

# **Peninsula State Park Outdoor Wheelchair User Guide**

# **Table of Contents**

Vision and Mission.....	3
Timeline of Events.....	4
Rules and Regulations.....	5
Weather/Cancellation Policy.....	9
Manufacturer Safety Guidelines.....	10
Comfort Adjustments.....	13
Operation Instructions.....	14
Designated Use Area Map.....	15

# Wisconsin State Parks Mission

To protect and enhance our natural resources: our air, land and water; our wildlife, fish and forests and the ecosystems that sustain all life.

To provide a healthy, sustainable environment and a full range of outdoor opportunities.

To ensure the right of all people to use and enjoy these resources in their work and leisure.

To work with people to understand each other's views and to carry out the public will.

And in this partnership consider the future and generations to follow.

## Program Vision

The Outdoor Wheelchair rental program provides an opportunity for users to recreate at a larger capacity than they could previously within Peninsula State Park. Our goal is to provide accessible recreation to all of our users by creating a self-sustaining reservation and volunteer system for the Outdoor Wheelchair (OWC).

# Timeline of Events

- Reservation
  - Reservation must be made (min. 48 hours before use) via the Friends of Peninsula State Park website
  - User must provide contact information for the User and guardian (if user is a minor).
    - If a volunteer companion is needed please indicate during reservation so a volunteer can be notified
- Review the User Guide and safety guidelines.
- Waivers can be uploaded or can be signed day of reservation
- Volunteer will verify reservation either one day before or day of reservation
- Arrive at the Nature Center with appropriate gear (water, charged cell phone, snacks, equipment, etc.)
- At check in the host will verify reservation via ID for user and/or guardian and will take pictures of the OWC for our records.
- Volunteer will verify the User understands the rules and demonstrates how to use the chair
- Volunteer cannot assist with the transfer to the chair
- User will adjust the chair as needed and test out controls
- User will go on their hike and return chair at end of reservation time.
- Return OWC to Volunteer and remove any personal items
- Thank you for coming to Peninsula State Park and hope you come back soon!

## **RULES AND REGULATIONS**

### **Pre-Certification**

Individuals who make a reservation will need to read the User Guide prior to the reservation. Signed waiver can be uploaded but the program will have extras on hand just in case.

### **Use Guidelines**

The OWC is available for use within Peninsula State Park. Individuals can request to use the OWC via the Reservation Calendar on the Friends of Peninsula State Park webpage within at least 48 hours of their event. Please note that all users must have completed the pre-certification process. There are no exceptions to this rule.

### **Transferring to the Chair**

It is the sole responsibility of the Individual checking out the chair to move and maneuver the OWC around the DNR property. DNR staff and volunteers are not permitted to transfer the individual from their personal wheelchairs to the OWC or to adjust the chair in any way. These responsibilities lie solely with the individual using the chair.

### **Storing of Personal Property**

The user is responsible for the storage of their personal property and durable medical equipment that they bring with them to the DNR property in their own personal vehicle or trailer. There is limited storage on the OWC itself for personal items.

### **Safe Riding Tips**

An enjoyable OWC riding experience begins with safety. While some safety guidelines may be required by law, good riding means planning, safety and common sense. The following guidelines must be followed at all times:

- Always ride within your abilities.
- Dress for conditions – wear appropriate protective gear.
- Users under 16 years old need a guardian to reserve it.
- Always provide someone with your plan. This should include where and when you are going, as well as a return time.
- Bring a fully charged communication device for emergencies. A two-way radio will also be provided for reservations in case of cell service issues.
- Check the local weather forecast before leaving. DNR does not permit use of an OWC within 24 hours of rainfall.
- Obey all information signs, and safety zones.

### **Courtesy, Ethics and the Environment**

- Share the trail.
- Stay on designated trails – riding off the trail damages wildlife habitat and contributes to erosion.
- Keep the noise down.
- Do not litter. If you packed it in, pack it out.
- Keep out of closed areas (view map) and off private property.

