

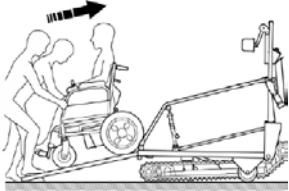
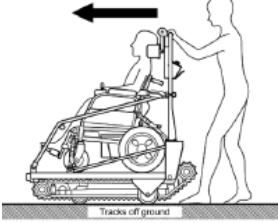
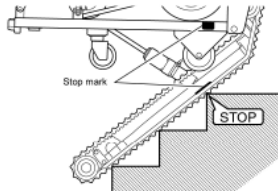
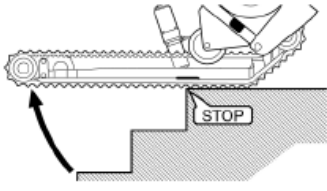
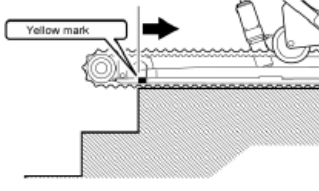
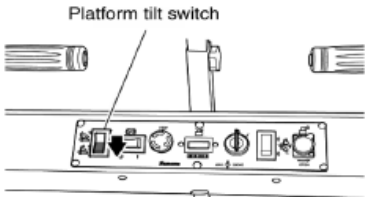
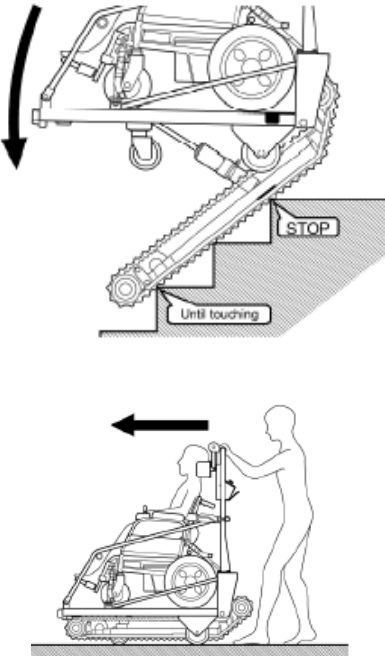


## St. James-Assiniboia School Division Client Handling Program

<b>Super-Trac Portable Wheelchair lift</b>	Approved by: Paul Deacon	Created by: Paul Deacon	Last revision date: March 2, 2020
<b>Hazards Present:</b> Potential for musculoskeletal injuries Sudden weight shift, Awkward positions, Pinch <b>Signs &amp; Symptoms include:</b> Pain, tingling, numbness, tightness, swelling, and discomfort.	<b>Personal Protective Equipment or Devices may be Required:</b> <b>Non-slip footwear</b> <b>Do not wear long scarves etc.</b>	<b>Additional Training Requirements:</b> Super-trac training program includes the following: -Read and understand the operator's manual -View and understand the training video -Practice with an empty super-trac -Practice with an assistant	

**Supportive Information:**  
 All users must view and understand the *Super-trac* training video.  
 Safe Work bulletin # 268 (December 2009) "Safe patient Handling"  
**NOTE:**

		Completed
           	<p>Read the Operator's manual.            View the Super-Trac training DVD.            Discuss the above with the trainer.</p> <p><b>Loading:</b></p> <ul style="list-style-type: none"> <li>-Make sure there is nothing in the way for about 6 feet (1.8m) in front and behind.</li> <li>-Turn the key switch on and set the parking brake</li> <li>-Pull out the loading ramp</li> <li>-Move the passenger onto the platform. (Two-person task)</li> <li>-Secure the wheelchair</li> <li>-Fasten the seatbelt</li> <li>-Adjust the headrest</li> <li>-Store the loading ramp</li> </ul> <p><b>Unloading:</b></p> <ul style="list-style-type: none"> <li>-Make sure there is nothing in the way for about 6 feet (1.8m) in front and behind.</li> <li>-Turn the key switch on and set the parking brake</li> <li>-Pull out the loading ramp</li> <li>-Release the wheelchair tie-down straps</li> <li>-Release the seatbelt.</li> <li>-Roll wheelchair off platform (one person on each side)</li> <li>-Refasten seatbelt behind the operating handle. Secure the tie-down straps.</li> </ul> <p><b>Operating on flat surfaces:</b></p> <ul style="list-style-type: none"> <li>-Do not roll Super-Trac on ramps or inclined surfaces. It is very heavy and could run away from the operator.</li> <li>-Push the parking brake switch to the OFF position (O).</li> <li>-Push the Super-Trac forward manually. This is the normal manner to cover any distance.</li> </ul> <p><b>Ascending stairs:</b></p> <ul style="list-style-type: none"> <li>- The Super-Trac may be used safely on the South-West staircase at Sansome School. The stair slope is 34°</li> <li>- Reverse the Super-Trac using the auxiliary wheels until it is at right angles to the bottom step.</li> <li>-Tilt the platform as detailed in the Operator's manual. When the platform is tilted, weight will shift to the operating handle. Be sure to grip it firmly and be prepared to support this increased load until you begin to climb the stairs.</li> <li>-Select "UP". Press both thumb switches to begin climbing the stairs.</li> <li>- When you get to the top of the stairs, stop Super-Trac when the red STOP MARK on the side of the drive frame is aligned with the top stair nose. The assistant will alert the operator when approaching STOP MARK. Position your line of sight so you can see the STOP MARK clearly. Do not drive Super-Trac past the STOP MARK. This could result in a sudden tilting back and shift of weight to the operating handles.</li> <li>-Then gently pull back on the operating handles to lower it onto the landing.</li> </ul> <p>This maneuver is always done manually. Ensure that the Super-Trac is far enough back from the edge of the stairs that the YELLOW LINE (Assistant will alert operator) on the drive frame does not protrude over the edge of the stairs.</p>	

