

Special Needs for Wheelchair Equipment

Step 1: Request, could be in person, phone or by e-mail

Step 2: investigate route, count number of students per school

Step 3: Is there is enough space/seats

If yes go to step 5 / if no go step 4

Step 4: Contact Router

Step 5: Go to Bus configuration program on DOT share file and change diagram to match route

Step 6: Deliver original signed to fleet Maintenance Secretary can put in the in box on door

Step 6: Maintain configuration data base

Step 7: Save to pdf bus configuration file

Step 8: Follow up with shop

Step 9: Install / remove equipment

End process

Revised: mlh 9/29/10