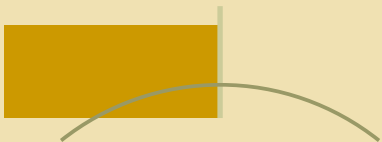



Prescriber Manual Vehicle Modifications



**A Manual devised by the SWEP
Clinical Advisory Team to assist
SWEP registered prescribers**




Table of Contents

Background	4
Subsidies are available for	4
Who is eligible?	4
Subsidy level	4
Use of partial subsidy	5
Vehicle Modification process	5
Assessment	5
Preparing the SWEP application	6
During construction	7
Signing off of Certificate of Completion	7
Roles and responsibilities	8
Application process	10
Individual Choice	12
Repairs and maintenance	12
Age of vehicles	12
Insurance	12
VicRoads	13
Modified components of an already modified second-hand vehicle	13
Subsidy level for already modified second-hand vehicles	13
VMSS checklist for SWEP submissions	15
Elements to consider	17
Carer/support person specific	19
Wheelchair considerations	19
Seating system considerations	20
Entry and egress considerations	21
Wheelchair securement considerations	21
Table of funded products and when they might be prescribed	22
UA1 - Roof hoists	22
UA2 - Basic Trailers	22
UA3 - Basic wheelchair carriers	23
UA27 - Pelican Boot Slider	24

UA10 - Passenger lowered floor modification row 2+3	25
UA12 - Passenger - seating modification	26
UA13 - Passenger - wheelchair restraint system	27
UA14 - Passenger modification - contribution to existing modification	28
UA4 - Seat belts	29
UA5 - Power operated tailgate	29
UA6 - Passenger - air conditioning	29
UA7 - Passenger - boot crane	29
UA8 - Passenger - client and/or wheelchair lift	30
UA9 - Passenger - access modification	30
UA26 - Passenger - Isofix seating	30
AA15 - Driver - accelerator modification	31
AA16 - Driver - brake modification	31
AA17 - Driver - hand control modification	32
AA18 - Driver - Other	32
UA19 - Passenger - sling lift	32
AA20 - Driver - access modification	33
AA21 - Driver - lowered floor modification	33
AA23 - Driver modification - contribution to existing modification - 2nd hand already modified vehicle.....	34
AA24 - Driver - wheelchair restraint system	34
UA11 - Passenger - lowered floor modification row 1	35
UA22 - Driver - seating modification	35
UA25 - Customised trailers	35
Subsidies are not available for	35
Registration process relating to modified vehicles	36
ADR compliance	36
Modifications to a vehicle	36
VicRoads process	38
Relevant Australia Standards	39
Information from VicRoads re children with disabilities	41
Frequently asked questions	41
References, further reading and resource links	43



Background

The Vehicle Modification Subsidy Scheme (VMSS) was established in June 2008 as a new initiative within the Victorian Aids and Equipment Program (A&EP). VMSS is a state-wide service managed by the State-wide Equipment Program (SWEP) to enhance the capacity of people with a permanent or long term disability living in the community.

To enhance prescription capability among prescribers, the SWEP Clinical Advisors have developed a resource manual to provide links to evidence, recommended assessments and measures, potential risks related to client, support person and environment, and links to a range of product types.

Subsidies are available for:

- Conversions of vehicles for wheelchair access
- Ramps permanently secured to vehicles
- Specialised lifters, carriers and trailers for wheelchairs
- Modified driving controls
- Specialised seating
- Air conditioning for people with thermo-regulatory conditions
- Wheelchair restraint systems
- Oxygen cylinder restraint system.

Who is Eligible?


You must be a permanent resident of Victoria, living independently in the community with a permanent/long term disability and/or frail aged.

Capacity exists to provide assistance to:

- People requiring vehicle modifications to drive their privately owned primary vehicle due to their disability
- People with a disability requiring modifications to travel as a passenger in their privately owned primary vehicle, including children and their families.

Subsidy level

A maximum subsidy of up to \$10,000 may be provided to assist Victorians with a disability to purchase prescribed vehicle modifications to suit their individual needs.



The subsidy is intended as a contribution towards the purchase cost of modifications and is not intended to meet the full cost of all vehicle modifications.

Subsidies are approved for clients on the basis that it is utilised for modifying one privately owned primary vehicle used for the client's transport. Capacity does not exist to provide subsidies for modifying multiple vehicles or for modifying vehicles owned by organisations.

Where the cost of the proposed vehicle modification will be in addition to the subsidy provided, a *Confirmation of the funding contribution form* will need to be completed and submitted with the standard VMSS application documentation.

The VMSS program must approve all applications for vehicle modifications prior to supply. It will not provide subsidies retrospectively.

Use of partial subsidy

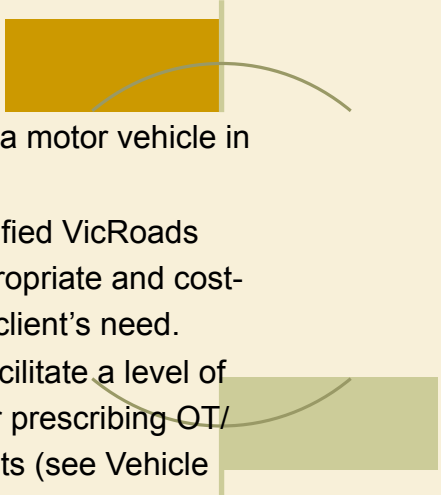
Where a client only requires a portion of the maximum subsidy to meet their vehicle modification needs, further submissions for assistance may be made at a later date. A cumulative total of up to \$10,000 can be made over a seven-year period from the date of a client's first application. All subsequent applications will be subject to VMSS approval, as well as the waitlist and 'Priority of Access Guidelines'

The seven-year subsidy timeline offers flexibility in the capacity of the scheme to meet clients changing needs throughout key life stages, and the average life expectancy of a vehicle.

Vehicle Modification process

Assessment

- A medical practitioner is responsible for the initial certification to establish the diagnosis of a permanent or long-term disability (NB: unless the client's medical condition has changed, people who have previously been assisted through SWEP will not require another certification of disability by their medical practitioner).
- For all passenger vehicle modification applications, an assessment will be required to be completed by a prescribing Occupational Therapist (OT)
- For all driver related vehicle modification applications, an assessment should be completed by an OT who has completed an additional qualification and is recognised by VicRoads as being qualified to assess the competence of a



persons with functional impairments to be licensed to drive a motor vehicle in Victoria.


- When conducting the assessment the prescribing OT/ qualified VicRoads accredited OT driver assessor should ensure the most appropriate and cost-effective vehicle modification is recommended to meet the client's need.
- A VMSS prescription form must be completed, which will facilitate a level of consistency in the assessment and prescription process for prescribing OT/ qualified VicRoads accredited OT driver assessor and clients (see Vehicle Modifications checklist on page 15).
- All applications must be approved as eligible and prioritised under the [Priority of Access Guidelines](#) by the VMSS program. Availability of the subsidy must be confirmed by the VMSS program prior to a purchase being made by the client.

Ensure that you discuss the outcome of your assessment with all relevant parties. In consultation with the client and/or carer, a good vehicle modification prescription considers not only the structural modifications but clearly defines how it is expected the client will use the modified vehicle and what equipment and assistance/support is required.

Preparing the SWEP application

- Ensure you are aware of:
 - Client's eligibility for SWEP funding
 - Which aspects of the modification are covered under SWEP funding
 - How much of the vehicle modifications subsidy is still available to the client
 - The source of gap funding (if required).
 - VMSS Prescription Form and legal documents
- Check quotes and any plans supplied to support the application to ensure that the modifications reflect the quote and Schedule B (vehicle modifications plan)
- ALL the SWEP Vehicle Modification documentation (ie. schedules, appendix, quote and Certificate of Completion) needs to be signed off by the VEHICLE OWNER, not the client, and agreements should be between the vehicle owner and the vehicle modifying organisation. NB: the vehicle owner is the person who has their name on the vehicle registration papers.
- Consider peer review/discussion of the application, prior to submission to SWEP.