 <p>Platform tilt switch</p>	<p>-Once Super-Trac is a safe distance away from the stairs, press the lower part of the platform tilt switch to return the platform to the horizontal position.</p> <p>-Use the auxiliary wheels to move the Super-Trac to the next stair flight or the unloading area.</p> <p>-Move away from the stairs.</p>	
	<p><b>Descending stairs:</b></p> <p>-Position the Super-Trac so that it is at right angles to the stairs.</p> <p>- Tilt the platform as detailed in the Operator's manual. When the platform is tilted, weight will shift to the operating handle. When there is not much room on the landing, make sure that the warning mark on the bright yellow labels on the platform does not protrude over the edge of the stairs.</p> <p>- Press the Up/Down selection switch to DOWN and then press the drive thumb buttons on both handles simultaneously to crawl Super-Trac forward to the edge of the stairs.</p> <p>- Stop Super-Trac when the STOP MARK is aligned with the top stair nose. The assistant will alert the operator when approaching STOP MARK.</p> <p>- Now lift up on the operating handles to tilt Super-Trac up and forward until the tracks are resting completely on the stairs. This manoeuvre is always done manually</p> <p>- Once the tracks are touching the stairs and Super-Trac is stable, press the drive thumb buttons on both handles simultaneously to go down. When you reach the landing at the bottom of the stairs, continue to press the drive thumb buttons and crawl Super-Trac forward about 3 feet (0.9 m) from the base of the stairs before stopping.</p> <p>-Press the lower part of the platform tilt switch to return the platform to the horizontal position.</p> <p>-Move away from the stairs</p>	
<p><b>Guidance Documents/Standards/Applicable Legislation:</b></p> <p>Manitoba Workplace Safety and Health regulation</p> <ul style="list-style-type: none"> <li>• 2.1 Safe Work Procedures</li> </ul> <p>St. James-Assiniboia School Division Policy:</p> <ul style="list-style-type: none"> <li>• EBB-R Safe Work Procedures</li> </ul>		<p><b>NOTE:</b> This task will be monitored periodically to ensure compliance and safety</p>

I have been trained and have successfully demonstrated this procedure.  
 I understand that these techniques are to be used to comply with St. James-Assiniboia School Division client handling program.

**\*Failure to follow this safe work procedure will increase use of manual lifting, awkward postures & forceful exertions.  
 This increases the risk of pain, stiffness & injury to the back, neck & arms of Caregivers.**

**EMPLOYEE NAME:** \_\_\_\_\_ **EMPLOYEE SIGNATURE:** \_\_\_\_\_

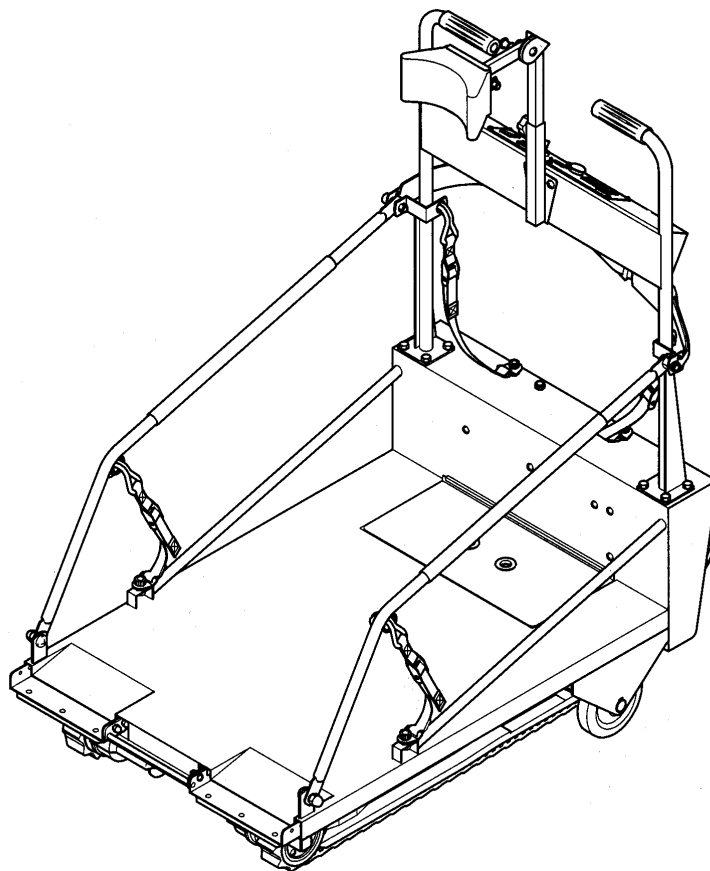
**TRAINER NAME:** \_\_\_\_\_ **TRAINER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# Garaventa Super-Trac TRE-52

## Portable Wheelchair Lift

### Owner's Manual



# GARAVENTA SUPER-TRAC

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Congratulations on the purchase of your new Garaventa Super-Trac TRE-52 portable wheelchair lift. This manual describes how to operate the Super-Trac properly and how to perform simple maintenance checks. Please make sure that you read it before operating the Super-Trac. In addition, you have been supplied with a Super-Trac Operator Training Video. Please watch the video before operating Super-Trac

## **Super-Trac must be operated only by someone who is properly trained!**

The serial number may be required when discussing service issues with the local dealer or Garaventa technicians. Please make a note in this manual of the serial number. It is stamped on a metal plate at the base of the Operating Handle. Also record the date on which you purchased your Super-Trac.

