

The Wheelchair-Accessible Van Operating Manual

The Van

- Our wheelchair-accessible van is vehicle number 105.
- If you need to call for roadside assistance, call +1 855-981-5077. Let our staff know you are in 105, the Accessible Van. We will be happy to help!

Location

- The van is housed at the Halifax Central Library parking lot which is located underneath the library building.
- This parkade is closed every night between 1:00 AM and 6:00 AM.

Laminated Barcode Access Card

- There is a laminated barcode access card in the van. It is placed in the cupholder between the driver's and passenger seat. This laminated barcode access card will help you get in and out of the parkade.



- Step 1: Insert the barcode access card in the slot where it says, 'insert the ticket'. (The scanner will read the bar code and then return the voucher.)
- Step 2: Put the barcode access code back in the cupholder and drive out.

Note: What happens if a previous user forgets to use this laminated barcode access card?

If a previous user forgets to use this laminated barcode access card, they might push the button and get the ticket out of the machine. That just means that this voucher is out of sync with the gate door. In such a case, if you put the barcode access card in the current slot, it gives you a warning.

- Step 1: put the barcode access card in the current slot, it gives you a warning.

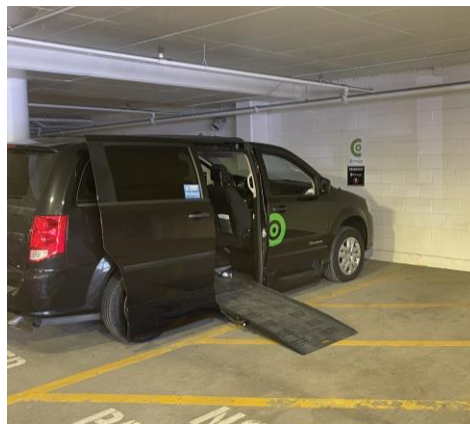
- Step 2: push the communication button on the machine
- Step 3: tell the person that you are using the Communauto Atlantic van with voucher #10 and you just need the voucher reset for the parking gate as the last user accidentally pushed a button for a ticket.

They will be able to reset the voucher for you.

There is a second parking pass labeled "Scotia Square Brunswick Place". This will not help you enter or exit the library, as it opens Crombie REIT Parkades. It is a membership perk!

Parking at the library

- Always Park the van facing the wall, so the ramp can deploy from the passenger side. Be mindful that the next user may be someone in a wheelchair who is able to transfer themselves from the wheelchair to the driver's seat.
- Consider driving around the parkade, so you have enough room to park facing the wall without hitting any pillars.
- There's no backup camera on the van so be careful while parking.
- Take a very wide turn while driving out of the parkade to not hit the curb cut just beyond the sidewalk. The sidewalk there is a little tight and raised on the side of the van where the ramp door is. Please drive carefully.



Parking elsewhere

- Be mindful of the clearance in the parkades as this van is taller than the average caravan due to the types of equipment we have used. You need at least **six and a half feet** of clearance for parkades or car washes.
- Be gentle while driving over the speed bumps.

Start your trip

- Use the app or fob to unlock the vehicle.

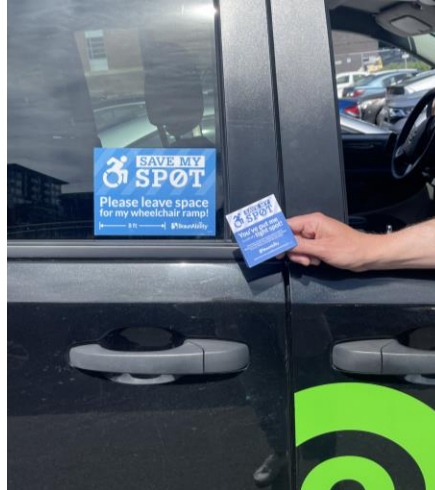
- Make sure to read and understand the ‘start your trip’ and ‘end your trip’ checklist placed in the pocket behind the passenger seat.
- A key/card holder is located under the base of the seat belt.