NB: Prescribers may prescribe a vehicle modification that is at a more complex level than the level at which they are credentialed. In these cases, the prescription must be signed off by a SWEP recognised higher level prescriber. This sign-off ensures that all appropriate assessments and client considerations have been covered in the



prescription. Validation by a higher level prescriber is intended to ensure appropriate clinical reasoning and assessment has been undertaken.

Validation does not imply that the validating OT has responsibility for the SWEP prescription, nor that they have assessed the client.

If prescribers are in rural or remote areas, or are sole practitioners and cannot access a higher level prescriber to sign off a prescription, the SWEP may ask a Clinical Advisor to review the prescription and sign it off if appropriate

<http://swep.bhs.org.au/>

During Construction

- All parties must be informed when modifications start and concludes.
- Ensure there is no deviation from the accepted quotation for this work without consultation and approval from all parties concerned - (SWEP Program Manager, vehicle owner, referring Occupational Therapist and the vehicle modifying organisation).

Signing Off of Certificate of Completion

- The prescribing Occupational Therapist needs to inspect the vehicle modification with the client present, to ensure it meets the functional needs of the client.
- The vehicle modifying organisation needs to sign the Certificate of Completion to confirm that the modified vehicle was inspected by a VASS engineer and provide the number to confirm VASS certificate has been issued .
- The vehicle owner signs the Certificate of Completion to confirm that the vehicle modification has been completed satisfactorily by the vehicle converter and agrees that VMSS component of the payment is invoiced as per SWEP Purchase Order.
- If there are any problems the OT should inform SWEP and take action as appropriate to resolve the issue.
- On completion please forward copies of the signed Certificate of Completion to relevant parties:
 1. Vehicle modifying organisation
 2. SWEP, PO Box 1993, Bakery Hill, Vic 3354



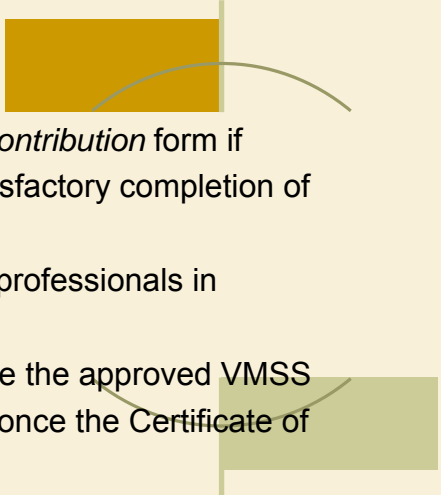
Roles and responsibilities

Prescribing occupational therapist or qualified VicRoads accredited OT driver assessor must:

- Assess the client's usual routine without a vehicle modification, identify issues, and consider and discuss options with the client
- Establish that the client and/or their carer have the cognitive, physical and psychological ability to operate the vehicle modification safely and effectively
- Discuss the vehicle running costs with the client as well as the ongoing equipment maintenance costs associated with the modified component (confirm the client's capacity to meet the ongoing costs)
- Discuss funding options
- Prepare the application and other relevant documentation in accordance with the VMSS guidelines and professional practice
- Provide advice to the client about any additional assessments or information required to complete the application
- Complete VMSS *prescription report form*, including a recommendation and justification as to the most appropriate and cost-effective modification that will facilitate safe vehicle access and transport (this should include a quote from the recommended vehicle modifier that has been signed by the vehicle owner).
- Send VMSS *prescription form*, legal documents and *eligibility form/confirmation of disability (if applicable)* along with the vehicle modifier quote to VMSS
- Be available to discuss the assessment report and recommendation with VMSS program and provide further documentation where appropriate
- Sign the *Certificate of Completion* following inspection of the completed modification
- Make sure the vehicle owner and vehicle modifier have also signed the form and send to VMSS program
- Ensure training is provided for the client and/or carer in the safe use of the modification.

Client will:

- If required, complete the *A&EP application form*, undertake any relevant prescribing OT/ qualified VicRoads accredited OT driver assessor assessments and provide specific information as requested.
- Comply with VicRoads and other relevant authorities around any approvals required for vehicle modifications.
- Sign the Certificate of Completion once the vehicle modification has been satisfactorily carried out and forward it to the prescribing OT/qualified VicRoads accredited OT driver assessor.

- 
- Provide VMSS with a completed *Confirmation of funding contribution* form if required to facilitate payment to the vehicle modifier on satisfactory completion of the modification.
 - Pay any costs associated with assessments conducted by professionals in completing the application.
 - Contribute to any cost of a vehicle modification that is above the approved VMSS subsidy (payments should be made to the vehicle modifier once the Certificate of Completion has been completed).
 - If required lodge the Vehicle Assessment Signatory Scheme (VASS) certificate with VicRoads within 30 days of the date of issue.
 - Notify the car insurer and make arrangements for their policy to be updated to include the modification (NB: SWEP do not cover costs related to vehicle insurance).
 - Accept liability for ongoing maintenance relating to the modification including liaison with suppliers about any warranty provisions.

Vehicle modifier must:

- Comply with VicRoads and other relevant authorities with regards to any approvals required for vehicle modifications
- Confirm that the proposed modifications comply with VicRoads requirements and other relevant authority's requirements
- Undertake modifications as per the quotation and Tripartite agreement
- Provide the client with a copy of the VASS approval certificate if necessary
- Sign the Certificate of Completion once the vehicle modification has been satisfactorily carried out and forward it to the prescribing OT/ qualified VicRoads accredited OT driver assessor on completion of the work, send the invoice to VMSS .
- Comply with relevant Australian Standards and Australian design rules.

VMSS will:

- Act as a central point for VMSS-related information.
- Ensure the service is accessible to the eligible target group, prescribing occupational therapists and relevant stakeholders.
- Ensure timely processing of subsidy applications and payment of subsidies as per the relevant guidelines.
- Review the VMSS applications to ensure all relevant documentation has been submitted.
- Assess applications to ensure the prescribing OT/ qualified VicRoads accredited OT driver assessor has provided sufficient justification for the proposed modification and its cost effectiveness.

- Where required, seek clarification from the client and/or the prescribing OT/qualified VicRoads accredited OT driver assessor about the recommended modification
- Seek appropriate professional advice to review applications where required, including convening the Vehicle Modification Advisory Panel if necessary
- Ensure the proposed modification is within the guidelines
- Provide ongoing communication to the client and prescribing OT/qualified VicRoads accredited OT driver assessor regarding the status of the application and subsidy availability
- Confirm that the Certificate of Completion has been completed by the prescribing OT/qualified VicRoads accredited OT driver assessor vehicle modifier and client once the vehicle modification has been satisfactorily carried out, so that the payment to the vehicle modifier can be authorised
- Ensure all applicable documentation has been received
- Manage the budget in line with the guidelines, the waitlist and *Priority of Access Guidelines*
- Convene meetings of the Vehicle Modification Advisory Panel and other key stakeholder groups as required.

Application process

The process for applying for a VMSS subsidy is as follows:

Step 1.

Once it has been determined a client has a permanent or long-term disability, a prescribing OT/qualified VicRoads accredited OT driver assessor will carry out an assessment on the client's needs for a vehicle modification.

Step 2.

During the assessment the prescribing OT/qualified VicRoads accredited OT driver assessor will determine the clinical justification for the vehicle modification, the most suitable modification for the client's needs, and their funding options. The prescribing OT/qualified VicRoads accredited OT driver assessor compile an application and send it to VMSS program for review. The application is not limited to, but must include; *Prescription Form, Quote, Appendix 6-Tripartite agreement, Schedule B- Vehicle Modification Plan, Schedule C- Deed Poll, Appendix 7- Confirmation of the funding contribution form* (if applicable) and any other documentation requested by VMSS will also need to be provided. VMSS will send the client and prescribing OT/qualified VicRoads accredited OT driver assessor written confirmation of receipt of application within 10 days of receiving the application.