**Super-Trac Serial Number:** \_\_\_\_\_

**Date of Purchase:** \_\_\_\_\_

Super-Trac has been designed to provide years of service assisting people with physical disabilities to overcome the barriers presented by stairs. Your Garaventa dealer is knowledgeable about the servicing requirements and safe operation of your Super-Trac.

## **Your Local Authorized Garaventa Dealer is:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

If you have any questions consult your local dealer, or contact Garaventa Technical Support by phoning 1-800-663-6556 or + 604-594-0422, or by writing:

**In Canada:** Garaventa Accessibility  
7505-134A St.  
Surrey, BC  
V3W 7B3

**In USA:** Garaventa Accessibility  
PO Box 1769  
Blaine, WA  
98231-176



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# 1 Safety First!

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## SAFETY WARNINGS

Safety warnings containing important safety and handling information are affixed to the Super-Trac to ensure that it is operated safely. The following markings appear in the Owner's Manual as well as on the safety labels. They are also used in the Operator Training Video.



### SAFETY WARNING SYMBOL

Hazards that could result in serious personal injury or death if the safety precaution is ignored and the product is not handled properly.

### SAFETY WARNING LABELS



Safety labels are affixed to the Super-Trac to ensure that it is used safely. Please make sure you read and follow all safety warning labels. Safety labels that are damaged, lost or are no longer legible should be replaced. Safety labels can be ordered from the local dealer.

The labels contain the following key safety warnings:

### SAFETY WARNINGS



Maximum Load Capacity is 440 lbs (200 kgs). Load includes wheelchair and passenger. Do not overload.

Maximum Stair Angle is 35°. Place the Stair-slope Indicator across two stair noses to check the stair angle. Operate Super-Trac only when the arrow is in the green zone.



Do not operate if you have not read the Owner's Manual and viewed the Operator Training Video.

Do not carry wheelchairs or scooters that do not fit within the platform area. The front wheels of the wheelchair must fit behind the blue line on the platform deck.



Set the Parking Brake when loading and unloading passengers and if leaving the unit unattended.

Do not let go of the Operating Handle when a passenger is onboard and the platform is tilted back. **(continued on next page)**

# 2 Safety First!

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## SAFETY WARNINGS (continued from previous page)



Always position Super-Trac at an angle of 90° to the stairs.

Do not use Super-Trac on wet or slippery stairs.

Do not use Super-Trac on spiral stairs, irregular stairs or stairs with loose or insecure treads or coverings.



Do not operate Super-Trac unless the wheelchair and passenger are properly secured using the tie-down straps and seatbelt. Engage the wheelchair brakes(s) and turn off the controls to power wheelchairs.

Always come to a complete stop at the red STOP MARK balance point when ascending and descending stairs.



Keep the front castor wheel back from the edge of the stairs. Do not roll Super-Trac forward past the yellow mark on the drive frame. When tilting the platform forward to the horizontal position, make sure the front castor wheel will contact the floor well away from the stair edge.

Do not reach under the platform. Do not touch any moving parts.



Turn off the key switch and remove the key when Super-Trac is not in use. Leaving the key switch turned on will drain the battery.

Operating Super-Trac with a second person present will increase the level of safety and is recommended, particularly when operating with a heavy load.



If using Super-Trac to transport freight, do not exceed the maximum capacity of 440 lbs (200 kgs). Ensure that the freight is well secured. Keep the weight low and to the rear of the platform.



When learning to operate Super-Trac, always start with an empty machine. Practice ascending and descending the stairs. In particular, practice consistently stopping on the red STOP MARK at the top of the stairs. When you are proficient, find an able-bodied partner to practice with. Be an operator and a passenger. Use Super-Trac to transport people with disabilities only when you have this level of experience.



