

Pilot Training (rev 6-25-18)

Show & Tell

The keys, battery, and trishaw are all in the room in back of the main entrance to the JCC Marina.	Show your CWA-V Pilot name tag to the JCC Marina staff to gain access to the trishaw Disconnect the battery charger from the battery. Gently pull on the battery charger's connector, not on the electrical cord, to disengage the battery from the battery charger.	
How to slide the battery into the rack on the trishaw, lock it and turn it on.	To slide the battery in and out the key must be in the far left (counterclockwise) position. The tracks on the bottom of the battery have to slide onto the tracks on the back of the trishaw. Fit the tracks together so they slide nice and easily into place.	
Adjust the seat position	Set the seat position a little lower than you do on a regular bike to get best control of the passenger box.	
How to use hood and blanket	Be gentle with the equipment. It all fits together, with patience.	
Front lights	Normally will not be needed but demonstrate how to turn on. Rotates between on, blinking and off. Push buttons on back of lights under the foot rest.	
Parking Brake	Show how to set/release	
How to get on the bike	Be sure the parking brake is on.	
Brakes: Parking brake and hand brakes (no foot brakes)	The Right handle is for the rear wheel, The Left handle is for the front wheels, Use the Parking brake when loading and unloading passengers.	
Explain gears	There are 9 gears forward. Press the buttons on the right side of the handle bar to increase or decrease the gear number. Thumb press – lower gear, index finger press – higher gear. The gear you are in is displayed on the right side of handlebar. You should be pedaling when you shift gears.	
Electronic display	Turn on the key. Power on the display. Explain the display. The only button you need to press is power on.	
How to start moving	Put pedals in the 3 and 9 positions, do not run with it to get going, Use the "walk assist" to get going if starting on an incline.	
Throttle	Explain the use of the throttle to increase/decrease the e-assist. Explain to try to conserve battery by using the throttle only as needed, due to fatigue, weight or hills.	
Place both of your hands on the handlebar and place 2 fingers on the brakes	Especially on turns!	
Help passengers in and out of the passenger seat. Show that the bike can tilt, if you step on the very front	Be sure the parking brake is on. Remove the center part of foot rest to enable passengers to easily become seated. Instruct them to be	

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of the footrest. Show how the center part of foot rest is removable	careful not to stand on the foot rest, but to lean back. Too much weight on the foot rest may cause the trishaw to tilt forward	
Fasten Safety belt around the passengers	Don't leave it hanging. It could get tangled in the wheels	
Weight limit	Restrict the weight to 350 lbs. This may require separating passengers and only taking one at a time. Explain that the trishaw has a weight limit.	

Taking for a Test Ride

Hand signals	Pilot signal turns with left hand (left turn) or right hand (right turn). While actually turning, keep both hands on handlebar.	
STAY SEATED	You could lose control, if you stand while pumping	
Explain & practice going into lowest gear before stopping	Makes it easier to start moving again	
Practice shifting gears	Like any bike, shift gears while pedaling	
Practice driving straight on a line		
Practice driving close to the objects like curbs without hitting		
Practice driving in circles & the shape of the number 8	On a flat surface & on a tilting surface	
When driving on tilted surface, the seat will be a little tilted		
Maximum speed when going straight and when turning	6-10 mph per hour straight. Turns are done very slowly The bike can tilt.	
Driving up and down a curb/ramp	Preferrably at a 90 degree angle	
Turning trishaw prior to boarding. (tight turns).	Lift the rack and walk around without the parking brake	
Practice using the motor/walk assist		
Test ride with one or two 'real' passengers	Practice first with one passenger then with maximum load (2 passengers)	
Trail Posts	Trail posts are 55" wide and the trishaw is 41" wide so there is room but take is slow. Test between a couple cones if time permits.	
Inclines	Practice coming down the incline from Billsburg Brewery both without load and with a full load of passengers. Make sure the pilot is comfortable controlling the trishaw and speed coming down the incline.	

The Social Part

The purpose of the trip is the dialogue and spending time together		
Just be yourself and remember to enjoy the ride yourself	Ask questions and listen, talk about the things you pass by. Make stops and give time to experience things that catch your passengers' or your attention	

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It is OK to smile, wave and ring the bell to people we pass by,		
Ask every now and then if the passenger is comfortable or if they need the hood or the blanket		
All right to start the trip by asking where the passenger would like to go	Options are limited to the approved routes (Jamestown Island and Virginia Capital Trail) or as approved by the CWA-W chairman.	
Good routes. Explain the currently approved routes out of the JCC Marina.	Ride only the routes approved. Passengers not ambulatory should not be taken on the VCT because the shuttle would not be able to get them in the event of a mechanical problem on the trishaw.	

Traffic Rules

Stay as far to the the right as possible while avoiding hazards	When turning, ALWAYS check traffic coming from behind. It's better to stop and wait for traffic to pass than to make a turn into traffic . On the Virginia Capital Trail (VCT) stay to the right, especially around turns.	
Take the lane, IF SAFE, to be in the 'going straight' lane if you are going straight or to go into the left lane to turn left		
Be a defensive trishaw pilot in traffic, exactly as we are taught when taking a driver's license test	Remember we are slow rolling , a little wait to let cars pass the trishaw gives us a lot of positive response!!	
Signal pedestrians or slower cyclists on the VCT	Activate the bell or call "On Your Left" as you pass slower moving traffic on the VCT.	
Stop signs	Come to complete stop	
Speed	Do not exceed 10 mph/16 kph	

Responding to Incidents

Phone and phone numbers	Before you start, make sure you have a charged cell phone with you. Get the shuttle driver's name and phone number	
Medical Emergency	Call 9-1-1. Then call the shuttle driver and inform them of the emergency	
Mechanical breakdown	If trishaw is inoperable, call the shuttle driver to request passenger pickup. If you are unable to repair the problem, call someone from the mechanical problem call list found on the Pilot Checklist.	
Other incidents	If you have another incident and the passenger needs to quickly get back to the starting point, call the shuttle driver for assistance.	

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End of the Ride

Ride Log	Complete ride log at end of ride, recording the names of passengers, route taken and any comments. Blank logs to be kept at the marina and under seat.	
Parking of trishaw, place for keys + battery, recharge	Last ride of the day – return the trishaw to the Marina and put back on the charger. Take the signup sheets and ride logs and place in the collection box in the marina.	

End of Training

Next step for new pilot	If the new pilot is not comfortable, suggest they signup for another training session or give them more practice as time allows.	
Signing of liability release and training certification	If new pilot and trainer both feel he/she is ready, ask pilot to sign the liability release and training certification	