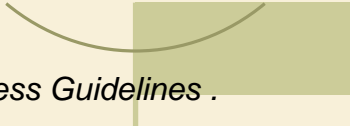


Step 3.

VMSS will assess the application and determine whether the prescribing OT/ qualified VicRoads accredited OT driver assessor has:

- the correct level of credentialling to prescribe the modifications.
- has provided adequate clinical justification for the type of modification required and the client's eligibility for a subsidy.

Applications will be considered in line with the SWEP *Priority of Access Guidelines*.



Step 4.

If budget availability has been exceeded due to a high demand of applications the client will be placed on a waitlist. The client and prescribing OT/ qualified VicRoads accredited OT driver assessor will receive written confirmation from VMSS about the status of the application.

Step 5.

When the subsidy becomes available VMSS will inform the client and prescribing OT/ qualified VicRoads accredited OT driver assessor that their application has been approved and place an order with the vehicle modifier for the vehicle modification. If required VMSS will send the gap funding form to the vehicle modifier of any remaining funding the client and/or third party will be paying towards the cost of the modification.

Step 6.

The vehicle modifier will carry out the vehicle modification as per the quotation provided, the *Tripartite agreement* and *Vehicle Modification Plan*. If necessary they will obtain a Vehicle Assessment Signatory Scheme (VASS) approval certificate. Once the modification is complete the prescribing OT/ qualified VicRoads accredited OT driver assessor, client and vehicle modifier will confirm the modified vehicle has met the original quotation, and sign the *Certificate of Completion*. The prescribing OT/ qualified VicRoads accredited OT driver assessor is responsible for sending the signed *Certificate of Completion* to VMSS.

Step 7.


The vehicle modifier is responsible for providing the client with a VASS approval certificate where required, and sending an invoice for VMSS subsidy to SWEP. The client is responsible for ensuring the VASS approval certificate is lodged with VicRoads within 30 days of date of issue.



Step 8.

On receipt of the above documents VMSS will arrange payment of the invoice for VMSS subsidy. If required the client and/or third party is responsible for arranging payment of the remaining contribution of funding to the vehicle modifier.

All applications will be managed subject to available funding, and in line with the waitlist and *'Priority of Access Guidelines'*



All forms should be sent to the following address for consideration:

State-wide Equipment Program

PO Box 1993, Bakery Hill, Vic 3354

Email address:

Individual choice

Individuals will be able to choose their preferred vehicle modifier with guidance provided by a prescribing OT/ qualified VicRoads accredited OT driver assessor. A recommendation will be made regarding the most appropriate, safest and cost-effective modifications required to meet an individual's needs.

Repairs and maintenance

On completion of a vehicle modification and payment of the agreed subsidy by the VMSS, the client assumes ownership of the modification. The client is responsible for ongoing maintenance or repairs relating to the modification including liaison with suppliers about any warranty provisions.

Age of vehicles

In recognition of the average life expectancy of a vehicle, the subsidy can only be applied to clients whose vehicles are less than 10 years old, and with less than 160,000 kilometres on the odometer. Modifications that are fully removal and transferable will be considered for funding where a vehicle falls outside of these parameters (this must be stated on the quote).

Insurance

VMSS does not provide insurance for vehicles or the vehicle modification. As per the A&EP guidelines it is recommended that the vehicle owner has appropriate insurance coverage for their vehicle to include the vehicle modification. Clients are responsible for notifying their insurer of any modifications made to their vehicle.



VicRoads

All vehicle modifications must comply with all applicable standards for registration including *Australian design rules* and relevant *Australian Standards*, or obtain conditional registration from VicRoads. Clients should refer to the *VicRoads Vehicle Standards Information Sheet 8 (VSI 8)* and the *Guide to modifications for motor vehicles* for information on VicRoads requirements relating to modifications. For further information visit the VicRoads website at www.vicroads.vic.gov.au or phone 1300 360 745.

Modified components of an already modified second-hand vehicle

If it has been determined during the assessment phase that the client's privately owned primary vehicle is unable to be satisfactorily modified to meet the client's functional needs, a decision may be made to source an already modified second-hand vehicle.

A subsidy may be approved towards the depreciated value of a disability-specific modified component of an already modified vehicle that falls within the guidelines. A vehicle modification subsidy is not intended as a contribution towards the purchase of a second-hand vehicle.

A VMSS subsidy towards the modified component of an already modified second-hand vehicle may be provided where the following conditions are met:

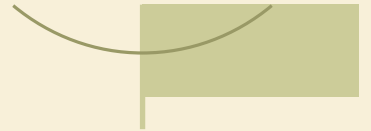
- The seller is a licensed motor car trader (LMCT)
- A current certificate of roadworthiness is provided
- Warranty for the modified component is incorporated
- The vehicle is less than 10 years old with less than 160,000 kilometres on the odometer.

Subsidy level for already modified second-hand vehicles

The VMSS subsidy will be based on the original cost of the modified component, less depreciation for age. A *Depreciated value of a modified component of a second hand already modified vehicle form* will need to be completed by the original vehicle modifier/LMCT. The modifier/LMCT must provide the date the vehicle was first registered, the age of the modification and confirmation that the modified component being considered is in reasonable condition and still compliant with VicRoads registration requirements.



The depreciation schedule was developed in collaboration with the automotive industry. The original cost of the modified component is depreciated against the average life expectancy of the modified component. The subsidy amount will be calculated in accordance with the *Depreciation schedule* in the *VMSS guidelines*.





VMSS checklist for SWEP submission



Item	Yes	No	N/A
SWEP Vehicle Modifications Prescriber manual and relevant resources have been reviewed			
Recommended Assessments and Measures			
Vehicle/client assessment(s) undertaken			
Prescription http://swep.bhs.org.au/prescribers/prescription-forms-and-manuals			
Prescription Form has been completed in full			
Vehicle Modification Picklist has been checked to confirm level of credentialling required (NB: client characteristics may impact level of credentialling required)			
Validating therapist has validated script (if required)			
Clinical advisor validation has been requested (if required)			
Legal documents attached and signed by relevant parties (NB: The vehicle owner is the person who has their name on the registration papers)			
Appendix 6-Tripartite agreement			
Schedule B- Vehicle Modification Plan			
Schedule C- Deed Poll			
Appendix 7- Confirmation of the funding contribution form (if applicable)			
Appendix 8- Depreciated value of a modified component of a second hand already modified vehicle form (only required for a second hand already modified vehicle)			



<p>Quote requirement Quote attached and signed by the converter and vehicle owner and has all relevant details NB: <i>Irrespective of the type of modification the following must be provided by the converter/supplier on their quotation:</i></p> <ul style="list-style-type: none"> • Warranty details for all labour and modification components to be included on quote and invoice. • A statement about the need, or otherwise, for a VASS certificate for the conversion. • Proof of compliance of conversion with any ADR requirements where the conversion impacts on aspects of the vehicle construction covered by ADRs. (Provision of a VASS certificate as required. • A statement of compliance with AS/NZS 10542.1, AS/NZS 10542.2, AS/NZS3856.1, AS/NZ 3856.2 <i>where there are features in the vehicle that are covered by these standards. If the vehicle does not have wheelchair tie-down points, wheelchair occupant restraints, ramps or hoists, then this is not relevant.</i> • Business name, contact details and ABN • Date • Quotation number • Itemised details of the proposed modification including material cost, labour charge and VASS • Charges (<i>where applicable</i>) • Vehicle owner and modifying organisation signatures • Vehicle details including make, model and registration number 			
<p>Relevant Client Characteristics which impact on prescription <i>Green = Item 3 only, Amber < 4, Red = 4+ OR Item 1 OR Item 2</i></p>	Yes	No	N/A
1. Have a skin integrity risk or pressure ulcers?			
2. Have cognitive issues?			
3. Have behaviors of concern?			
4. Have a rapidly changing condition (includes growth or weight change)?			
5. Require a support person to help with use of this equipment?			
6. Have complex postural needs (includes head/trunk control issues)?			
7. Have high or low tone in relevant muscle groups?			
8. Have limited joint range?			
9. Have limited capacity to transfer to a normal car seat?			
10. Have a device which requires integration into this equipment?			
11. Have a support person who may be compromised in their capacity or availability to assist with set-up and changes?			
TOTAL			