# 2 Specifications

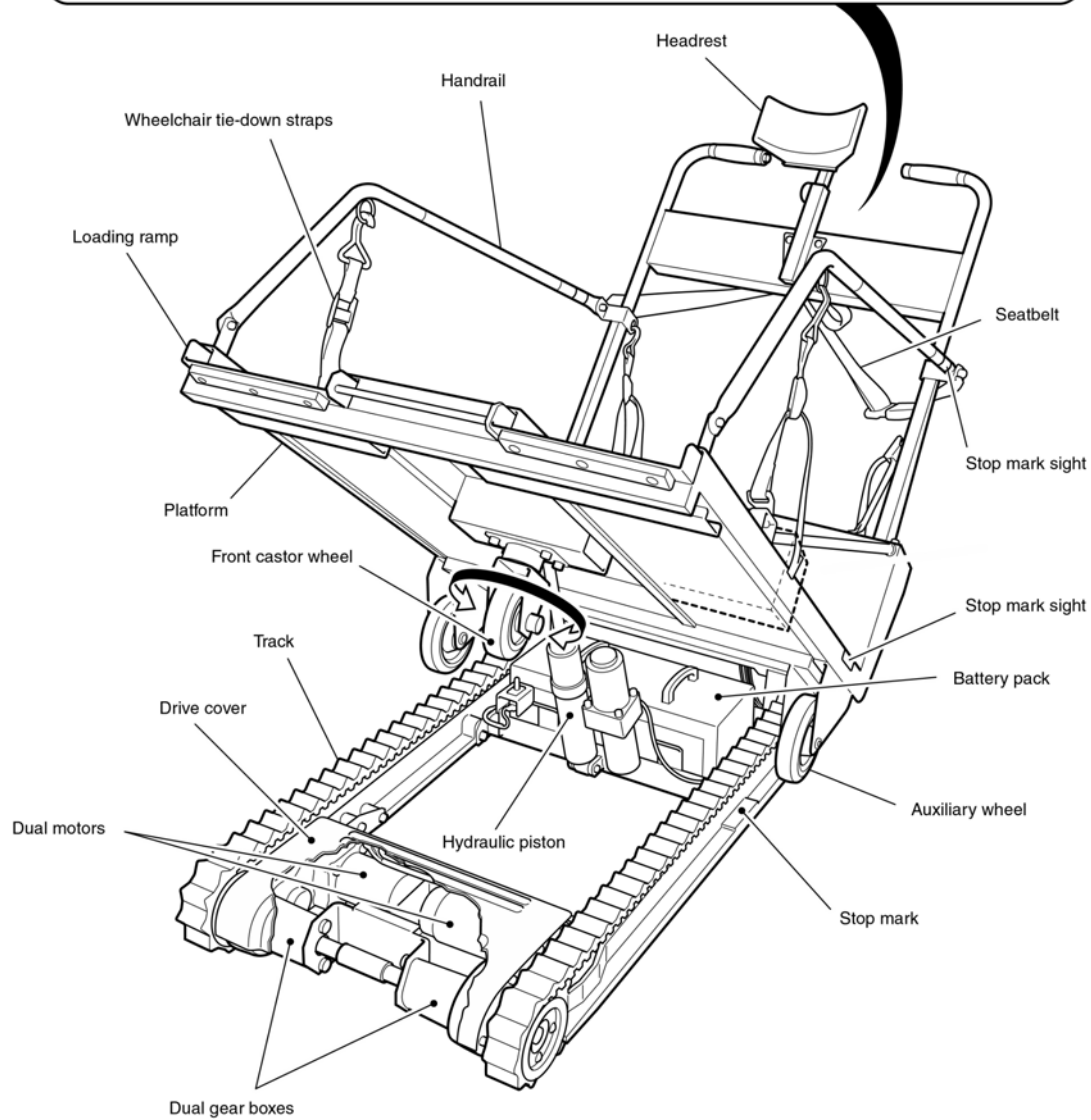
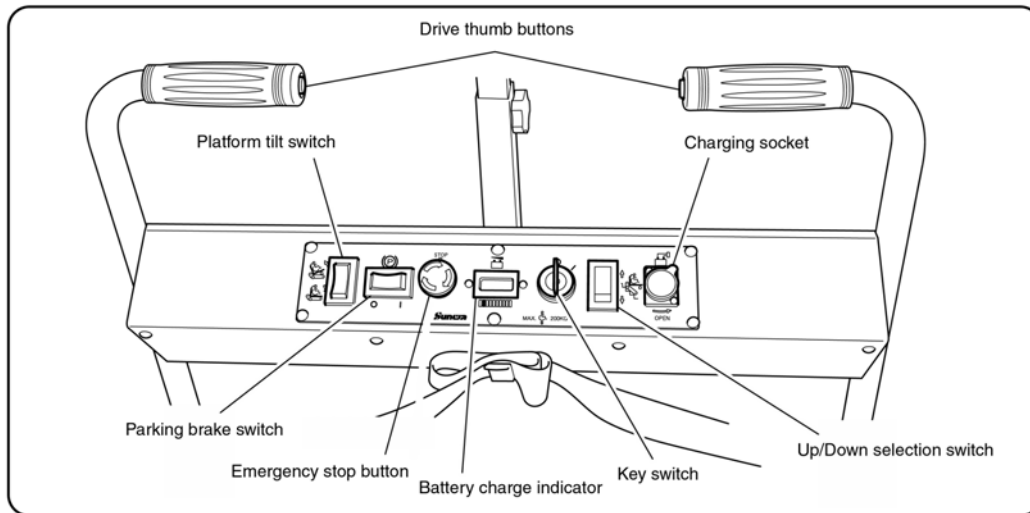
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## Super-Trac TRE-52 Specifications

<b>Capacity:</b>	440 lbs (200 kgs)
<b>Drive Motors:</b>	2 x 12 volt DC - 190 W
<b>Brake:</b>	2 x electromagnetic spring brake
<b>Battery:</b>	2 x 12 volt - 24 AH
<b>Battery Charger:</b>	Automatic 115 / 230 VAC
<b>Speed:</b>	Up 21.4 ft (6.51 m) / min Down 34.7 ft (10.59 m) / min
<b>Weight:</b>	253 lbs (115 kgs)
<b>Dimensions:</b>	Height: 50.4 in (1280 mm) Length 49.5 in (1258 mm) Width 29.8 in (757 mm)
<b>Platform Size:</b>	Length 35.1 in (892 mm) Width 27.4 in (690 mm)
<b>Wheelchair Attachment:</b>	4 x quick-release tie-down strap Electrically interlocked seatbelt
<b>Parking Brake:</b>	Electrical activation Wheels retract - tracks rest on floor
<b>Auxiliary Wheels:</b>	Front 5 in. castor rubber wheel Rear 6 in. fixed rubber wheel x 2
<b>Rubber Belt Tracks:</b>	Molded rubber reinforced with braided wires Width 2 in (51 mm) Length 48 in (1219 mm)
<b>Turning Clearance:</b>	63 in (1600 mm) required to turn at landings
<b>Maximum Stair Angle:</b>	35°

# 3 Component Identification

Control panel

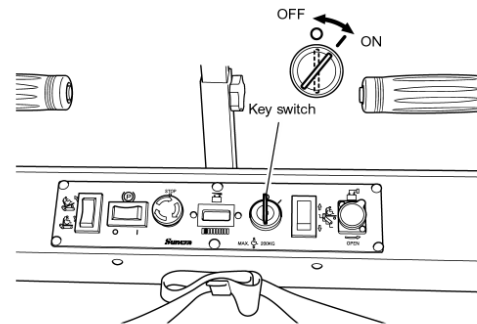


# 4 Component Function

## KEY SWITCH

The key switch on the control panel is used to turn the power ON or OFF.

