

PAS 900:2010

Code of practice for wheelchair passport schemes



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Lincolnshire
COUNTY COUNCIL



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Foreword

This Publicly Available Specification (PAS) has been developed by Essex County Council, Lincolnshire County Council and Unwin Safety Systems in collaboration with the British Standards Institution (BSI).

Acknowledgement is given to the following organizations that were involved in the development of this specification.

- British Healthcare Trades Association (BHTA)
- British Red Cross
- Chartered Society of Physiotherapy
- Community Transport Association (CTA)
- Department for Transport
- Dial a Ride – Transport for London
- Empower
- Rehabilitation Engineering Division, Kings College Hospital Foundation Trust

Use of this document

As a code of practice, this PAS takes the form of guidance and recommendations. It should not be quoted as if it were a specification and particular care should be taken to ensure that claims of compliance are not misleading.

Any user claiming compliance with this PAS is expected to be able to justify any course of action that deviates from its recommendations.



Presentational conventions

The provisions in this standard are presented in roman (i.e. upright) type. Its recommendations are expressed in sentences in which the principal auxiliary verb is “should”.

Commentary, explanation and general informative material is presented in smaller italic type, and does not constitute a normative element.

Contractual and legal considerations

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard cannot confer immunity from legal obligations.



0 Introduction



0.1 Transport and social inclusion

Living with a disability can provide many challenges to individuals, their families and carers throughout their everyday lives. In these circumstances a wheelchair may be beneficial to assist with mobility. The design and function of a wheelchair and seating system, however, will vary widely depending on the age, needs and physical characteristics of the user and carers.

Historically, the primary functions of a wheelchair have been based on a user's clinical need, comfort, postural support and general mobility. To act as a seat in a motor vehicle is an additional consideration to be addressed by wheelchair manufacturers and equipment prescribers when taking into account the user's many differing social needs.

Greater freedom of mobility and access to safe transport lies at the heart of many day-to-day activities for all members of society. Similarly, safe transport for wheelchair users is a key element in an individual's ability to access medical facilities as well as participate in education, work and leisure.

Presenting essential information for wheelchair securement and needs of the wheelchair seated passenger to transport providers in a clear manner with a common method of operation will not only reduce risks associated with travel but enable greater confidence for the passenger, their carers and families in the achievement of social inclusion.

0.2 What is a wheelchair passport?

A wheelchair passport is a means to relay key information to transport providers, drivers and passenger assistants. It relates to the provision of safer transport of individual wheelchair seated passengers travelling in road vehicles and will present the information in a consistent way so as to be easily accessible.

Each person directly involved in the provision of equipment for use in transport, be they the wheelchair prescriber, the user and/or their carer or escort, a transport manager, a vehicle driver and their assistant, need to act together to create access to the information required to maximize the safety of wheelchair seated passengers.

The passport is intended to be attached to a wheelchair and designed to hold pertinent details, presented in an easy-to-read, safe, reliable and durable format. The extent of information supplied will depend on the complexity of the individual's disability.

0.3 Passport scheme application

PAS 900 is intended to be employed in transport operations where a risk assessment of individual passenger needs in transport has taken place as part of an overall risk management process. It is intended to be used in harmony with other risk assessment processes that may already be in place, for example,

where a wheelchair user is a pupil/student attending school/college it is likely that relevant information about their special needs will already be available within local authorities. In this case, communication with the Children's Services department would ensure a joined-up approach and the sharing of information about safer transport.

The term 'passport' has been adopted, and it has been noted that the term has connotations of cross-boundary freedom of movement. Whilst the intention of PAS 900 is to provide guidelines for passport schemes operated on a local basis, it is hoped the extensive adoption of the scheme across the UK would facilitate easier and safer travel.

By its manner of operation, PAS 900 intends to unite the skills and disciplines of stakeholders in the provision of wheelchairs and their use in a transport environment.

0.4 Implementation and roll-out

The implementation of PAS 900 is intended to provide enhanced risk control for all wheelchair seated passengers. However, the advantages in the delivery of clear information and instruction to drivers and their assistants will be at a maximum where the complexity of needs of a passenger is higher. It is therefore envisaged that the roll-out of the scheme would initially be most beneficial for passengers with more complex needs before the eventual introduction for all wheelchair seated passengers.