Elements to Consider

- Compliance with AS and ADRs (provision of a VASS report or a SEVS/RAWS compliance, and written confirmation that the disability specific features are compliant with AS 10542, AS/NZ S 3856 where the vehicle includes, ramps/hoists, wheelchair tie downs, wheelchair occupant restraints.
- Does the person have limited capacity to transfer to a normal car seat - wherever *reasonably possible* a person should be transported in a normal car seat as this is a far safer option than travelling in a wheelchair.
- The person must be able to enter and exit the vehicle in their normal seated position without the need for additional tilt/recline to duck their head.
- When in the vehicle in their normal seated position must have at least 50mm head clearance.
- Ease of entry and exit/maneuvering into position within the vehicle.
- Required physical effort for client/carer to get chair into vehicle.
- Available budget.
- Number of passengers needing to fit into the vehicle. Trial the additional seats with other vehicle occupants for fit.
- Storage space actually required
 - Consider how often what equipment will need to be carried in the vehicle.
- Visibility out of the vehicle
 - Visibility from the wheelchair varies greatly between conversions and with different seated heights. Give this consideration.
- Parking and day to day access at venues
 - Consider when making decisions about rear v side entry options.
- Ride comfort
 - A reasonably accommodating ride has impact on reducing fatigue for a person with limited musculature.
- Prognosis
 - How durable is the proposed solution for the client, for example, if the setup is just manageable now, but will not be manageable in 12 months' time it may not be the most appropriate choice. (NB. Keep in mind that VMSS subsidy amount at \$10,000 is only available every seven years)
- Wheelchair restraint options
 - Trial to ensure they are manageable by potential carers and ensure compliance with AS.
- Available backup from the vehicle converter for any servicing and repairs.
- Already modified second hand vehicle must be under 10 years old and have covered less than 160,000km.

- Second hand already modified vehicles must be bought through an LMCT to be eligible for assistance through SWEP.
- The person's longer term plans for passenger/driver modifications.
- Others using the vehicle.
- Any available support people and their abilities and level of commitment to assisting the person.
- Consider environment eg. driveway access, garage/roof clearance, slope, parking, side v rear access.
- The current condition and suitability of the vehicle.
- Financial resources available for modifications.
- Any additional equipment that may be required to assist the user to safely operate the modification.
- Are the proposed modifications compatible with all equipment the client uses.
- All potential product options have been considered to meet your client's needs.
- The person's ability to transfer safely.
- The person's health being at risk during current transfer techniques - including anxiety, skin integrity and other client characteristics listed on VMSS prescription report form that may impact on prescription, eg. pressure ulcers, cognitive issues, behaviours of concern, rapidly changing condition, support person to help with use of equipment, complex postural needs, high or low tone in relevant muscle groups, limited joint range, limited capacity to transfer to a normal car seat, a device which requires integration into this equipment, support person who may be compromised in their capacity or availability to assist.
- The client's weight must be assessed as appropriate for the prescribed equipment and any expected anticipated change taken into consideration (including growth and weight change).
- An assessment and trial of the equipment with the client must be completed and documented to ensure the equipment is appropriate for the client and the client is acceptant of the equipment.
- The level of personal support required initially or ongoing to facilitate the person's adjustment.
- The client and/or their carer have the cognitive, physical and psychological ability to operate the vehicle modification safely and effectively.
- Have limited capacity to transfer to a normal car seat.
- A reclined, oblique, tilted or poorly controlled seating position that could affect occupant restraint.
- Poor head control.
- Possible musculoskeletal injury.
- Require an immediate change of position (seizure).
- Any behavioral problems.

- The requirement for additional medical devices such as oxygen or need for a ventilator or feeding system.
- A medical condition affected by transport.
- Other potential equipment options have been trialed/considered prior to recommending vehicle modifications.
- Will the modifications proposed meet client's functional needs and physical limitations now and in the future.
- Have you considered the impact of the proposed modifications on carers/family members.

Carer/support person specific;

- The carer has been trained and observed using the vehicle modifications.
- The carer/support person is able to use the equipment safely.
- The carer understands the health and safety risks of using the equipment.
- The carer is physically able and willing to use the prescribed equipment when assisting with all transfers.
- The carer is knowledgeable on the set-up, maintenance and trouble-shooting of the equipment if it malfunctions.
- Whether the current transfer techniques being used by carers are unsafe to client or pose a risk of injury to the carer.
- Have a support person who may be compromised in their capacity or availability to assist with set-up and changes.
- Require a support person to help with use of this equipment.
- What the support person is able to do, how often and for how long.
- The safety of the support person in the design.
- Short and long term options if the support person is unavailable.

Wheelchair considerations:

- Does the wheelchair manufacturer recommend the wheelchair as suitable for use in transport.
- Are there any limitations of use of the wheelchair in transport given by the manufacturer.
- Is there information given by the manufacturer regarding configuration of the wheelchair when used in transport.
- Is there a special tie-down system used to secure the wheelchair.
- Does the wheelchair manufacturer recommend types of tie-downs to be used in transport.
- Is the wheelchair being used to host a seating system.
- Has the wheelchair been fitted with add-on components.
- Are add-on components approved for use by wheelchair manufacturer.

- If add-on components are approved for use by the manufacturer, are there additional instructions for use in transport provided.
- Has the wheelchair been modified in any way.
- If the wheelchair has been modified, are there additional instructions for use in transport provided.
- Is there any wheelchair manufacturer information on the use of a head support whilst in transport.

Seating System considerations:

- Does the seating system manufacturer recommend it as suitable for use in transport.
- Is the seating system compatible for use with the wheelchair in transport.
- Has the interface between seating system and wheelchair been proven as suitable for use in transport.
- Are there any limitations of use given by the manufacturer of the seating system when in transport.
- Is there information given by the manufacturer regarding configuration of the seating system when used in transport.
- Is there a special tie-down system to be used to secure the combined wheelchair and seating system.
- Can the wheelchair and seating system be secured with standard 4 point tie-downs.
- Will it be necessary to provide warnings of the overall stability of the wheelchair with seating system and user.
- Does the seating system have postural support devices attached.
- Are webbing type postural belts used to maintain the posture of the passenger/
- May the postural devices or belts impart injurious loads to the user in the event of a minor crash event.
- Will the postural devices or belts impart injurious loads to the occupant in the event of a serious crash event.
- Will any form of postural support device need to be removed whilst in transport/
- Does the seating system and wheelchair have an integrated crashworthy lap belt attached.
- Will a standard three-point lap and diagonal restraint system be adequate to restrain the user in transport.
- Is there a need for additional occupant restraint specification to suit the needs of the user.
- Is there a need for any additional specific instructions to transport providers regarding the configuration or settings of the wheelchair and seating system when in transport.



Entry and egress considerations:

- Does the stability of the combined wheelchair, seating system and occupant generate particular concern.
- Is there a preferred means of vehicle entry or exit.
- Is the combined weight of wheelchair, seating system and occupant within the load capacity of the lift or ramp.
- Should the passenger assistant ride on the lift platform with the passenger and wheelchair.
- If the wheelchair is powered, does the wheelchair have the ability to climb over a roll-off barrier.



