

UFV TRISHAW RIDES HANDBOOK



Get back to nature –
let us take you!

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UNIVERSITY
OF THE FRASER VALLEY

CENTRE FOR EDUCATION &
RESEARCH ON AGING

Pilot Handbook

Welcome to UFV Trishaw Rides!

We're glad you made the decision to join our team.

UFV's [Centre for Education and Research on Aging](#) (CERA) is proud to have partnered with [Cycling Without Age – Yarrow/Chilliwack](#) to bring a fresh-air experience to older adults in our community.

In collaboration with UFV's [School of Kinesiology](#), the UFV Trishaw Rides program provides a unique opportunity on the [CEP campus](#) with ready access to the Vedder River trails.

It is our hope that by joining our program, you will be able to build intergenerational relationships while finding a meaningful way to be active and make a difference in your community.

What is UFV Trishaw Rides?

UFV Trishaw Rides is an innovative approach to providing opportunities for isolated older adults and folks with mobility challenges to get outdoors to cycle in a piloted trishaw.

The program is FREE of charge and designed to get older adults out, to experience nature, and to break down age or mobility challenges.



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Pilot Handbook

This Pilot Handbook outlines important program guidelines and procedures. Please read carefully and ensure you understand and agree to abide by all guidelines listed herein. Following, you will be required to complete the Pilot Waiver declaring that you have read and understand these guidelines and procedures and will abide.

Program Administration

UFV has collaborated with Cycling Without Age Yarrow/Chilliwack (CWAY/C) to buy our new trishaw specifically for UFV.

Storage Facility

The trishaw is stored in Building W on Chilliwack Campus and can be accessed by the program lead, faculty supervisor, and pilots with the appropriate door code.

Passenger Guidelines

Volunteer pilots provide recreational bike rides and do not provide rides for appointments or errands.

Passengers must be able to get themselves in and out of the trishaw. Volunteers may lend a hand for support. It is suggested that any passengers that require more assistance have a family member or companion assist them in and out of the trishaw. All passengers must remain seated in the trishaw for the duration of the ride.

Passengers must be able to sit up unassisted. For safety, the trishaw is equipped with a lap belt that must be worn.

Availability

Specific days and times will be decided in coordination with the UFV volunteer pilots and the participants. Volunteers may sign up for specific days offering 40-60 minute rides on the trails around UFV CEP campus (Chilliwack).

Ride Times

Rides, including additional stops, will be 40-60 minutes. Rides may be cut short due to weather or at the passenger's request.

Seatbelts

Passengers must always wear seatbelts while in the trishaw.

Helmets

UFV Trishaw Rides requires all pilots to wear a helmet. Helmets will also be made available for the passenger's use while on the trishaw. UFV Trishaw Rides, and the program volunteers, accept no responsibility for any injuries that may result.



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Passenger Pick Up

It is requested that passengers are ready prior to their pick-up time and be able to get themselves to the trishaw.

Weather

In the case of inclement weather, the ride may be cancelled. This is at the discretion of the pilot and/or passenger. Passengers will be contacted by the program coordinator if the ride is cancelled.

Mechanical Failure & Accidents

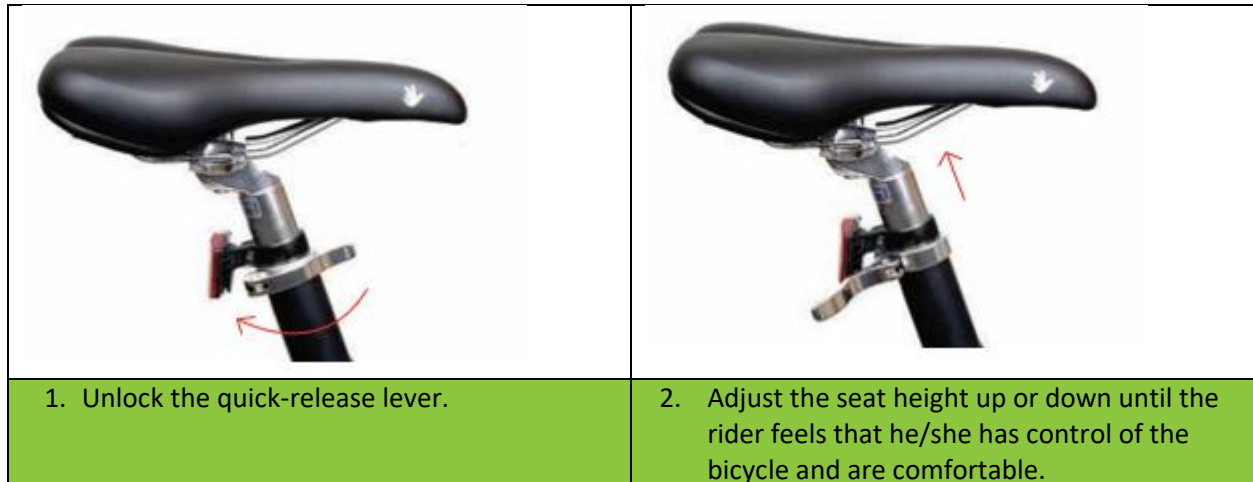
In the case of a mechanical failure of the trishaw during a ride, if it is not something that the pilot can quickly fix, the pilot will take the following steps:

- Call UFV Trishaw Rides program coordinator, and the facility you are riding from, to alert them.
- Call a taxicab company for a pick-up to take the passenger back to their facility or house. If the trishaw is on a path not reachable by taxicab, the volunteer pilot will assess the passenger's ability to walk to an area where a taxicab can reach them.

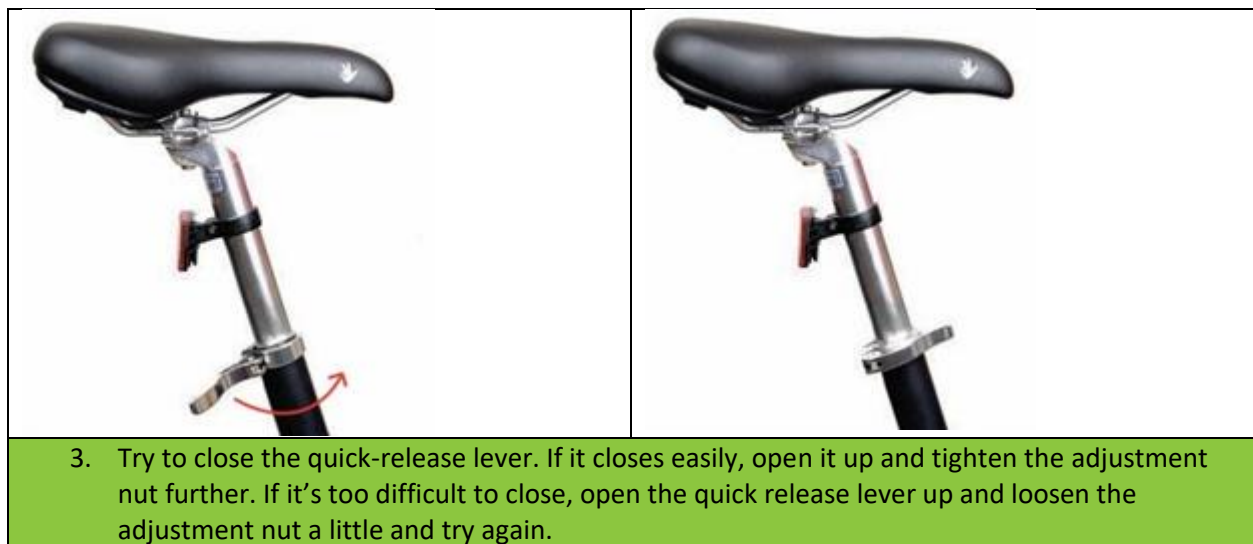
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Trishaw Basics

Quick Release Seat Clamp





IMPORTANT: be sure the minimum insertion marks do not go past the top of the seat clamp and are not visible.




DO NOT ATTEMPT TO TIGHTEN BY TURNING THE QUICK RELEASE LEVER. THE QUICK-RELEASE LEVER IS FOR CLOSING, THE ADJUSTMENT NUT IS FOR ADJUSTING THE PRESSURE.

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Parking Lock

	
1. Press the left brake lever in.	2. Rotate the small lever to the left.
3. To unlock, press the left brake lever IN and rotate the small lever to the right.	

Frame Lock

	<p>The keyed frame lock is located on the rear wheel below the seat post as indicated and is intended to be used when the trishaw will be unattended.</p> <p>The frame lock key is labeled AXA.</p>
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Shimano Bike Gears




	<p>The rear shifter is placed on the right handlebar and has an indicator that reads a series of numbers from 1 and up. Lower gears are used for slower riding, hill climbing, or to allow for easier peddling.</p> <p>It is recommended to start off in this gear and move through the gears as speed increases are needed, or until it feels comfortable.</p> <p>Use your index finger to shift to a higher gear and your thumb to shift down to a lower gear.</p>
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Electric Assist System

The trishaw rear drive features a pedal-assist electric drive system.