1 Scope

This Publicly Available Specification (PAS) gives recommendations for the provision and operation of systems to present essential information required by wheelchair users, their carers, vehicle drivers and their assistants, for the safer transport of wheelchair seated passengers in a road vehicle.

NOTE 1 *These guidelines are intended to operate in conjunction with contracted transport providers operating risk assessment procedures as part of an overall risk management process.*

NOTE 2 *Whilst the information provided by the scheme may be relevant, it would not provide a wheelchair user the right to travel on public transport.*



2 Terms and definitions

For the purposes of this PAS, the following terms and definitions apply.

2.1 add-on components

hardware that is attached to the wheelchair frame subsequent to sale by the wheelchair manufacturer, in order to enhance design and/or performance of the wheelchair

NOTE *Tools may be required to fit or remove add-on components, for example, seat back extensions, trays, spoke guards, head supports and oxygen cylinder carrier.*

2.2 anchorage

assembly of components and fittings by which loads are transferred directly from the wheelchair tie-down to the vehicle, or from the occupant restraint to the vehicle, wheelchair, wheelchair tie-down, or vehicle interior component

2.3 boarding aid

devices intended to facilitate access or exit of persons to and from a vehicle

2.4 driver

individual who drives the passenger vehicle

NOTE *The driver has overall responsibility for all matters regarding the safety of passengers.*

2.5 forward-facing

orientation in which the wheelchair-seated passenger faces the front of the vehicle with the wheelchair reference plane within ten degrees of the longitudinal axis of the vehicle

2.6 four-point tie-down

wheelchair tie-down system that attaches to the wheelchair frame at four separate securement points and also attaches to the vehicle at four separate anchorages

2.7 harm

physical injury or damage to the health of people, or damage to property or the environment

2.8 hazard

potential source of harm

2.9 head support

device attached to a wheelchair or seating system, used to position or accommodate the user's head

***NOTE** A head support is not the same as a head restraint, which is a device whose purpose is to limit the rearward displacement of an adult user's head in relation to his torso in order to reduce the danger of injury to the cervical vertebrae in the event of an accident.*

2.10 occupant restraint

assembly of webbing and hardware intended to restrain a vehicle occupant during normal vehicle movement or an impact in order to prevent ejection, and prevent or minimize contact with the vehicle interior components and other occupants

2.11 passenger assistant

person or persons who assist the driver with the safety of vehicle passengers

2.12 passport

document attached to a wheelchair, containing key instructions and information regarding provisions for the needs of an individual and their wheelchair in transport

2.13 passenger lift

vehicle boarding aid consisting of a platform that can be mechanically raised or lowered, connecting different levels between the ground and vehicle

2.14 pelvic-belt restraint lap-belt restraint

assembly of webbing and hardware, positioned across the lap, intended to maintain an occupant in a seat during a crash by transfer of forces through the pelvis

2.15 postural support device

component used to support a person in a desired seated position, but is not intended to provide occupant restraint in a vehicle impact

2.16 prescriber

trained professional who gives directions for the allocation of a suitable wheelchair, or wheelchair and seating system combination, to suit the needs of a person with disability

2.17 ramp

a vehicle boarding aid consisting of an inclined surface connecting different levels between the ground and vehicle

2.18 rearward facing

orientation in which the wheelchair-seated passenger faces the rear of the vehicle with the wheelchair reference plane within ten degrees of the longitudinal axis of the vehicle

2.19 securement point

point on the wheelchair to which wheelchair tie-downs are connected

2.20 shoulder-belt restraint upper torso restraint

assembly of webbing and hardware intended to limit movement of the head and chest during a crash by application of restraint forces to either or both clavicles

2.21 three-point restraint

occupant restraint assembly with three anchorages comprised of both a pelvic-belt restraint and a diagonal shoulder-belt restraint that connect together near the hip of the occupant

2.22 transfer

action where a wheelchair user will move from their wheelchair to a vehicle seat

2.23 transport commissioner

person or organization that has the authority to request or procure the provision of transport services

2.24 transport operator

individual or group of individuals who provide accessible transport services for the carriage of passengers

NOTE Operators may function either as a for profit or not for profit basis.

