

**CCEMS  
OPERATIONS POLICY 100-08  
PATIENT TRANSPORT COT AND STAIRCHAIR PROCEDURE**

**I. PURPOSE**

- 1.1 To assure that the patient is properly restrained when using the cots or stairchairs.
- 1.2 To assure that only the CCEMS crews operate the patient transport cot while loading and unloading the vehicle.
- 1.3 To protect the patient from injury during loading and unloading procedures.


**II. POLICY**

- 2.1 Crews will secure patients with all straps on the cot, including the shoulder straps UNLESS there is a medical reason not to use them.
- 2.2 Stair chair straps will be secured around patients at all times while chair is in motion.
- 2.3 ONLY the CCEMS crew will operate the patient transport cot when loading and unloading patients to and from the vehicle.
- 2.4 Stair chair mechanisms will only be operated by CCEMS personnel.
- 2.5 Cots and stair chairs are to be in 100% working order and checked for deficiencies during daily truck checks

**III. PROCEDURE**

- 3.1 Crews will secure all three body straps and the shoulder straps anytime they transport a patient. The only exception to shoulder straps is a medical reason that prohibits their use.
- 3.2 The CCEMS crew will be the only persons operating the patient transport cot when actually loading and unloading a patient to/from the vehicle.
- 3.3 The CCEMS crew may request **ASSISTANCE** from the fire departments and other agencies for the purposes of moving the cot, carrying and moving the patient, and preparing to load or unload the patient from the vehicle.
- 3.4 AT NO TIME will any person other than the CCEMS crew physically actuate the mechanisms to load and unload the patient cot from the vehicle. This will assure proper use of the cot and the safest possible loading and unloading for the crew and the patient.
- 3.5 IF assistance is being utilized, the persons assisting the crew will only do so by helping with lifting and carrying the patient and cot, not actually operating the device as described in section 3.3.
- 3.6 CCEMS crews will utilize the stair chair in any situation where transporting a patient on a cot at a vertical incline would jeopardize the safety of the patient or the crew.
- 3.7 CCEMS personnel will make sure the mechanisms on the cots and stair chairs are in perfect working order daily and report any operational concerns to leadership immediately.

- 3.8 Cots or stair chairs found not to be in complete working order are to be removed from service immediately and reported.
- 3.9 Batteries will be checked daily on the power cots and changed to be certain that a fully charged battery is in place prior to use.

Director: 

Effective: 7-31-08

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_