

Wheelchair Accessible Vehicle (WAV) loading policy

Correct safety procedures must be taken in loading and securing equipment into the employer's WAV to ensure driver and passenger safety at all times.

- Before loading the WAV, ensure that the space is clear and free of objects that could become dislodged and hazardous while driving
- If you are unsure as to whether you can lift a piece of equipment into the car, **always** ask another member of staff / employer. Do not try to do it alone
- If needed, use the ramp to load heavy items
- Make sure that nothing is loose while driving: put brakes on standing frame and wheelchair, secure items with bungy cord and do not precariously balance loose pieces of equipment on top of each other
- Don't overload the car! If possible, try to ensure that weight is evenly distributed in the car
- If our son is in the car, it is extremely important that equipment and items are attached securely with bungy to avoid anything falling and inflicting harm.

Sign off sheet for staff to acknowledge they have read this policy

| Print your name | Sign your name | Date |
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