

Transporting Clients Safely

WI.Co.W.38.01

TASK	METHOD
Before Leaving Home-Prepare	<ul style="list-style-type: none"> ○ Always check your roster/app if you are not sure, ask the office. ○ If you see that a client needs a wheelchair, and you are unable to transport, please inform the office before the day of service. ○ Plan ahead and ensure your car is clean and tidy and you have enough fuel (Preferably fill your car before the start of your working week). ○ Assess your trip... The best route- Use GPS if needed. Look at upcoming weather conditions that may affect your trip. ○ Does the client have an appointment? If so, check you have sufficient time for travel, parking, and transfer of client, and that there is suitable parking nearby. ○ Does the person have a disability parking permit? ○ Identify whether the person being transported has behavioural issues which may present a risk during transport i.e., they may become distressed, disoriented, anxious, restless, or agitated. (It may be necessary to lock the car door if the client displays behavioral issues during transit). ○ If client shows signs of distress or anxiety while driving, it may be necessary to pull over, remain calm and reassure them. ○ Check client has house keys and all items of paperwork needed for appointment or outing. ○ Follow Organisational Policies and Procedures including: <ul style="list-style-type: none"> – Infection Control – Manual Handling – Duty of Care
Mobility	<ul style="list-style-type: none"> ○ Are they able to transfer independently or need assistance to get in and out of car? ○ If equipment is needed: 4ww, Walking Stick, Wheelchair, make sure that they are secured either behind a back seat or in the boot. ○ A client who uses a walker may require prompting to move as close to your vehicle and rotate until their legs touch the car seat. Ensure the breaks of the walker are on when the client is getting into and out of the car. The carer may stabilise the walker and car door for safety. ○ Clients may need assistance with lifting their legs into the car. ○ Wheelchair bound clients may need to use a slide board to transfer from chair to car seat and later car seat to chair.
Equipment to support client mobility	<ul style="list-style-type: none"> ○ A Handy bar- these fit into the passenger's door latch and make sitting and standing easier. It has an ergonomic rubber grip and is also equipped with a window breaker and car seat belt cutter. ○ A Slide Sheet for ease of movement in and out of car. ○ Small Kylie (chair pad) to protect car seat ○ A memory Foam Cushion for comfort and/or to add height if your car seat is low. ○ Consider using a Swivel seat
Client interaction	<ul style="list-style-type: none"> ○ Confirm with the client where you are going. ○ As a courtesy hand seat belt to client and if necessary, do up. ○ Be observant and engage, be mindful of changes in situations and be adaptable.