Wheelchair securement considerations:

- Is there a requirement for specific tie-down equipment to be used with the wheelchair and seating system.
- Can the wheelchair be secured using a four-point tie-down system.
- Is there a requirement for additional load bearing capacity of the tie-downs.
- Is there a specified type of tie-down end fitting to be used.

Table of funded products and when they might be prescribed



Funded products and when they might be prescribed (Child and Adult)

Information related to specific products available in Victoria for vehicle modifications can be found on <http://ilcaustralia.org.au/>

SWEP Code/Item name	Description	Factors to Consider
GREEN		
<p>UA1 Roof Hoists</p> 	<p>Roof hoists are devices that mount on the roof of a vehicle to enable a driver or passenger to independently load or store a folding wheelchair on the roof of the vehicle.</p>	<ul style="list-style-type: none"> • Required space to operate the unit (height of carport, parking areas). • Need to use a folding chair. • Weight limitations of the chair being loaded. • Overall dimensions of device on vehicle. • Confirm physical ability to operate and use device.
<p>UA2 Basic trailers/rear mounted carriers</p> 	<p>Articulated Trailers SWEP only fund purpose built trailers which have a ramp and are only used for the purpose of carrying a wheelchair or scooter.</p> <p>Rigidly mounted trailers with support wheels These trailers have a special fitting that is fixed to the towbar to enable the device to move rigidly with the car.</p> <p>Specialised trailers are available for the transportation of scooters, powered and manual wheelchairs. These mount to the towbar. Some have no support wheels, others are non-articulating (a rigid coupling) with castors, and there are some articulating specialised trailers available for scooters.</p>	<ul style="list-style-type: none"> • Overall dimensions and increased requirements for parking. • Capacity of client/carer to load and unload scooter/ wheelchair. • Ensure you take into account the exact weight of the scooter/ wheelchair including batteries and accessories. • Ensure that the manufacturer's vertical load rating for the tow bar is not exceeded. • Ensure the handling of the vehicle is not going to be adversely affected by the weight of the carrier and carried item at the rear of the vehicle. • Consider required effort to remove and fit device to the vehicle. • Consider the ability of the driver to manage driving/ reversing and parking the vehicle with the trailer.

Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning




<p>UA3 Basic Wheelchair carriers</p> 	<p>Towbar mounted wheelchair/scooter carrier</p> <p>This is a device that fits to the tow bar but doesn't distribute the load carried to the road, as there are no supporting wheels. The entire weight of the scooter and trailer bears on the towbar.</p>	<ul style="list-style-type: none">• The weight of the scooter and mount must not exceed the manufacturers rated allowable <i>down</i> force. This can be as low as 80kg for some towbars. Ensure you check.• A significant unsupported weight at the rear of the car can have an adverse effect on the vehicle handling.• When confirming scooter/wheelchair weight, ensure that batteries and all accessories are considered.• Consider the impact of the increased dimensions of vehicle on parking.• VicRoads compliance: Ensure that supplier confirms compliance with VicRoads requirements.
 <p>ABI loader</p>	<p>Wheelchair loader</p> <p>This wheelchair hoist takes your wheelchair from the driver's door into the boot and closes the door behind. The wheelchair is also then returned to your door.</p>	<ul style="list-style-type: none">• There are limited vehicle into which these units fit, and the dimensions of the chair being picked up are critical.• Ensure that the unit will fit into the proposed vehicle along with the wheelchair.• Wheelchair dimensions are also critical as to whether a chair /vehicle combination will work.• Ensure client is able to reach back far enough to reach the wheelchair to engage it with the ABI loader.

Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning

UA27
Pelican Boot Slider

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Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning

SWEP Code/Item name	Description	Factors to Consider
AMBER		
<p data-bbox="170 268 663 352">UA10 Passenger - lowered floor modification Row 2+3</p> 	<p data-bbox="730 268 1323 485">There are multiple vehicle converters providing lowered floor, wheelchair accessible vehicle conversions. These conversions have varying configurations including side entry, rear entry, and access to third row, second row and front row positions.</p> <p data-bbox="730 536 1323 868">There are numerous base vehicles used for these conversions, and it should be noted that there are differences between all of the conversions that need to be considered. For example, there are in excess of five converters modifying the VW Caddy for wheelchair access; they all perform the conversion differently, and the available space, angle of the floor, quality of finish and ride varies between the converters.</p> <p data-bbox="730 927 1301 1066">It is important for the client to be making an informed choice regarding their vehicle and they should be encouraged to test drive wherever possible.</p> <p data-bbox="730 1121 1339 1222">Some conversions are available that are not compliant with Australian Standards and should not be considered.</p>	

Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning

UA12 Passenger Seating Modification



Recaro



Bruno Turney



Fadiel Turning
lowering seat



Ricon 6 way
seat base



Carony Seat

This category covers special seats for vehicles. A person with a disability may require specific seat modifications to accommodate their requirements. These postural supports can sometimes be built into a vehicle seat. This work is usually completed by a competent motor trimmer.

Examples of seating modifications include:

A powered seat such as a Recaro fully powered seat and base

A powered mechanism which fits underneath the seat enabling it to rotate and project outwards from a car to enable a safe transfer.

A powered seat base can be fitted to a vehicle to enable the seat to be elevated, lowered or rotated

A seat system that slides from the wheelchair base into a receiver in the vehicle enabling that seat to be used for travel.

A wide range of approved supportive seats and supports are now available for Children <http://www.crep.com.au/>

NB: Child car seats are not available under VMSS

- Substantial changes to the driver's seat, which would prevent an abled bodied person using that seat, could require the vehicle to have conditional registration.
- A powered seat may be required for independence in transferring, this equipment enables a vehicle seat to be re-positioned to facilitate entry and exit to a vehicle.
- It must be confirmed that there is adequate space for the system and the client to fit into the vehicle.
- The set-up must enable the client to be easily transferred in and out of the vehicle with reasonable clearance; i.e. the client should not have to change their posture in order to utilise what is proposed.
- Consider the persons prognosis, how long is this solution going to work for them?
- The client should be seated comfortably with due consideration for posture and pressure care needs.
- If the unit becomes a wheelchair, ensure that this **is suitable** for the client's needs and readily propelled in all areas by carers.
- The proposed work must come with a VASS certificate confirming compliance with ADRs
- ILC link:
http://ilcaustralia.org.au/search_category_paths/810
- Carony seat- Can the carer lift the wheelchair base which can be quite heavy. The wheelchair base is not funded by VMSS as it is not considered a vehicle modification.

UA13

Passenger - Wheelchair Restraint System

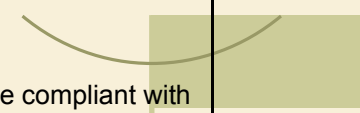



Vehicle restraints are designed to attach manual or powered wheelchairs to the floor of a vehicle. They help to ensure that the user is kept safe when being transported in their wheelchair.

- Are there any particular instructions regarding the type of occupant restraint to be used to restrain the passenger.
- Is there a need to position the wheelchair and user in a particular location or position within the vehicle in order to achieve effective occupant restraint.
- Does the wheelchair and seating system have a crashworthy integrated lap belt.
- Can the passenger be restrained using a three-point lap and diagonal restraint system.
- Is there a specific requirement to use a three-point restraint system with upper anchorage situated behind the occupant at or above their shoulder height.
- Is there a requirement to adjust or remove postural support belts.



