

	<b>STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</b>		POLICY AND PROCEDURE NUMBER <b>04.01.030</b>	PAGE 1 of 3
	<b>Policy and Procedure</b>		EFFECTIVE DATE December 1, 1994	
SUBJECT <b>Wheelchair Vans</b>		SUPERSEDES	DATED	
TITLE <b>Alaska Marine Highway System</b>	CHAPTER <b>General Administration</b>	APPROVED BY <p style="text-align: center;">Signature on File</p>		

I. Purpose and Scope:

A wheelchair van is assigned to all southeast vessels to be utilized exclusively as ground transportation between the vessel and terminal for the physically challenged and those elderly passengers requiring assistance. The safe use and operation of the wheelchair van is fundamental to the safety and well being of AMHS employees and the general public.

Responsibility:

The Port Captain will have overall responsibility for the operation and maintenance of the wheelchair van.

The vessel Master shall ensure that all operators have access to this procedure and comply with safe operating procedures.

Personal use of this vehicle is prohibited and the vehicle shall not leave the vicinity of the terminal area when the vessels are in operation, except to purchase fuel.

Vehicle shall be maintained, clean, and presentable by the deck department.

There shall be "No Smoking" in this vehicle at any time.

- Reference:
- \* Administrative Order No. 85 Requiring Mandatory Seat Belt Use.
  - \* Manufacturers recommended safe operating practices.
  - \* Compliance with all applicable Titles of The Americans With Disabilities Act.
  - \* State of Alaska Drivers License Manual.

II. Distribution:

All holders of the Procedures Manual.

III. Procedure:

## **A. Compliance With Law**

- (1) The van is to be operated in a safe manner in accordance with manufacturers recommendations and all established laws and regulations.

## **B. Special Assistance:**

- (1) The assigned driver shall be responsible for safely assisting passenger entering and exiting the vehicle and as required throughout the transfer process.
- (2) Vehicle shall be readily available at anytime during the vessel inport period.

## **C. Lift and Securement Use:**

- (1) A wheelchair is an inclusive term for a mobility device and may also include three wheel scooters and other non-traditional devices.
- (2) The lift has a 600 pound maximum lift which includes device and user.
- (3) It is the assigned drivers responsibility to secure the mobility device in the designated securement spot.
- (4) Driver should respect a disabled passenger's wish to enter a lift as he or she chooses, such as the direction entry.
- (5) Passengers with crutches, canes, walkers or other standees with disabilities should be required to be seated in a wheelchair when using lift.

## **D. Seat Belt Use Mandatory:**

- (1) Seat Belt use is required for both driver and passengers. Mobility devices shall be "Buckled Up" using the vehicle's securement system.

## **E. Speed Limits:**

- (1) Vehicle shall not be operated in excess of legal speed limits, recommended speeds established by manufacturer, or speeds safe for existing road or ramp conditions and not in excess of 10 MPH with passengers aboard.

## **F. Service Animals:**

- (1) Service animals must always be allowed to accompany their user in vehicle or facility.

## **G. Training Requirements:**

- (1) Initial crew training will be conducted upon delivery of the wheelchair van. Training will involve both technical and human relations skills addressing

differences among people with disabilities. It will be the Chief Mate's responsibility to pass this training on to the relief crew.

**H. Maintenance:**

- (1) All vehicle fluid levels shall be checked daily.
- (2) Every 300 miles or three months, which ever comes first, lubricate steering, suspension, drive shafts, u-joints and slip yoke if equipped with grease fittings.
- (3) Annual maintenance will be performed by an authorized Ford Service Department during the annual shipyard availability.
- (4) It is the responsibility of the assigned driver to report an unsafe vehicle or vehicle equipment to the Chief Mate, who will immediately notify the Port Captain to authorize repair.