2.25 tilt

type of wheelchair seat design that allows the complete seat structure to rotate in the wheelchair reference plane relative to and about an axis located on the wheelchair base

NOTE Previously referred to as 'tilt in space'.

2.26 wheelchair footprint

space outlined on the horizontal wheelchair ground plane by projecting vertically down from the outermost edges of the structural members that comprise the mobile base and seat of the wheelchair

2.27 wheelchair user

individual seated in a wheelchair

2.28 wheelchair tie-down wheelchair securement

device or system designed to secure a wheelchair in place in a motor vehicle

2.29 wheelchair tie-down and occupant restraint system (WTORS)

complete restraint system for wheelchair-seated passengers comprised of equipment for wheelchair tie-down and a belt-type occupant restraint



3 Operational framework

3.1 Wheelchair passport creation

3.1.1 General

3.1.1.1 The transport commissioner, working in conjunction with the transport operator, should ensure that a wheelchair passport is created for each user, with information gathered from relevant stakeholders (see 3.1.2 to 3.1.4).

3.1.1.2 Transport commissioners and transport operators should ensure that a full risk assessment covering wheelchair users, other passengers and transport staff is carried out before transport services are undertaken.

***NOTE 1** A suitable transport risk assessment template is given in Annex A.*

***NOTE 2** Attention is drawn to legislation, including The Road Traffic Act (1988 and amended 1991) [1] and the Road Vehicles (Construction and Use) Regulations (1986) [2].*

***NOTE 3** Transport operators frequently operate with a driver and a passenger assistant working together closely as a team to focus on particular tasks of transport operations. It is by acting as a team, sharing tasks and responsibilities that will allow the driver to focus his attention on control of the vehicle and ensure the safety and comfort for all passengers. This approach is preferable although not essential.*

3.1.2 Information from the wheelchair user

The following should be obtained from the wheelchair user, or an individual acting on their behalf:

- a) specific requirements relating to their transportation;

***NOTE** User requirements do not automatically override manufacturer's recommended use.*

- b) in circumstances where a user is unable to use an occupant restraint due to their condition, an exemption certificate that has been issued by their GP.

***NOTE** When an exemption certificate has been issued additional risk control measures will be necessary to ensure the safety of the user and other passengers travelling in the vehicle. The need for such consideration will be highlighted when completing the risk assessment given in Annex A.*

3.1.3 Information from the wheelchair and seating prescriber

The following should be obtained from the wheelchair and/or seating prescriber:

- a) details of the final prescription and any other recommendations;
- b) confirmation that the user has been provided with a wheelchair that addresses their clinical, functional and lifestyle requirements;
- c) confirmation that the prescription process has involved consultation with occupational therapists, rehabilitation engineers, clinical scientists, physiotherapists, rehabilitation consultants, wheelchair services or private retailer organizations, as required;

- d) confirmation that the following have been considered during the prescription process:

- all forms of probable usage;
- manufacturer statements of suitability for use in transport;
- limitations of use;
- warnings that apply whilst used in transport;
- wheelchair and seating system stability when occupied;
- the use of postural support devices;

***NOTE** Postural support devices may include belts, thoracic pads, trays, knee blocks, pommels or foot straps.*

- the use of communication devices;
- requirement for special tie-down equipment;
- the need for heavy add-on components.

***NOTE** Heavy add-on components may include carriers for oxygen cylinders, ventilators or feeding systems.*

- e) where a departure from the manufacturer's instructions for use is required due to a user's specific clinical need, demonstration that a risk management process has been implemented to reduce risks to an acceptable level, with consideration given to the benefits of travel;
- f) confirmation that they have provided the user or the user's carer with operational instructions for use and warnings about limitations where required.

***NOTE** This is especially important when a piece of equipment or combination of pieces of equipment departs from manufacturer's instructions for use.*

3.1.4 Information from the wheelchair and seating manufacturer

***NOTE** Attention is drawn to The Medical Devices Regulations 2002 [3].*