### **Battery Life and Usage**

Once battery level reaches half charge, turn around and head back to the Nature Center or location where you checked out the OWC. Even if you have checked the OWC out for half of the day, the battery life varies depending on terrain and usage.

### **Safety and Emergency Guidelines**

- Only one person should be on the OWC at any time.
- Use of the provided seatbelts and restraints for chair is required.
- Do not navigate OWC on more than a 20-degree slope
- OWCs will climb inclines enough to tip over in any direction.
- When climbing over small logs or curbs approach incline at an angle, not directly at 90°.

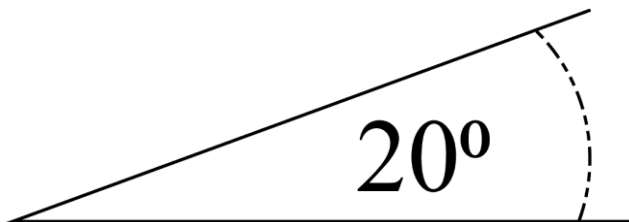
- Make sure controls are in the off position before sitting in OWC and before getting out of seat.
- Always have a backup plan, “What if...?”
- Do not ride the OWC during loading or unloading from vehicle or carrier.
- Do not attempt to climb stairways.
- In the event of an emergency, the User should have a fully charged cellular telephone and call 911 as well as the number for the visitor center located on the laminated cards on the back of the ATC. If there is no cellular service available, use the radio provided by the property to call and notify the staff or volunteer for help.
- In the event that the OWC has an equipment failure, please call for help via the Nature Center or volunteer, as well as switch to the manual setting to move the OWC back to the Nature Center. Please See the User Guide located on the back of the OWC. The phone number of the Nature Center or where you picked up the chair will be located on the Training Card.
- Failure to know the limits can cause personal injury or equipment damage.

### **Weather/Cancellation Policy**

- If there is a strong chance of rain at Fish Creek reservations will be canceled and users will be notified via phone call/voicemail
- If it is raining or trails are too muddy, your volunteer will contact the User via the contact information given to cancel. The OWC cannot be used in the rain or on muddy trails. The user would then be responsible for scheduling a new appointment.
- In the event of Severe Weather or act of nature, DNR staff has the right to refuse the rental of the OWC for safety reasons.
- DNR staff has the right to cancel reservations and refuse the use of outdoor wheelchair at any time.
- If you need to cancel please cancel via your email confirmation

**Please review and adhere to the following safe use guidelines Action Trackchair<sup>®</sup> at Peninsula State Park.**

- Do **NOT** ride on the Action Trackchair<sup>®</sup> during loading or unloading from vehicle or trailer.
- Only one person should be on the Action Trackchair<sup>®</sup> at any time.
- A seatbelt is required when operating the Action Trackchair<sup>®</sup>.
- Keep hands and fingers away from the rotating parts of the tracks and pinch points.
- Make sure controls are turned **OFF** when getting in or out of the seat.
- Make sure controls are turned **OFF** before placing a cover over the Action Trackchair<sup>®</sup>.
- When approaching inclines or declines in any surface always use caution, switch to a slower speed.
- The Action Trackchair<sup>®</sup> will climb inclines enough to tip over in any direction.
- Do **NOT** attempt to climb stairs in the Action Trackchair<sup>®</sup>.
- When climbing over obstacles, approach at an angle, NOT perpendicular.
- Do not drive the Action Trackstander<sup>®</sup> in the upright position on uneven or rough terrain.
- Do **NOT** navigate Action Trackchair<sup>®</sup> on more than a 20-degree slope



Failure to know the limits and to adhere to the above items could cause personal injury or equipment damage.



