

CHARLOTTE-MECKLENBURG SCHOOLS
Transportation & Programs for Exceptional Children

Procedures for Using Occupant Restraint Systems

After the wheelchair has been secured inside the bus, you must then provide effective restraint for the student in the wheelchair by attaching the lap belt and the shoulder belt.

Tell the student what you are going to do before attaching the lap and shoulder belt.

ATTACHING THE LAP BELT

- Place the ends of the lap belt around the student.
- Thread the lap belt between the gap of the wheelchair back and the seat.
 - The lap belt should never be placed over the wheelchair armrest.
- Position the lap belt around the student's pelvic zone near the hip.
 - The lap belt should never be positioned over the student's abdomen.
- Position the buckle on the side opposite to the side where the shoulder belt is attached to the bus wall.

Integrated lap belt (The lap belt is part of the wheelchair securement system.)

- Take the snap hook ends of the belt and attach it to the D rings on the rear securement straps.
- Adjust the lap belt by pulling on the free end to make the fit firm but comfortable.

Parallel or floor anchored lap belt (The wheelchair and passenger are secured independently of each other.)

- Attach directly into the floor track by inserting the track fitting ends into the rear track. Use a slot next to the rear securement strap on each side.
- Adjust the lap belt by pulling on the free end to make the fit firm but comfortable.

ATTACHING THE SHOULDER BELT

- Attach the shoulder belt to the wall in a slot slightly behind student and above the student's shoulder.
- Bring the triangular fitting of the shoulder belt over the student's shoulder, pass the collarbone and diagonally across the upper chest.
- Attach the triangular fitting of the shoulder belt to the stud on the lap belt latch plate.
- Pull on the loose end to achieve firm but comfortable tension.
- A "height adjuster" may be required to keep the shoulder belt away from the student's neck.

ATTACHING THE INTEGRATED LAP & SHOULDER BELT

- Grasp the buckle connector and pull webbing out of the retractor on the bus wall.
- Thread the snap hook of the longer buckle strap between the gap in the wheelchair back and seat and connect it to the D ring on the floor retractor closest to the bus wall.
- Thread the snap hook of the shorter buckle strap between the gap in the wheelchair back and seat and connect to the D ring on the other rear floor retractor.
- Adjust the shorter belt so that the push button buckle is at the student's pelvic zone near the hip opposite to the side where the shoulder belt is attached to the bus wall.
- Connect the buckle connector to the push button buckle.
- Adjust the webbing to fit low at the pelvic zone with the shoulder belt diagonally across the student's upper chest.
- Check to be sure that neither the lap belt nor the shoulder belt is twisted.

Technical Information from SURE-LOK Safe & Secure Training Video

NOTE: Crash tested (WC19) wheelchairs manufactured after May 2002 may offer the option of a crash tested lap belt that is anchored to the wheelchair frame. Labeling on the lap belt will indicate that it complies with ANSI/RESNA WC 19. If the wheelchair is equipped with a crash tested lap belt, then the shoulder belt will attach to the bus wall, continue diagonally across the student's upper chest and hook to the lap belt at the student's pelvis on the side opposite the bus wall.

Always follow manufacturer's recommendations regarding the use of occupant restraint systems.