When the Super-Trac is not in use (when it is in storage, being recharged or in transit) put the key switch in the OFF position (O), remove the key and keep it in a safe place.



### BATTERY LIFE TIP

If the key switch is left in the ON position, the battery will discharge and will eventually go dead. When not in use, always put the key switch in the OFF position and remove the key.

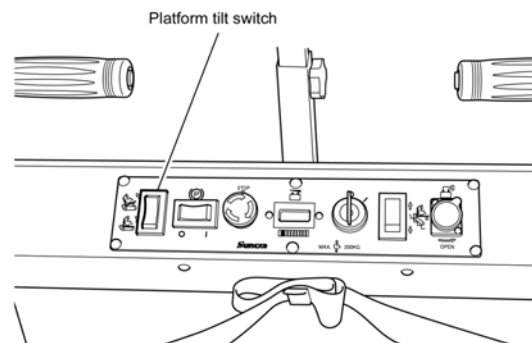
## PLATFORM TILT SWITCH

The platform of the Super-Trac must be tilted so it is horizontal when going up or down stairs. The tilting is done by a hydraulic actuator that is activated by a rocker switch on the control panel. This is the Platform Tilt Switch.

Press and hold the top of the rocker switch to tilt the platform back and the bottom of the rocker switch to return the platform to the horizontal position.

The platform will stop moving when you take your finger off the switch or when it reaches the maximum travel. The hydraulic actuator will make a louder noise when this happens. This is normal.

The Super-Trac will not climb up or down stairs unless the platform is tilted as far as it can go. Also, this switch will not work while the Super-Trac is on the stairs. There is a safety interlock.



# 4 Component Function

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## DRIVE CONTROLS

### Drive Thumb Buttons

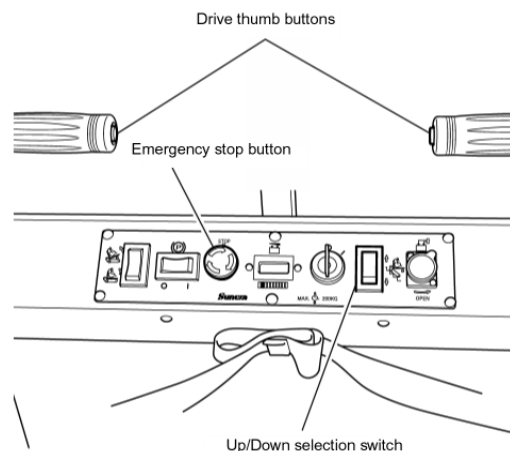
Operate the tracks and work only when both buttons are pressed. The Super-Trac will stop moving if you take your thumb off one button.

### Up/Down Selection Switch

Use this to choose the direction of travel on stairs.

### Emergency Stop Button

Push to stop the Super-Trac if other controls fail to function. To cancel, turn to the right.

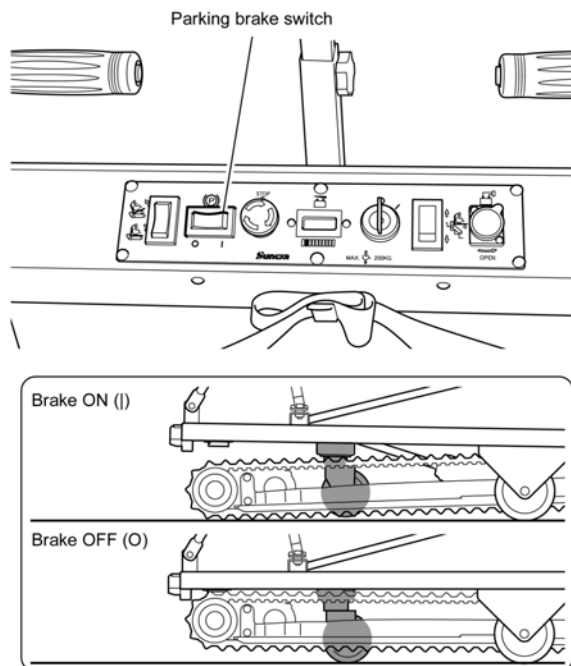


## PARKING BRAKE

### Parking Brake Switch

Used to lower the tracks to the ground so that the wheelchair can be loaded and unloaded safely. Press the Parking Brake Switch to the ON position (|) to lower the tracks to the ground. This will keep the Super-Trac stationary.

Press the Parking Brake Switch to the OFF position (O) to raise the tracks off the ground.



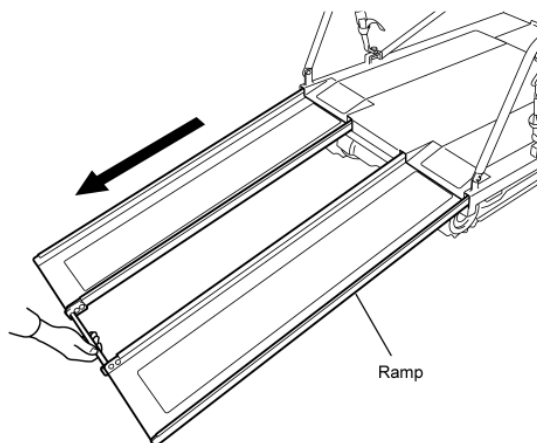
# 4 Component Function

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## LOADING RAMP

The Loading Ramp is located under the platform of the Super-Trac. It provides a gentle slope for loading and unloading the wheelchair.

Pull it out from under the platform as shown. Always slide it back to its original position once the wheelchair has been loaded or unloaded.

