



Williamsburg, Va

## Pilot's Checklist (Rev 6-25-18)

### BEGINNING OF RIDE

<b>Get trishaw from storage (First ride of the day only)</b>	Get the trishaw out of storage. Show your nametag to the JCC staff person to gain access. Unplug the battery from the charger. Insert the battery into the trishaw if needed. Unlock the trishaw (if locked) using the key on the lock on the rear wheel.
<b>Check tire pressure</b>	Normally the tires should not need to be pumped prior to every ride, but squeeze each tire to make sure tires are not going flat. If tires feel low, add air using the floor pump in storage. Inflate to 60 PSI.
<b>Phone numbers</b>	Get the name and phone number of the shuttle driver. This will be needed if you have an incident and need the shuttle to retrieve the passengers
<b>Safety Vest</b>	If you don't have your own safety vest, use one of the shared safety vests stored either under the seat or in the storage area.
<b>Cell Phone</b>	<b>Make sure you have a charged cell phone with you!</b>
<b>Adjust seat</b>	Use the quick release lever on the seat post. You want to sit slightly lower than on a regular bike to achieve best control over passenger box.
<b>Parking brake</b>	ALWAYS use parking brake when loading and unloading passengers.
<b>Passengers</b>	Introduce yourself to your passengers. Be friendly and engage in conversation.
<b>Ride Log Sheet &amp; Liability Release</b>	Write passenger names down in log sheet. Blank log sheets can be found in the marina. Get the signup sheet/liability release from the shuttle driver and take it with you on the trishaw. Ensure passengers have all signed.
<b>Route Determination</b>	Ask passengers how long of a ride they would like. Use judgment based upon their request, weather or other factors to select the route from the approved routes.
<b>Hood</b>	If needed raise the hood.
<b>Blanket</b>	If cold or windy offer the passengers the red blanket, attach it to the trishaw.
<b>Passengers enter and exit</b>	Make sure parking brake is on. Remove the removable center part of foot rest and assist passengers. Make sure passengers don't step on the very front, the trishaw can tilt. Buckle up passengers.

### DURING RIDE

<b>Safety</b>	<b>Follow safe practices listed below!</b>
<b>In Case of Emergency</b>	<b>If a medical emergency, call 911.</b> After calling 911, call the shuttle driver.
<b>Other Incidents</b>	If you have a mechanical problem or flat tire, call the shuttle driver to request assistance to pick up the passengers. Afterwards, contact someone from the trishaw mechanical assistance list shown on reverse.

### AFTER THE RIDE

<b>Return to Storage</b>	If last ride of the day, fold and stow blanket under seat and put hood down. Return the trishaw to storage. Engage the parking brake, turn off the key and plug the charger into the battery.
<b>Log</b>	Complete the ride log and place the log in the collection box in the marina. Place the signup sheet in the collection box in the marina also.

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### **SAFETY FIRST!**

1. **Stay seated at all times and keep both hands on the handlebar.**
2. Come to complete stops at all stop signs.
3. Stay to the right, especially on the Virginia Capital Trail (VCT) on turns!
4. **ALWAYS** check traffic coming from behind, especially before passing or if you have to make a turn into traffic. It is better to stop and wait for traffic to pass than to make a turn into traffic.
5. If you are going straight or turning left, take the lane, if it is safe to do so. **ALWAYS DRIVE DEFENSIVELY.**
6. Never exceed 10 mph/16 kph.
7. If crossing Rt. 31 and 4-H Club Road on the VCT, exercise extreme caution. Only cross if there are no cars in sight in either direction and on the 4-H crossing, including cars approaching from the rear!
8. Take is extra slow coming down the incline from the Brewery to the Marina!

### **MECHANICAL CONTACTS**

1. Ted Moreland, 757-880-3212
2. Rick Nevins, 717-579-7644
3. Michael Kaspareck, 757-869-1615
4. Chuck Denny, 757-615-0501