

**SYSTEM SAFETY PROGRAM PLAN  
POLICY AND PROCEDURE REVISION INDEX**

<b>Policy/Procedure Name</b>	<b>SSP#</b>	<b>Revision #</b>	<b>Date</b>	<b>Description</b>
Mountain Mobility SSPP Document		1	April 2015	See 2015 Annual Management Review Report for Detailed Summary
Other than general updates, the only policy-driven changes related to updates to the NCDOT Policy Guidance for Minimum Training Standards, the Title VI Policy and the new Reasonable Modification of Policies and Procedures required by 49 CFR Parts 27 and 37.	Section 2			NCDOT Policy Guidance for Minimum Training Standards dated May 23, 2014
	App. C			Lesson Plan 4 - Education on Title VI Policy and Employee Acknowledgement Forms
	App. C			Lesson Plan 10 – Training on Making Reasonable Accommodations
<b>Policy/Procedure Name</b>	<b>SSP#</b>	<b>Revision #</b>	<b>Date</b>	<b>Description</b>
Mountain Mobility SSPP Document		2	April 2016	See 2016 Annual Management Review Report for Detailed Summary
Other than general updates, the only policy-driven changes related to updates to incorporate NCDOT memo regarding compliance of training lesson plans with the NCDOT Training Toolkit, as well as an update to reference Safety Management System (SMS) requirements of the FAST Act regarding.	Section 1			Added reference to 3/8/2016 NCDOT Memo in description of SSPP
	Section 2			Added copy of 3/8/2016 NCDOT Memo
	Section 3			Added description and outline of SMS requirements
<b>Policy/Procedure Name</b>	<b>SSP#</b>	<b>Revision #</b>	<b>Date</b>	<b>Description</b>
<a href="#"><u>Mountain Mobility SSPP Document</u></a>		<a href="#"><u>3</u></a>	<a href="#"><u>January 2018</u></a>	<a href="#"><u>See 2018 Annual Management Review Report for Detailed Summary</u></a>
<a href="#"><u>The only policy-driven changes related to updates to incorporate NCDOT directive regarding removal of the term “common wheelchair” and incorporation of the amended Substance Abuse Policy for Mountain Mobility.</u></a>	<a href="#"><u>App. C</u></a>			<a href="#"><u>Lesson Plan 15 &amp; 16 - Replaced the term “common wheelchair” with “mobility device”</u></a>
	<a href="#"><u>App. E</u></a>			<a href="#"><u>Include Amended Substance Abuse Policy for Mountain Mobility, effective 1/2/2018</u></a>
<b>Policy/Procedure Name</b>	<b>SSP#</b>	<b>Revision #</b>	<b>Date</b>	<b>Description</b>
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**Lesson Plan #16**  
**Mountain Mobility Basic Vehicle Operator Training Program (96 hours)**

**Topic: Lift Operation (3.5 Hr.)**

**Overview of the Standard: Federal Transit Administration and Buncombe County, North Carolina administered by *Buncombe County Transportation Management, Inc.* [McDonald Transit] Employee Handbook through the *Mountain Mobility Transportation Procedures Manual*:**

This standard prepares vehicle operators to load, secure and unload a van, and use of the manual lift.

**INSTRUCTIONAL MATERIALS**

1. TRANSPORTATION POLICIES AND PROCEDURES MANUAL
2. VIDEO(S)
3. HANDOUTS OR SUPPLEMENTAL GUIDES: *BRAUN CORPORATION*
4. ~~COMMON~~ MOBILITY DEVICES / WHEELCHAIR
5. TRANSIT LIFT-VAN WITH FLOOR ANCHOR AND TRACKS

**INSTRUCTIONAL OBJECTIVES**

THE EMPLOYEE CAN DESCRIBE KNOWLEDGE OF SAFE WHEELCHAIR/VEHICLE LIFT OPERATION

**INSTRUCTIONAL TOPICS**

- VEHICLE LOADING, SECUREMENT, AND UNLOADING
- MANUAL WHEELCHAIR LIFT DEPLOYMENT

**SPEAKER(S)**

1. SAFETY TRAINER

**LESSON INTRODUCTION**

1. TRAINING ON A LIFT-VAN USES THE REAR WHEELCHAIR LIFT, FLOOR ANCHORS, AND THE MANUAL LIFT

**LESSON PLANS**

1. TRAINER LECTURE
2. DISPLAY WRITTEN MANUAL
3. VIDEO PRESENTATION
4. DISPERSE HANDOUTS AND SUPPLEMENTAL GUIDES
5. TRAINER DEMONSTRATION AND STUDENT PRACTICE LIFT OPERATION AND WHEELCHAIR MOVEMENT
6. ENTERTAIN CLASS QUESTIONS AND COMMENTS

**EVALUATIONS**

1. INCLUDE TOPIC QUESTION(S) IF CUMULATIVE EXAM
2. DEMONSTRATE PRACTICAL PROFICIENCY

**Lesson Plan #15**  
**Mountain Mobility Basic Vehicle Operator Training Program (96 hours)**

**Topic: Wheelchair Securement (3.5 Hr.)**

**Overview of the Standard: Federal Transit Administration and Buncombe County, North Carolina administered by *Buncombe County Transportation Management, Inc.* [McDonald Transit] Employee Handbook through the *Mountain Mobility Transportation Procedures Manual*:**

This standard prepares vehicle operators to transport customers who use [mobility devices](#)/~~common or motorized~~ wheelchairs, and eligible motorized scooters.

**INSTRUCTIONAL MATERIALS**

1. TRANSPORTATION POLICIES AND PROCEDURES MANUAL
2. VIDEO(S)
3. HANDOUTS
4. SUPPLEMENTAL GUIDES: *NC MOTOR VEHICLE LAW / SURE-LOK, INC. / Q'STRAIT, INC.*
5. ELEVATED TRAINING PAD
6. ~~COMMON MOBILITY DEVICES~~ / WHEELCHAIR
7. FLOOR RESTRAINTS, AND TWO OPTIONAL WEB STRAP LOOPS
8. POSEY (NYLON WEB) RESTRAINING BELT

**INSTRUCTIONAL OBJECTIVES**

THE EMPLOYEE CAN DESCRIBE KNOWLEDGE OF PROPER SECUREMENT SYSTEMS FOR WHEELCHAIRS AND SCOOTERS AS: USING A 4-POINT WHEELCHAIR-TO-VEHICLE FLOOR ANCHOR, PLACING AN OCCUPANT-TO-VEHICLE SHOULDER/LAP BELT COMBINATION, AND OFFERING POSEY BELT USE

**INSTRUCTIONAL TOPICS**

- POSEY BELT TRAINING
- ELEVATED TRAINING PAD

**SPEAKER(S)**

1. SAFETY TRAINER

**LESSON INTRODUCTION**

1. TRAINING ON HOW A DISABLE RIDER CAN BE LEGALLY AND SAFELY SECURED IS ACCOMPLISHED BY DESCRIBING ON-BOARD EQUIPMENT SUCH AS: WHEELCHAIR FLOOR ANCHORS, LAP & SHOULDER SEATBELTS, AND RECOMMENDED POSEY BELTS