- The key is attached to a USB which fits in the key socket of the key/card holder. There is also a fuel card that works at any fueling station in Canada.
- The fuel card has a daily limit of \$100 for fuel purchases.
- A little red light comes on whenever an item is missing from the key card holder. At the end of your trip, when all things are back in the key card holder, the light will turn off.
- Keep the key with you during your trip.

Damage card

- We have the Vehicle Status Sheet placed in the dash compartment. This is used to note any noteworthy damage on the vehicle. When you arrive at the van it's always good to do a circle check before beginning your trip.
- Contact us in case of low-inflated or flat tires.
- Call our hotline if there's an urgent issue identified during the first circle check. Use our contact form to inform us of something non-urgent.
- The registration and insurance papers are placed in the dashboard compartment.
- You can use our little post-it notes as a little reminder to other community members to not park too close to the ramp side. We have the sticker on the ramp door as well.



Ramp

- When you click twice on the side that opens the door, the ramp will start to deploy as soon as the door opens, and the van will also kneel slightly, and the rest of the ramp will come down.
- Be careful that you have enough clearance when the van starts kneeling so that a curb doesn't impact the sliding door. (You don't want to risk the door dislodging from its rail)

Inside the Van

- You have four floor mounts in the van. Two for the front and two for the back to anchor the chair or scooter or any other devices. These are the same kind of units that transit uses in Halifax on their buses so you may be familiar with that.



- There's also this button that you could pull up to let it slide along track if you needed it to be repositioned.
- The mounts at the back end of the van are colour coded.
- There is a bag of belts hung on the left side of the van. These belts are used as the shoulder and hip belts for the passenger if they are to stay in their wheelchair.

- There's a diagram showing how to angle the belts properly, it also shows you the angles to properly anchor a chair or scooter just for optimal stability.
- During your first trip, it is highly recommended to give yourself extra time to first figure out the best arrangement of all the floor mounts and belts for your passenger.
- All the belts are adjustable, and colour coded. So, a yellow belt corresponds to the yellow floor mount and the same for all other colours.



- Put all the belts back in the bag at the end of your trip so that they're not lying around when the next user arrives. It is good to leave the floor space clear for the next reservation.
- There are also buttons on the inside of the door to open and close the doors.
- There is a USB adapter in one of the 12-volt
- A spinner nob is placed down in the door sleeve for those who have a licence to drive using one.

Refueling and perks

- At the end of your trip please return the vehicle with at least half a tank of fuel.
- You can activate the gas card on the app during your trip.
- We also have Mac pass on the windshield, so you don't have to carry coins for going over the bridge. You will be charged 80 cents for one way.
- You get all the parking perks other round-trip Communauto Atlantic vehicles have including on street parking. The van also has an accessible parking permit.

Hand controls

- Anyone with a license for hand controls can use the hand controls on our accessible van. There are instructions for the hand controls placed in the driver's door sleeve of van.
- The van is equipped to enable someone to transfer themselves to the driver's seat. This allows the seat to move in all directions (backward, forward, up, down, left and right).

Note: If there is a warning that says your seatbelts are not on when they are, it could be that the wire harness underneath the driver seat got a little loose or unplugged when a previous user tried to move the chair all the way backwards. You can fix it by plugging it back into the socket. There is a little gap when you first get in the driver's seat that is where the cable that communicates to the seat belt goes.

- The hand controls only activate if someone intentionally activates them otherwise the van will operate like a conventional vehicle.
- There is a blue button that needs to be pressed within the first 10 seconds to activate the hand controls of the van. There is a beeping noise that indicates that the 10 seconds are over, and the van hand controls are not activated.



Trunk space

- There is an extra set of belts that you may need if the other bag of belts in the main area went missing or malfunctioned.
- There's also a tire pump in this compartment.
- The trunk space is limited with the seats down. It is possible to collapse the back seats if you needed the extra storage room.
- It is also possible to remove the front passenger seat to enable someone in a wheelchair to be in the front.

Note: An advance notice would be required to remove the front passenger seat and also put it back when your trip ends.

- There is another track in the front where the anchors could be used to mount the passenger in their wheelchair in the front seat next to the driver.

Winter

- There is extra windshield fluid.
- The van is equipped with winter tires by December 1.
- There is a little trunk shovel for snow clearing.