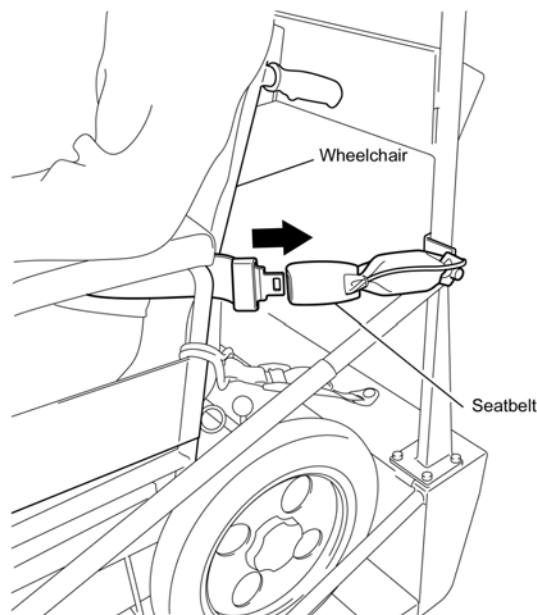


## SEATBELT

To ensure the safety of the passenger, the Seatbelt must always be fastened around the passenger.

### Trouble Shooting Tip

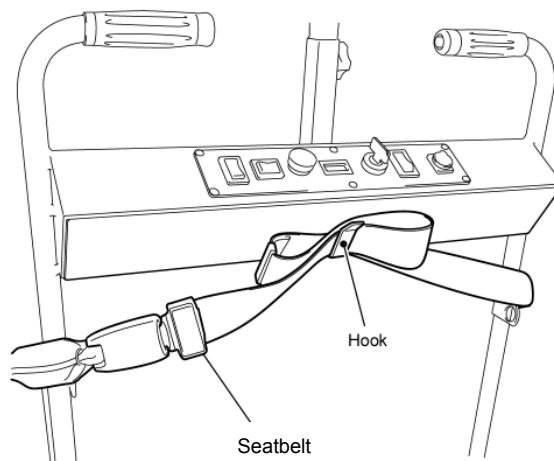
The Seatbelt contains an electrical interlock. The controls, including the parking brake switch, will not work unless the seatbelt is fastened.



## Correct Seatbelt Storage

When there is no wheelchair on the Super-Trac, the seatbelt should always be buckled and placed on the storage hook provided.

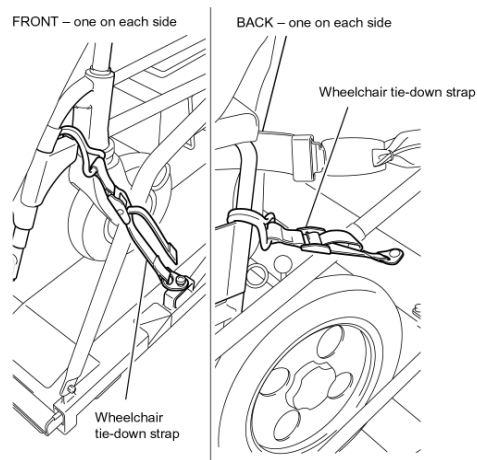
Again, Super-Trac will not function, even when empty, unless the Seatbelt is fastened together.



# 4 Component Function

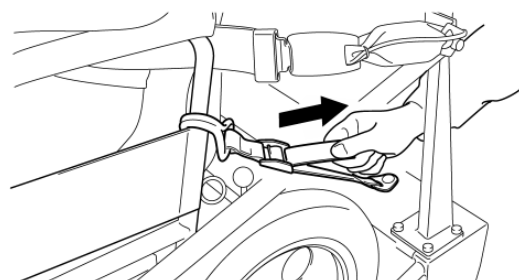
## WHEELCHAIR TIE-DOWN STRAPS

The 4 Wheelchair Tie-Down Straps must be attached securely so there is no danger of the wheelchair moving while the Super-Trac is in use.



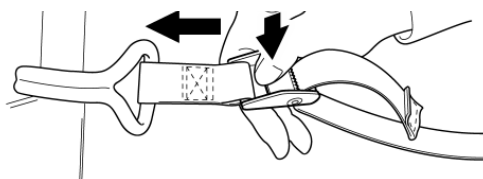
### Tightening the Tie-Down Straps

Pull strap towards you to fasten.



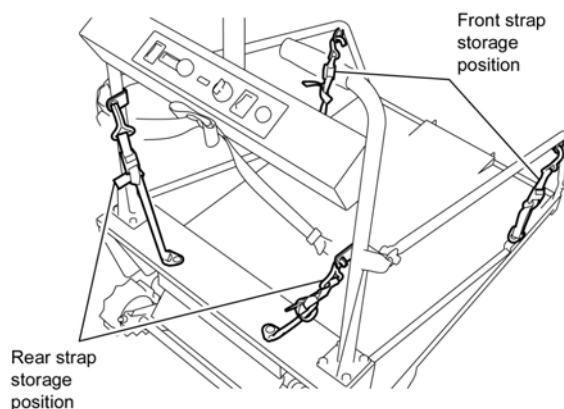
### Releasing the Tie-Down Straps

Push the flap on the buckle (1) and push in the direction of the arrow (2) to release.



### Storage of Tie-Down Straps

When there is no wheelchair on the Super-Trac, the straps must be hung in the 4 red storage rings. If the straps are not stored correctly they could fall into the tracks and cause damage.



# 5 Batteries and Recharging

---

## BATTERIES

Small, sealed lead batteries are used in the battery pack. There is no risk of fluid leaking and no maintenance (replacing water etc.) is required other than charging.

When handling batteries, please observe the following precautions.

### Charge Batteries After Every Use

Batteries should be recharged immediately after use with the special battery charger provided. Putting the Super-Trac away without recharging the batteries may cause problems when it is next used if the batteries are weak or dead. Further, if the batteries are left without being charged for a long time, they may stop working altogether.