<p>UA14 Passenger modification - Contribution to existing modification 2nd hand already modified vehicle</p>	<p>Already modified second hand vehicles The SWEP subsidy can be used to contribute to the modification component of a suitable already modified vehicle.</p> <p>The subsidy can be used towards the depreciated value of the original vehicle modifications. The vehicle needs to be less than 10 years old and have done less than 160,000kms.</p> <p>The vehicle can only be purchased through a licensed motor car trader (LMCT).</p> <p>Japanese imports There are vehicles being imported into Australia that are modified in Japan at the different manufacturer's facilities. These have a variety of ramps and hoists, and tie-down systems.</p> <p>These are imported under the RAW scheme as SEVS vehicles. The RAWS and SEVS scheme only provided proof of compliance with Australian design rules. It does not make any comment on compliance with Australian Standards.</p> <p>Unless all for the applicable features are compliant with the relevant Australian standards, the application will not be considered.</p>	<ul style="list-style-type: none">• It is important for the client to be making an informed choice regarding their vehicle and they should be encouraged to test drive wherever possible.• Some conversions are available that are not compliant with Australian Standards and should not be considered.• Unless all of the applicable features are compliant with the relevant Australian standards, the application will not be considered.• Head clearance.• Ease of entry and exit/maneuvering into position into the vehicle.
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<p>UA4 Seat belts</p>	<p>The seatbelt that is used for a person who is seated in a wheelchair whilst being transported. Must comply with AS1042.</p>	
<p>UA5 Power operated tail gate</p>	<p>For people with limited reach and strength, it is possible to fit tail gate openers for the purpose of opening and closing the tail gate of a vehicle.</p>	<ul style="list-style-type: none"> • An audible warning device and load sensing safety features must be incorporated.
<p>UA6 Passenger - air conditioning</p>	<p>For people with documented thermo-regulatory control problems additional air conditioning may be required in a larger vehicle. SWEP will give consideration to funding necessary upgrade to the existing air-conditioning system.</p>	
<p>UA7 Passenger - Boot crane</p> 	<p>This category covers mechanical lifting devices to enable a mobility device to be lifted into a vehicle. Some require an element of manual handling. Fully powered options are available.</p>	<p>Considerations</p> <ul style="list-style-type: none"> • The person operating equipment has the required strength and range of movement to be able to safely and reliably operate the proposed equipment. • Lifting device must have the capacity to cope with the actual weight of the wheelchair/scooter. Quoted manufacturer information can be inaccurate with regard to battery weight and add ons to the chair. A fully customised powerchair with batteries and accessories can weigh as much as 200kg. • Ensure that the proposed unit and the mobility device will fit into the vehicle also taking into account the battery weight and customisations.

Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning



UA8
Passenger - Client and/or wheelchair lift

UA9
Passenger - access modification



There are a number of converters carrying out modifications that do not require the floor to be modified. These conversions utilise a powered platform which enables a wheelchair/scooter, with or without an occupant, to enter or exit a vehicle. These should all be compliant with, and have proof of compliance with the relevant Australian Standards.

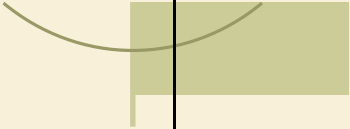
There needs to be adequate space in the proposed vehicle aperture for the seated occupant to enter and exit in their normal seated position (without the need for additional tilt/recline or to duck their heads). There needs to be at least 50mm of headroom when the wheelchair occupant is inside the vehicle.


Lifts and ramps can be fitted in the rear or side of a vehicle and are available in a range of sizes and weight ratings.

The lifts or ramps needs to be of an adequate size to accommodate their current/ future wheelchairs. The weight rating of the lift or ramp must to be checked against the combined wheelchair/occupant/accessories weight and carer if applicable.

UA26
Passenger - Isofix seating

Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning



SWEP Code/Item name	Description	Factors to Consider
RED		
<p>AA15 Driver - Accelerator Modification</p>	<p>Modified driving controls: Vehicle controls can be modified to accommodate a disability. They range from a simple spinner knob through to zero effort electric vehicle controls.</p> <p>The assessment of driving modification requirements should be completed by an OT who has completed an additional qualification and is recognised by VicRoads as being qualified to assess the competence of a persons with functional impairments to be licenses to drive a motor vehicle in Victoria.</p> <p>There are multiple systems now available for the operation the accelerator by hand. It is important that any alternate vehicle control systems are trialed prior to them being recommended to ensure suitability for the client.</p>	<ul style="list-style-type: none"> • There are multiple systems now available for the operation the accelerator by hand. It is important that any alternate vehicle control systems are trialed prior to them being recommended to ensure suitability for the client. <p>Considerations</p> <ul style="list-style-type: none"> • All recommendations must be made by a qualified OT driving assessor. • The installation should be checked by the OT and client before sign off. • If the vehicle prescription is being done by a non-driving assessor it is possible to have a qualified driving assessor OT sign off the driving modification part of the application. • The proposed modifications must have been trialed and the person must be capable of reliably operating the vehicle using them. • The quotation from the converter must detail whether or not a VASS report is required for the specific modifications.
<p>AA16 Driver - Brake Modification</p> 		

Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning

AA17

Driver - Hand control modification



AA18

Driver - Other

UA19

Passenger - sling lift



Acknowledgments for information and use of images go to:
Independent Living Centre; Endeavour Life Care; Yooralla AT Learning



AA20

Driver - access modification

AA21

Driver - lowered floor modification

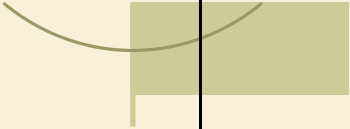


There are multiple vehicle converters providing lowered floor, wheelchair accessible vehicle conversions. These conversions have varying configurations including side entry, rear entry, and access to third row, second row and front row positions.

There are numerous base vehicles used for these conversions, and it should be noted that there are differences between all of the conversions that need to be considered. For example, there are in excess of five converters modifying the VW Caddy for wheelchair access; they all perform the conversion differently, and the available space, angle of the floor, quality of finish and ride varies between the converters.

It is important for the client to be making an informed choice regarding their vehicle and they should be encouraged to test drive wherever possible.

Some conversions are available that are not compliant with Australian Standards and should not be considered.



AA23

Driver modification - Contribution to existing modification 2nd hand already modified vehicle



The SWEP subsidy can be used to contribute to the modification component of a suitable already modified vehicle.

The subsidy can be used towards the depreciated value of the original vehicle modifications. The vehicle needs to be less than 10 years old and have done less than 160,000kms.

The vehicle can only be purchased through a licensed motor car trader (LMCT).

Japanese imports

There are vehicles being imported into Australia that are modified in Japan at the different manufacturer's facilities. These have a variety of ramps and hoists, and tie-down systems.

These are imported under the RAW scheme as SEVS vehicles. The RAWS and SEVS scheme only provided proof of compliance with Australian design rules. It does not make any comment on compliance with Australian Standards.

Unless all for the applicable features are compliant with the relevant Australian standards, the application will not be considered.

- It is important for the client to be making an informed choice regarding their vehicle and they should be encouraged to test drive wherever possible.
- Some conversions are available that are not compliant with Australian Standards and should not be considered.
- Unless all of the applicable features are compliant with the relevant Australian standards, the application will not be considered.
- Head clearance.
- Ease of entry and exit/maneuvering into position into the vehicle.


AA24

Driver - wheelchair restraint system

There are multiple wheelchair restraint systems available through vehicle converters

Considerations

- Both the supply and installation of the restraint system must be compliant with the Australian Standard.
- The proposed restraints need to be operable by carer, consider their ability.

UA11 Passenger lowered floor modification Row 1		
UA22 Driver-Seating modification		
UA25 Customised trailers 		

Subsidies are not available for:

- Modifications that do not comply with relevant Australian Standards including the Australian design rules or VicRoads standards for registration.
- Items of second-hand equipment (however, a subsidy may be applied to an already modified component of a second-hand modified vehicle).
- Equipment already available under the A&EP criteria including portable ramps, child car seats and wheelchair harnesses.
- Items generally available for purchase including rear-vision cameras and rear parking sensors, global positioning system devices, mirrors, cruise control, window tinting and standard trailers.
- Vehicle transmission conversions.
- Vehicle running costs, statutory charges or insurance premiums.
- The purchase price of new or second-hand vehicles.
- Modifications of vehicles owned by organisations.
- The cost of conducting the assessment and prescription of the client's needs for the vehicle modification. It is the client's responsibility to organise and pay for the assessment and prescription.


