



# WAV Safety: Driver safety checklist



This self-guided checklist is for wheelchair accessible taxi and hire vehicle (WAV) drivers. It will help you understand what you need to do to provide a good service and meet your obligations under point to point transport law.

Keep a copy of this document in the WAV, along with the [quick reference guide](#) that helps you determine which wheelchairs are suitable as ‘in-vehicle’ seats. An ‘in-vehicle’ seat is a wheelchair that can be safely used as a seat while being loaded into and out of a vehicle, and while travelling in a vehicle.

## Pre-shift WAV equipment checks

If the result of any of the pre-shift checks is negative, then the vehicle must not be used to provide a wheelchair passenger service until the issue is fixed.

1. I have checked the ramp, or hoist (whichever is applicable), is operating properly.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. I have checked the passenger restraint system (the vehicle’s lap/sash belt) is fully functional.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. I have checked that the vehicle has four tie-down restraints that are in good condition for securing the wheelchair. Note: Tie-down restraints should not be damaged, worn, fading or knotted.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. I have checked that the vehicle has an approved child restraint.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. I have checked that the floor tracking is in good order.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
6. I have checked that the passenger space is clear of intrusions and rubbish.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Safe wheelchair passenger pick-up

7. I will park in a safe and legal place. Note: If able, park in areas specifically for loading, restraint and unloading. If not able, park on suitable ground which is as close to flat/even as possible.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. If using a hoist, I will check that it can operate safely. Note: There should be space for it to move up/down freely and be accessible.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. If using a ramp, I will check that it can be set up safely. Note: The slope should be no steeper than 1 in 6 and it must be accessible.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. I will check that the wheelchair can move safely to the vehicle.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Before loading a wheelchair passenger into the vehicle

11. I will check if the wheelchair is suitable to use as an 'in-vehicle' seat. Note: Check the <a href="#">quick reference guide</a> for which wheelchairs are suitable as 'in-vehicle' seats. Suitable wheelchairs must: <ul style="list-style-type: none"> <li>• be designed for use as a seat in a wheelchair accessible vehicle</li> <li>• safely support the size and weight of the passenger.</li> </ul> Suitable wheelchairs often have a label which shows they comply with the relevant Australian standard (AS/NZS 3696.19).	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12. If the wheelchair is not suitable, I will ask the passenger to transfer to one of the vehicle's seats. Note: If the passenger is not able or willing to transfer seats, you should not transport them – it is not safe to do so. Call your base and seek help. If appropriate, offer to help the passenger make an alternate plan.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. If the wheelchair has hard trays, I will remove and store them.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14. I will check that the wheelchair tie-down restraints are safe for the combined weight of the wheelchair and the passenger. Note: If not, you should not transport the passenger – it is not safe to do so. Call your base and seek help. Note that heavy duty tie-down restraints are required for loads over 120kg.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
15. I will help the passenger be as upright as possible in their wheelchair.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16. I will check that the passenger is secure in their wheelchair before beginning to move them into the vehicle.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
17. I will ask the passenger how I can help them into the vehicle.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
18. I will ask the passenger if I can touch their wheelchair.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Loading and securing a wheelchair and passenger

19. I will position the passenger safely inside the vehicle:		
a. facing forward (usually the safest position)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. legs and feet clear of hard surfaces and objects	<input type="checkbox"/> YES	<input type="checkbox"/> NO
c. brakes (manual) or lock (electric) on	<input type="checkbox"/> YES	<input type="checkbox"/> NO
d. four tie-down restraints tightly fitted to the wheelchair's marked tie-down points <ul style="list-style-type: none"> <li>• two tie-down restraints at the front, two tie-down restraints behind</li> <li>• not fitted to wheels or armrests/footrests</li> </ul>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
e. headrest (if applicable) directly behind the passenger's head.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
20. I will make sure the vehicle's lap/sash belt:		
a. is restraining the passenger independently of the wheelchair	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. has been adjusted for the passenger's comfort.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
21. I will check if the passenger is comfortable and ready to go.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Driving with a passenger in a wheelchair

22. I will accelerate and brake in a gradual/steady manner.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
23. I will navigate corners and roundabouts in a gentle/smooth manner.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
24. I will check on the passenger's comfort/wellbeing during the trip.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Safe wheelchair passenger drop-off

25. I will park in a safe and legal place. Note: If able, park in areas specifically for loading, restraint and unloading. If not able, park on suitable ground which is as close to flat/even as possible.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
26. If using a hoist, I will check that it can operate safely. Note: There should be space for it to move up/down freely and be accessible.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
27. If using a ramp, I will check that it can be set up safely. Note: The slope should be no steeper than 1 in 6 and it must be accessible.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
28. I will check that the wheelchair can move safely from the vehicle.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Unloading the wheelchair passenger

29. I will ask the passenger how I can help them out of the vehicle.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
30. I will ask the passenger if I can touch their wheelchair.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
31. I will check that the passenger is secure in their wheelchair before beginning to move them out of the vehicle.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
32. After unloading, I will leave them in a safe place with the brakes (manual) or lock (electric) on.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## Further education

Related resources are available from the [Learning centre](#) and the following links:

- [Point to Point Transport \(Taxis and Hire Vehicles\) Regulation 2017](#)
- [WAV Safety: Quick Reference Guide](#)
- [WAV Safety: Safety Obligations for Drivers fact sheet](#)
- [WAV Safety: Service Provider Obligations fact sheet](#)

If you have any questions or need further information, please visit the Point to Point Transport Commissioner's website [pointtopoint.nsw.gov.au](http://pointtopoint.nsw.gov.au) or call the Industry Contact Centre on 131 727.