Setting Up the Electric Assist System

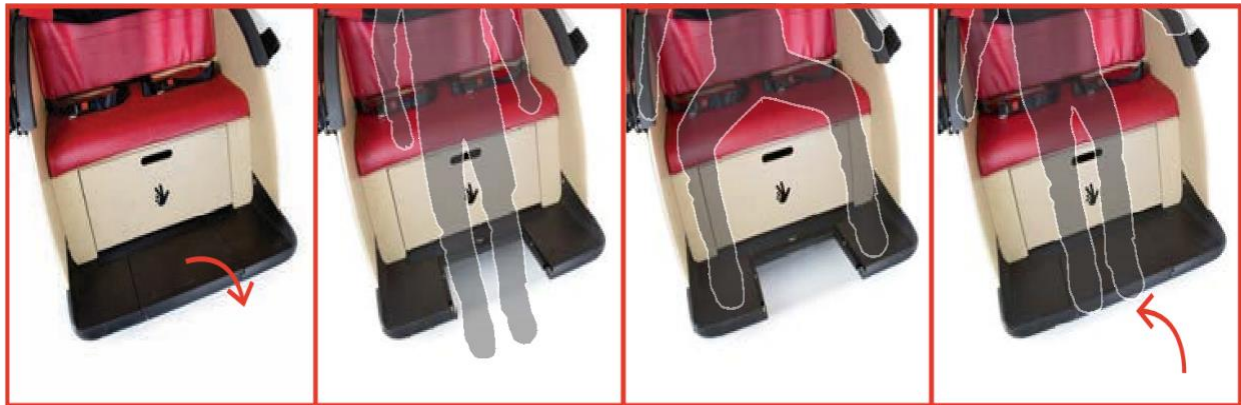
	<p>Gently disconnect the battery charger from the battery.</p> <p>Insert the battery using the tracks on the bottom of the battery to slide onto the tracks on the back of the trishaw. Fit the tracks together so they slide nice and easily into place.</p> <p>Insert and rotate the key on the battery case to the "ON" position as marked on the key lock cylinder. The key is then locked in place and cannot be removed.</p>
	<p>Press the power button  on the handlebar control. The display screen will light up when the power is on.</p> <p>To turn off the system, press the power button on the handlebar control. When the display is off, the electric assist system is disabled. To turn the electric assist system completely off, turn the key on the battery to the "OFF" position as marked on the key lock cylinder.</p>

Using the Electric Assist System

	<p>Choose the desired Electric Assist level by pushing the arrows on the handlebar control up/down.</p> <p>Choose between level 1-5. To make the trishaw move with electric assistance, you must pedal.</p>
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Loading Passengers



1. Remove the middle partition of the footrest.
2. Drive the trishaw all the way to the passenger, who easily can sit down on the seat. This provides an easy entry and exit. The idea is the same as in a wheelchair.
3. Have the passengers sit on the bench like on a normal chair. When the passengers are properly seated, instruct them to raise their feet and place them on the footrest sides.
4. Put the middle footrest partition back into its original position.
5. The passengers can then place their feet on the complete footrest surface.

Seat Belts



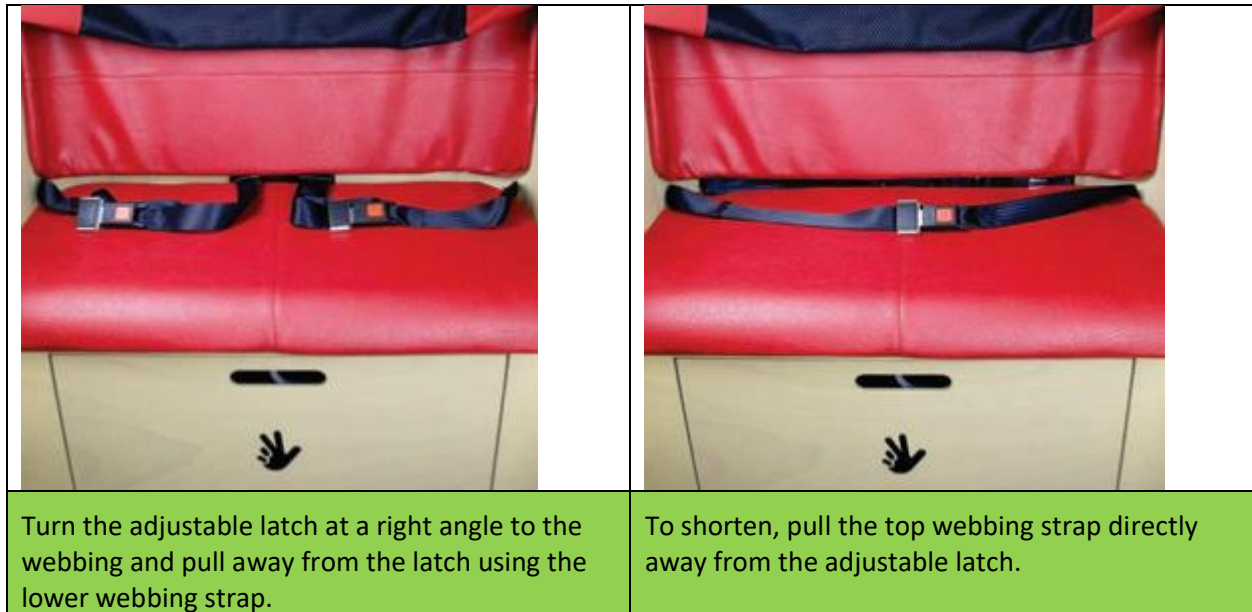
Hold the latch and pull the seat belt across the body without twisting the webbing.