Acknowledgments for information and use of images go to:
 Independent Living Centre; Endeavour Life Care; Yooralla AT Learning



Registration process relating to modified vehicles

ADR compliance

Vehicles sold on the Australian market must comply with the Australian design rules. These rules are set out by the federal body the "Department of Infrastructure".



Usually the manufacturer provides all of the proof of testing of the vehicle to comply with the required standards to the Department of Infrastructure. The vehicle is sold on the market and the initial registration is then considered proof that the vehicle is compliant.

It should be noted in general terms a vehicle should always be registered prior to modifications taking place.

The only exception to this rule is, if a vehicle converter has obtained "*second stage manufacture compliance*" enabling them to undertake specific accepted documented modifications prior to registration of the vehicle. Typically, motorhome and campervan manufacturers use this process.

Over time, some vehicle converters have also obtained these approvals. The vehicle converter will advise on their quotation if this is the case.

Modifications to a vehicle

When a vehicle has modifications completed that have an impact of the vehicles potential compliance with the ADRs, then a suitably qualified and recognised engineer (VASS) in Victoria, must provide a report detailing the continued compliance of the vehicle despite the modifications. This is the responsibility of the converter.


The rules for engineering compliance are implemented on a state by state basis. This creates great confusion when a vehicle is brought interstate.

Interstate converters

If an interstate converter is converting a new vehicle for use in Victoria, it must be registered in Victoria and then converted and a Victorian recognised engineer (VASS) must provide the engineering report.

Second-hand interstate vehicles

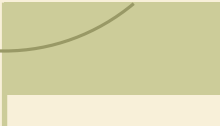
If a used vehicle is brought into Victoria with interstate registration and modifications *usually* the original engineering report and subsequent acceptance by the interstate authority is adequate for VicRoads to just transfer the registration. Proof of the



report and acceptance by the state of origin authority is usually required. It is recommended to check and confirm details with VicRoads prior to completing the purchase.

Conditional registration

There are times when a vehicle modification required for a person with a disability will likely impact on an ADR and the modification makes the vehicle non-compliant.



VicRoads recognise that in certain cases this is the only option for a person to be independently and have a process in place to potentially enable this.

A vehicle can be “conditionally registered” so that it is to be operated only by the person with the disability, and prior to the vehicle registration being transferred to a new owner, it must be reverted to original compliant configuration.

This process requires the VASS engineer to liaise with VicRoads regarding the proposed modifications, and VicRoads can approve for conditional registration, modifications that put a vehicle outside the original ADR compliance.

An example:

A motorcyclist with a right Brachial Plexus lesion needs to ride a bike with the controls for accelerator and braking set up on the left side of the handlebars, as he lacks the strength in his right hand to operate these in the normal fashion.

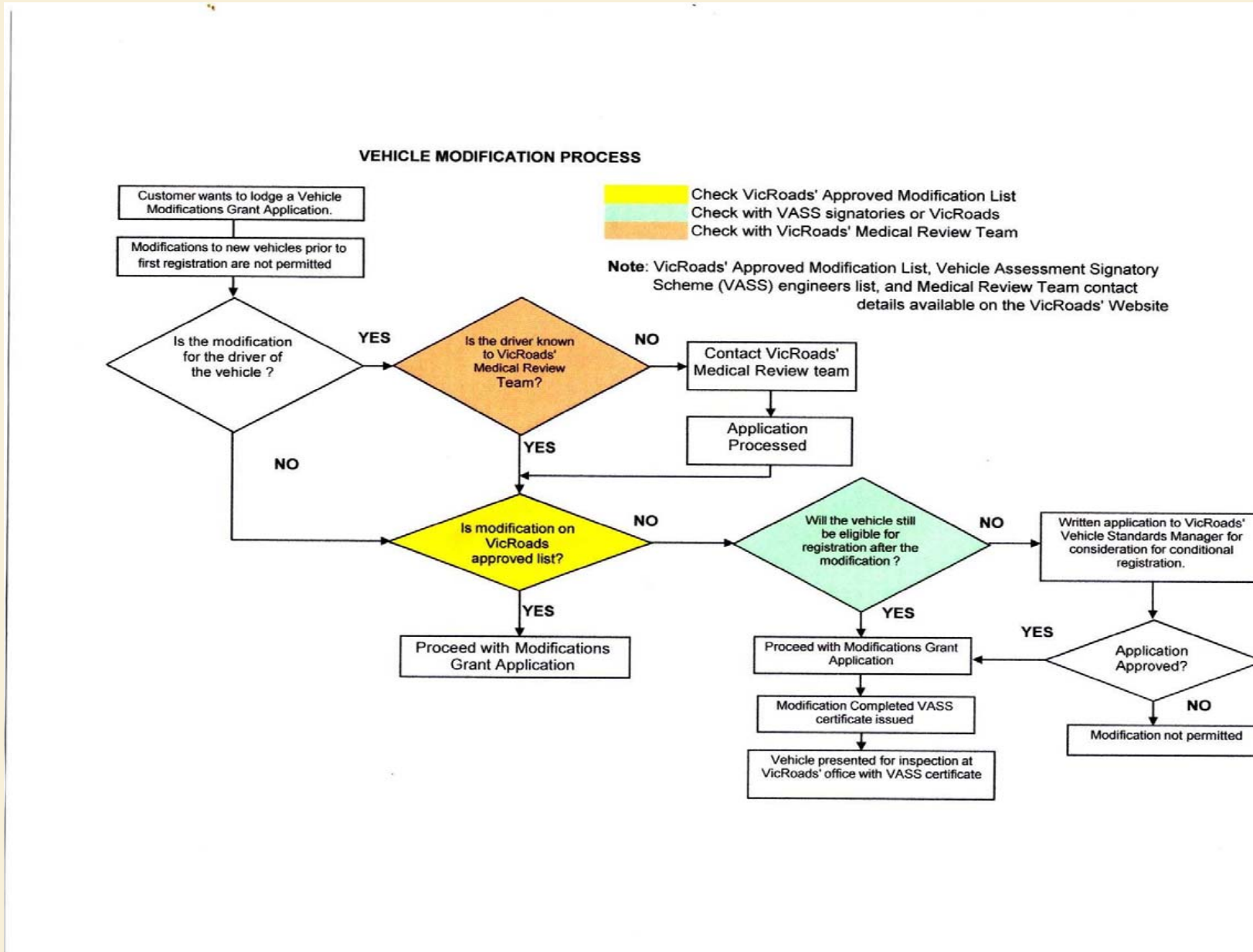
The placement of the accelerator and brake on the left side directly contravene a specific ADR on the matter. The VASS engineer contacted VicRoads engineering who considered the matter, and allowed the Bike to be conditionally registered with the outlined modifications.

If and when the bike is sold, the controls will have to be put back to standard and a VASS report provided confirming the vehicle complies again with the ADRs, to enable a registration transferred to a new owner.

A flowchart outlining VicRoads process is included on the next page.

VicRoads process

VicRoads have provided an outline of the registration process in a flowchart below.





Relevant Australian Standards

AS/NZS 10542.1

Technical systems and aids for disabled or handicapped persons - wheelchair tie-down and occupant-restraint systems - requirements and test for all systems.

This standard describes where wheelchair occupant restraints should be located, including outlines of acceptable location zones. It also and the test requirements for these.

AS/NZS 10542.2

Technical systems and aids for disabled or handicapped persons - Wheelchair tie-down and occupant-restraint systems Part 2: Four-point strap-type tiedown systems.

This standard outlines the range of acceptable locations for Tie down points on a chair and in a vehicle.

