		p. Knows where and how to use the emergency web cutter

		q. Knows who to call in case of medical emergency - 911
		r. Knows who to call in the event of an accident involving the patient (i.e. fall, etc) – patient unit. Check your ID badge
		s. Knows who to call in the event of an accident involving the vehicle – check emergency packet
		t. Knows who to call in the event of a van breakdown – Rancho Operator (562) 385-7111 Rancho Facilities (562) 385-7291

Comments:

Employee Name (Print Legibly)

Date

Instructor Name (Print Legibly)

Rev: RC &CW

Rev:RC & CW