Insert the latch into the buckle. Listen for a click. Tug on the seat belt latch to make sure the belt is securely fastened.

To release the seatbelt: Press the orange button on the buckle to release the latch. Latch will eject from buckle.

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Shorten/Lengthen Seat Belt



When taking only one passenger of larger size, insert the latch from the left seat belt into the buckle of the right seat belt or utilize the seatbelt extender stored in the cubby below the front seat.

Blanket



1. Place the blanket over the passengers.
2. On the bottom, attach the two lower corner elastic straps on the blanket to the nut below each mudguard. Make sure the blanket covers the edge of the bottom plate.
3. Attach the two upper corner straps on the blanket to the nut placed on the front rail supports.

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Rain Hood



To fold the rain hood, pull out the black handles on each side, rotate the mechanism back towards the handlebars and lock it in place by pushing in the black handles until they are locked and the pin fits into the corresponding hole on the bracket attached to the trishaw. This will allow you to fold the rain hood back into the collapsed position.

Remove the four poles on the rain hood from their brackets and then rest the rain hood against the handlebars and the back of the front seat.



To unfold the rain hood, insert the four poles into their respective brackets and pull out the black handles on each side, rotate the mechanism away from the handlebars and lock it in place by pushing in the black handles until they are locked and the pin fits into the corresponding hole on the bracket attached to the trishaw. This will allow you to unfold the rain hood into its working position.

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Loading / Unloading Passengers Techniques

- When loading and unloading passengers, be sure that the **parking brake** is activated.
- Load and unload only 1 passenger at a time.
- Don't step or stand on the front footrest as this will make the trishaw tip. The footrest is meant only to hold the feet of the passengers when they're already sitting on the seat.

Hill Techniques

- Gear down before a climb and continue gearing down as required to maintain pedaling speed.
- If you reach the lowest gear and are struggling, do not stand up on your pedals, since you may lose control of the trishaw.
- On the descent, use the high gears to avoid rapid pedaling.
- Do not exceed a comfortable speed; maintain control and take additional care.

Braking Techniques

- The right brake lever is for the rear wheel, the left brake lever is for the front wheels.
- Initiate braking slowly and earlier than a regular bike. A fully loaded trishaw can reach 250 Kg thus dramatically increasing the braking distance required.
- When braking, always apply the rear brake first, then the front. The front brake is more powerful and if it is not correctly applied, you may lose control and rise the rear wheel.

Cornering Techniques

- Brake slightly before cornering and prepare to lean your body into the corner.
- Decrease your riding speed, avoid sudden braking, and sharp turns.

Uneven Surface (Speed Bumps, Access Ramps) Techniques

- Slow down prior to an uneven surface.
- Line up front tires with uneven surface (**avoid going at an angle**).

Wet Weather Techniques

- When riding in wet weather always use rear red safety light to enhance visibility (turned on with a small switch at the rear of the battery).
- Exercise extreme caution when riding in wet conditions.
- Ride at a slower speed. Turn corners gradually and avoid sudden braking.
- Brake earlier, it will take a longer distance to stop.

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Pre-Ride Checklist

- ✓ Bring your smartphone/camera to take pictures
- ✓ Ensure passenger waiver signed and stored in the binder
- ✓ Ensure passenger seat belts are fastened
- ✓ Offer passengers the blanket for warmth (**Note:** it is not waterproof)
- ✓ Ensure all passengers are wearing a helmet
- ✓ Decide whether the rain hood will be required

During the Ride Checklist

- ✓ Obey the rules of the road and use the bike bell if necessary
- ✓ Maximum speed 10 km/hr (6.2 mph as shown on the trishaw's digital display)
- ✓ Turn slowly
- ✓ Lean forward to talk with the passenger(s)
- ✓ Stop to look at flowers, watch kids play, and say hello to people

End of Ride Checklist

- ✓ When returning to the drop off point, be sure to gradually shift back down to first gear – when fully stopped engage parking brake
- ✓ Passengers must remain seated until the pilot allows them to disembark after removing the middle footrest.
- ✓ Clean helmets with sanitizing spray and return them to the bin
- ✓ Turn off the trishaw power located on the left handlebar, then turn the key on the battery to the “OFF” position
- ✓ Plug in the battery for charging – do not remove the battery
- ✓ Release parking brake for storage
- ✓ Share your experience with trishawrides@ufv.ca for CERA social media promotions
- ✓ Follow-up with Program lead – let them know if you encountered any issues that require repair/follow-up.