AS/NZS 3856.1

Hoists and ramps for people with disabilities - Vehicle-mounted Part 1: Product requirements.

This standard outlines minimum design and performance requirements of hoists and ramps which are intended to be installed on vehicles for use by people with disabilities. It includes dimensional information, labelling requirements and performance requirements.

AS/NZS 3856.2

Hoists and ramps for people with disabilities - Vehicle-mounted Part 2: Installation requirements. This standard outlines how the product should perform including details of specific load testing required to ensure compliance.

Note:

Compliance with the above standards is mandatory for modification applications to be accepted and funded by SWEP. It is expected that suppliers provide confirmation of compliance in writing with the above noted standards. If the vehicle does not have a ramp or hoist, or wheelchair tie downs and wheelchair occupant restraints then it is not relevant.




AS/NZS 1754:

NB: Child restraint systems, including children's car seats, are not funded under VMSS subsidy. They may be funded under a separate funding arrangement/program through SWEP. VMSS will however provide funding towards the swivel base and Isofix if required.

Child restraint systems for use in motor vehicles

The Australian/New Zealand Standard for child restraints AS/NZS 1754 Child restraint systems for use in motor vehicles, was recently updated with publication on June 7, 2013.



The mandatory 1754 Standard specifies a range of design and performance requirements for devices to restrain children in motor vehicles in order to provide protection to the child in the event of a crash.

AS/NZS 4370:

Restraint of children with disabilities, or medical conditions, in motor vehicles
Children with a disability, due to a medical condition or challenging behaviour, often require special consideration when being transported in motor vehicles. Children with a permanent disability require long term solutions that need to be reassessed as the child grows, while children with a temporary disability require short term solutions.


The objective of this Standard is to enable a prescriber (eg. Occupational therapist, child restraint technician) to assess the need, identify the available options and recommend the most suitable option for restraining a child, with one or more disabilities, or a medical condition, while travelling in a motor vehicle.



Information from VicRoads re children with disabilities

Frequently Asked Questions

AS/NZS 4370:2013 Restraint of children with disabilities, or medical conditions, in motor vehicles, August 2013



Q: What is the purpose of the Australian/New Zealand Standard (AS/NZS) 4370:2013?

The Australian/New Zealand Standard 4370:2013 is intended to improve child safety, for children with a disability or medical condition, while travelling in a motor vehicle.

The 2013 version of AS/NZS 4370 supersedes AS/NZS 4370:1996. This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee CS-085 Child Restraints for Use in Motor Vehicles.


Standards are published documents that set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they are intended to. They establish a common language that defines quality and safety criteria. To maintain their currency, all Standards are periodically reviewed, and new editions are published.

Q: Who will use AS/NZS 4370:2013?

The Standard is aimed at the person responsible for prescribing the appropriate restraint option for the child. This person is defined as a 'prescriber' in the Standard:

Prescriber: The person or persons responsible for assessing an individual child's needs and prescribing the way in which a child with a disability or medical condition should be transported in a motor vehicle. For example, occupational therapist, physiotherapist, medical practitioner, rehabilitation engineer.

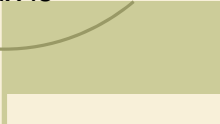
The primary objective of the standard is to enable a prescriber to assess the need, identify the available options and recommend the most suitable restraint option for the child.



Q: What has changed in this version of AS/NZS 4370?

Changes in the 2013 version of AS/NZS 4370 include a new comprehensive assessment guide, including considerations for children with complex and challenging behaviours.

The Standard has been updated to reflect recent research and a new appendix is included providing a sample prescribing pro forma to assist the prescriber in complying with the Standard.



Q: Why do we need AS/NZS 4370:2013?

Children with a disability, or medical condition, often require special consideration when being transported in motor vehicles. In Australia it is illegal to use child restraints which do not comply with the Australian/New Zealand Standard 1754 Child restraint systems for use in motor vehicles. However child restraints meeting this Standard are often not suitable for children with a disability or medical condition. AS/NZS 4370:2013 therefore sets out guidelines and procedures for the prescriber to ensure the safest restraint option is recommended for the child. Restraint options include prescribing a child restraint which complies with the Australian Standard for child restraints (AS/NZS 1754), a modified child restraint, a special purpose child restraint, or other option.

Q: How can I access a copy of AS/NZS 4370:2013?

AS/NZS 4370:2013 can be purchased online from SAI Global
<http://infostore.saiglobal.com/store/>

Q: Where can I find out more information?

The Royal Children's Hospital (Melbourne) together with other agencies established the Transportation of Children and Youth with Additional Needs (TOCAN) partnership in October 2009. This partnership provides a regular forum for learning, discussing and solving issues relating to the transportation of children with additional needs.

TOCAN members today include The Royal Children's Hospital, VicRoads, Britax, the Royal Automobile Club of Victoria, the Australian Child Restraint Resource Initiative, Murdoch Children's Research Institute, Amaze (formerly Autism Victoria), and the Association for Children with a Disability.

Royal Children's Hospital Safety Centre

Telephone: (03) 9345 5085

Email: safety.centre@rch.org.au



References, further readings and resource links

ADRs

The Australian Design Rules (ADRs) are national standards for vehicle safety, anti-theft and emissions. The ADRs are generally performance based and cover issues such as occupant protection, structures, lighting, noise, engine exhaust emissions, braking and a range of miscellaneous items.

They outline testing and performance requirements for vehicles with which a vehicle must comply for it to be registrable and saleable within Australia.

Each manufacturer has to provide proof of compliance with all of the ADRs before they are allowed to sell any vehicle on the Australian market.

Once the approval has been granted by the Department of Infrastructure in Canberra, the vehicle can be registered. This initial registration provides proof of compliance with all the ADRs.

VASS

The Vehicle Assessment Signatory Scheme (VASS) is operated by VicRoads. The signatories to this scheme are engineers from whom VicRoads will recognise reports regarding vehicle modifications.


SEVS (Copied from Department of infrastructure website)

Specialist and Enthusiast Vehicle Scheme

“The intent is to make motor vehicles available in Australia which cater for specialist and enthusiast interests. The requirements, set out in Regulation 24 of the Motor Vehicle Standards Regulations 1989, apply to both new and used motor vehicles but do not apply to trailers (T Group), full volume new vehicles of all categories or full volume used two-wheeled and three-wheeled vehicles (L Group).

Regulation 24 made under the Motor Vehicle Standards Act 1989 describes the requirements regarding the eligibility of motor vehicles for entry on the Register of Specialist and Enthusiast Vehicles (the Register) as set out in Regulation 22.

An application for a decision on eligibility must be made on the approved form and if successful the vehicle model will be added to the Register. The Administrator may also make a decision without an application having been made.”



Vehicles imported under this scheme are provided with proof of ADR compliance by a RAW (a Registered Automotive Workshop, see information below).

This compliance only refers to ADR issues and **not** to compliance of disability related equipment with Australian Standards.

RAWS (Information from department of infrastructure website)



Registered Automotive Workshop Scheme

The Registered Automotive Workshop Scheme (RAWS) allows for the importation and supply of used specialist or enthusiast vehicles to the market in Australia. Under this scheme only a Registered Automotive Workshop can import a used vehicle into Australia.”

Compliance provided by RAW workshops refers to compliance with ADRs **and does not imply or prove compliance with the Australian Standards.**

Department of Infrastructure

Federal body responsible for implementing initial compliance of vehicles with Australian Design Rules.

Second Stage Manufacturing Compliance

Special compliance option available to enable a new vehicle to be modified without initial registration.

VicRoads

Victorian state body responsible, among other thing, for administering vehicle registration and certification of vehicle modifications in Victoria.

Conditional Registration

Registration option for specific modifications that contravene a vehicles compliance with ADRs

LMCT

Licensed Motor Car Trader.

Independent Living Centre website: <http://www.ilcaustralia.org/home/default.asp>