## Trackchair<sup>®</sup> Helpful Hints

- When you are transferring into Trackchair<sup>®</sup>, make sure the controls are in the **OFF** position before sitting in the Trackchair<sup>®</sup>.
- When operating Trackchair<sup>®</sup>, make sure you are securely fastened in with either the lap belt or 4-point harness.
- Trackchair<sup>®</sup> can be programmed by dealer to have the option of locking the joystick.
- When locking the control, follow the process below:
  - Turn control OFF, hold ON/OFF button until the control has cycled both ON and then OFF. Control is now set in the locked mode.
- If Trackchair<sup>®</sup> has a locking control, it can be unlocked in the following way:
  - Turn the control on, hold joystick forward until you hear a beep or three seconds and then pull the joystick back until you hear a beep or three seconds. It is now unlocked and ready for operation.
- The Trackchair<sup>®</sup> control has five speeds, one – five can be changed with the up and down arrows.
- The battery indicator is on the main screen of the controls. Battery charge will last up to approximately four hours, depending on battery condition and type of use the Trackchair<sup>®</sup> is subject to. Action Trackchair<sup>®</sup> has a built-in battery charger that plugs into a 120-volt outlet for North America, or a universal charger if sold overseas for AC voltage from 90 volts to 240 volts.
- Optional lighting is available and is controlled on the joystick control panel.
- If it is necessary to pull the Trackchair<sup>®</sup>, disengage the

brakes on the motors with the levers on the back of the motors. Push levers to the outside on both motors. Do not pull the Trackchair<sup>®</sup> over 5 MPH.

- Action Manufacturing does not recommend operating Trackchair<sup>®</sup> in salt water. Although the Trackchair<sup>®</sup> is powder coated to the highest quality with very durable powder coat, salt water is very corrosive and can cause problems with powder coat and metal. If Trackchair<sup>®</sup> has been exposed to salt water, rinse the Trackchair<sup>®</sup> completely with fresh water and dry off.

### Trackchair<sup>®</sup> Comfort Adjustments

There are a few adjustments that are needed when first setting up AAW's OWC/ chair. The footrest can be moved up or down to fit the rider's needs. The chair itself can be leveled to the desired comfort of the rider. The armrest can flip back for easier transferring into the chair. Electronic controls can be adjusted by a servicing dealer regarding speed, acceleration, deceleration, braking, etc.

- ST/TR/STS/NT will tilt forward and backward by depressing the rocker switch on the grab



handle.



- ST/STS arms will move up and down by pulling the pin on the rear of arm and lifting. TR arms will move up and down simultaneously. NT/NR arms move up and down independently.
- NR knee pads and arm rests can be adjusted up and down, in or out, and forward or backward.

- TR knee pads can be adjusted up and down, forward, or backward.



## **Operating Instructions**

- When you are ready to drive the ATC, make sure controls are in the off position before sitting or transferring into the ATC.
- If the controller is locked, it can be unlocked by turning the control on, holding joystick forward until you hear a beep, then moving the joystick back until you hear a beep.
- To lock the controller, turn it off then hold the on/off button until the control has cycled both on and then off. Control is now set in the locked mode.
- The control has five speeds, one through five, and can be changed with the up and down arrows.
  - Battery indicator is on the main screen on controls. Battery charge will last up to six hours, depending on battery condition and type of use. It has a built-in battery charger that plugs into 110 voltage outlet. Please return to the check in location when your battery drops below halfway.
  - Tilting of the chair is possible by pushing the “M” button on controls, and then moving joystick forward or backward to tilt chair. Cancel by pushing “M” again or moving joystick to the left. A manual tilt switch is an option for tilting the ATC independent of joystick.
  - If for some reason it is necessary to manually move the ATC,

disengage the brakes on the motors with the levers on back of motors. Push lever to the outsides on both motors. Do not pull ATC at speeds greater than 5 MPH.

### Comfort Adjustments

There are few adjustments that are necessary. The foot-rest can be moved up or down to fit the rider's needs. The chair itself can be leveled to the desired comfort of the rider. The armrest can flip down or back for easier transferring into the chair.

