

# How to Use a Wheelchair



**PURPOSE:** To explain the proper use of a wheelchair.

**EQUIPMENT:**  Wheelchair

- ACTION:**
1. The wheelchair is designed to move an individual who is unable to walk.
  2. There are two handles on the back of the wheelchair used to move it.
  3. On either side of the seat are the armrests. These may be removed on some models. Simply push on the locking button located in the front of the armrest while lifting up on the armrest. It should slide up and out.  
*NOTE: This feature is sometimes needed to transfer an individual easier from bed to wheelchair.*
  4. On the front of the wheelchair are the leg rests. These may be raised or lowered by grasping the lever and lifting up on the leg rest.  
*NOTE: This is sometimes needed for an individual who needs to keep their leg elevated.*
  5. At the base of each leg rest is the foot rest. Simply lift up on the footrest to move it out of the way prior to placing an individual in the chair.
  6. Once the individual is seated, lower the foot rests and place their feet on the platform.  
*NOTE: This keeps the individual's feet from dragging while moving.*
  7. In the front of each wheel is a brake lever. To lock the wheelchair, move the lever until it is firmly against the rubber of the wheel.  
*NOTE: ALWAYS LOCK THE CHAIR BEFORE ASSISTING SOMEONE INTO THE CHAIR.*
  8. When you are ready to move, release the brake levers by moving them away from the rubber of the wheels.
  9. If you need to transport the wheelchair, simply lift up the seat of the wheelchair in the middle. This will cause the wheelchair to fold up for easier handling or storage.