### BATTERY SAFETY WARNINGS



- Do not recharge batteries inside a sealed structure.
- Do not place batteries near fires.
- Do not dismantle or reassemble batteries.
- Do not short-circuit batteries with tools or metal items.
- Batteries should only be recharged with the special battery charger provided.
- Check batteries and replace if you notice any damage such as cracks or deformities or any leaking fluid.
- Check batteries and clean with a cloth moistened with water. Do not wipe with oil or an organic solvent such as petrol or thinner.
- If batteries rupture and electrolyte gets on your skin or clothing, rinse immediately with plenty of water. If any electrolyte gets in your eyes, wash with clean water and see a doctor immediately.



### Recommendations for Long Battery Life

The Super-Trac uses sealed batteries. The batteries will not work if you remove the battery covers.

If the batteries are allowed to run too low, you may not be able to use them again.

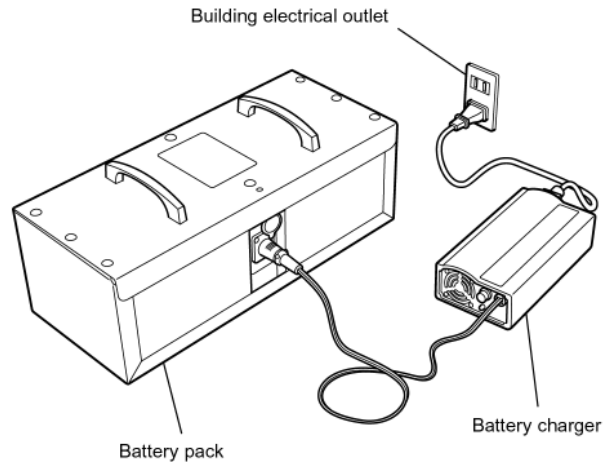
When the Super-Trac is not used for a long period of time, the batteries should be fully charged and then removed, kept in a dry place with low humidity and recharge once a month.

As batteries deteriorate when stored, they may not work as well as they did before they were put away.

# 5 Batteries and Recharging

## BATTERY CHARGER

The Super-Trac's special battery charger automatically charges depending on the discharge level of the batteries. Therefore, once battery voltage reaches a certain level during recharging, it will stop charging. Batteries that are completely used up take about 5 hours to recharge.



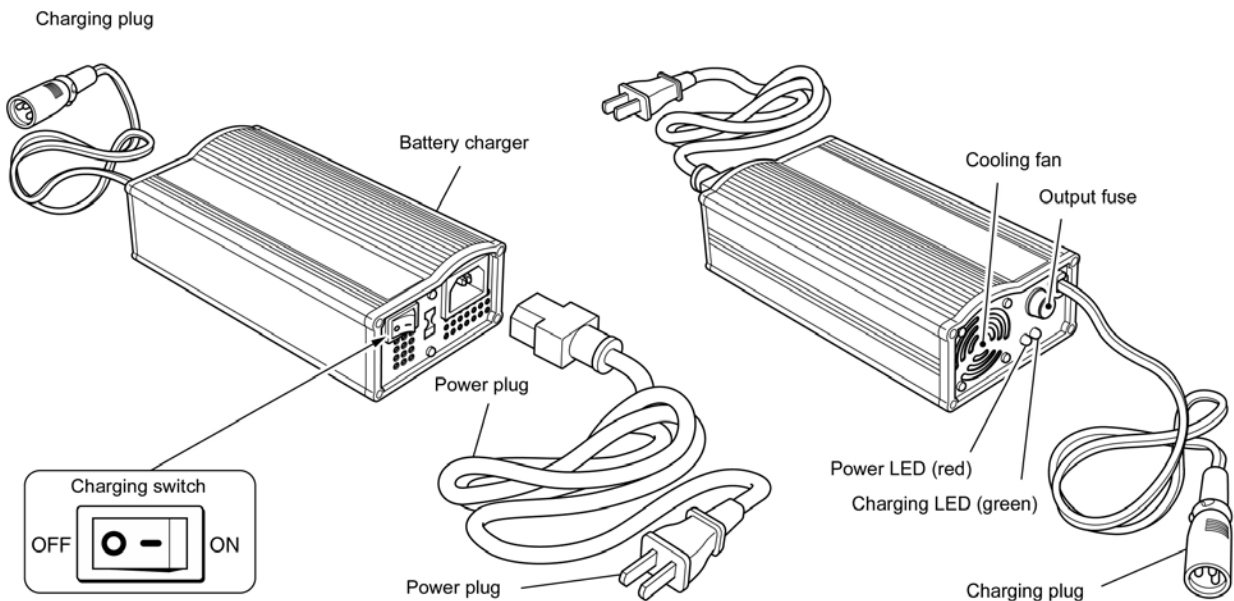
## SET CHARGER FOR LOCAL VOLTAGE

Before using the charger be sure to set the sliding switch on the back of the charger to the local voltage:



110 – 115 VAC or

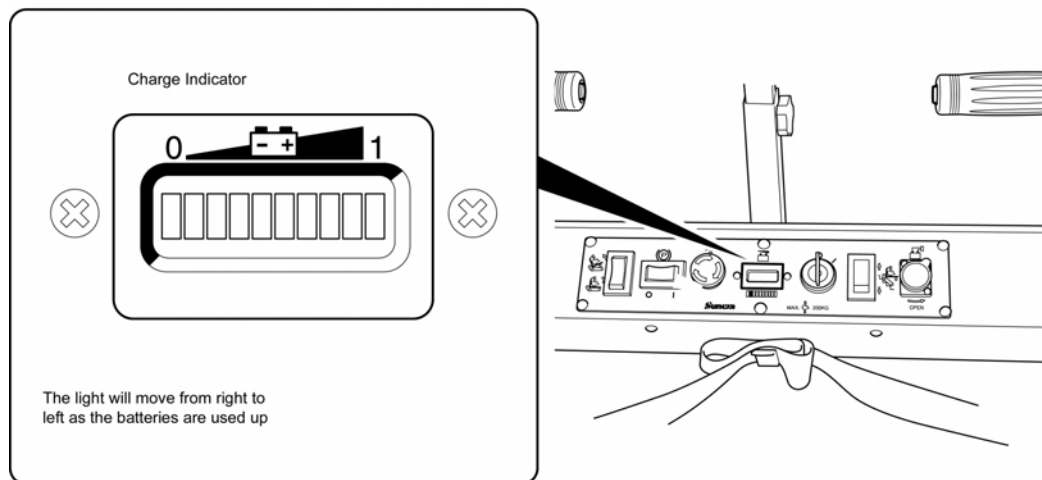
220 – 230 VAC





# 5 Batteries & Recharging

## HOW TO READ THE BATTERY CHARGE INDICATOR



How to read the charge indicator after charging the batteries.

	Charge Indicator	Time left (Percentage of charge)
1	<p>Far right light is on</p>	Approx. 40 mins (100%)
2	<p>Fourth light from right is on</p>	Approx. 20 mins (50%)
3	<p>Seventh light from right is on</p>	Approx. 10 mins (25%)
4	<p>Second light from left flashing</p>	Stop (0%) (Stop using and recharge batteries immediately)
5	<p>Two lights on the far left flashing</p>	If this goes on, the batteries will deteriorate considerably. It is better to stop using and recharge the batteries at Stage 4.

When the key switch is in the ON position ( | ), the light on the battery charge indicator may move to a position to the left of where it was when the Super-Trac was last used.

# 5 Batteries & Recharging

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## REMOVING THE BATTERY PACK

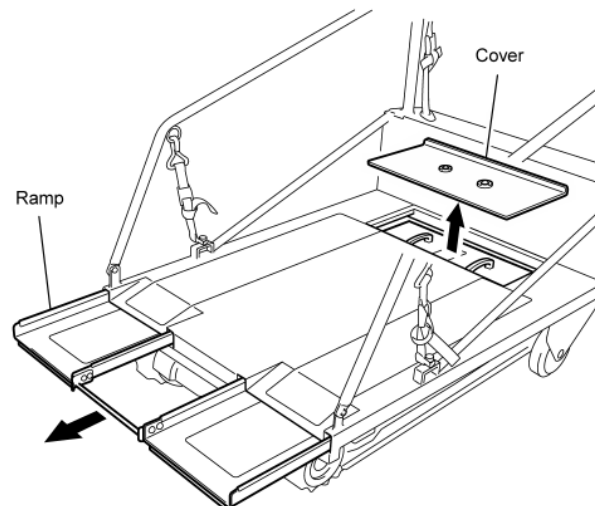
The battery pack does not need to be removed for charging. However, if there is no electrical receptacle nearby, the battery pack can be removed and carried to where there is a power source for the charger.

Also, in the case of heavy use, 2 or more batteries can be swapped when the charge gets low.

Remove the cover at the top end of the platform deck of the Super-Trac. Pull out the ramp until the battery pack can be removed.

Hold the handles on the battery pack with both hands and lift out.

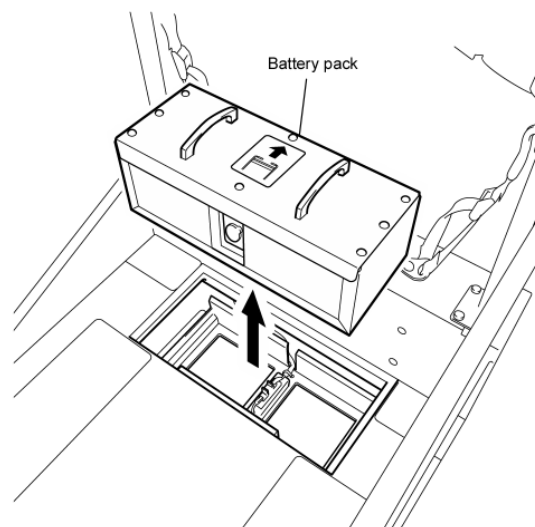
To put the battery pack back in place, simply reverse the process.



## BATTERY PACK ALIGNMENT

The battery pack can only be put back with the arrow pointing in the direction shown. This is so the contacts align.

Make sure the battery pack is inserted correctly as it could be damaged if inserted back to front.



## WARNING



Be careful not to drop the battery pack as the batteries could be damaged. This could result in leakage of the battery fluid.

# 5 Batteries and Recharging

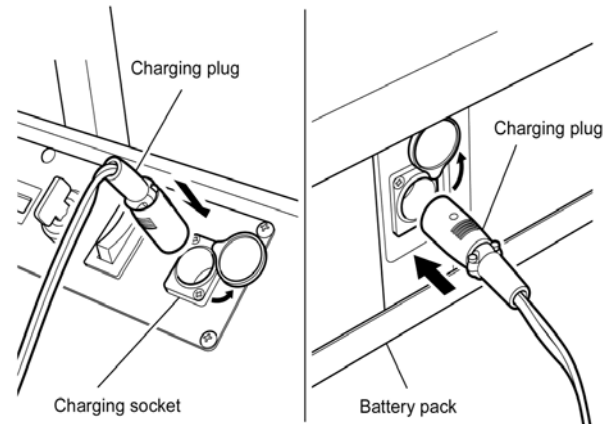
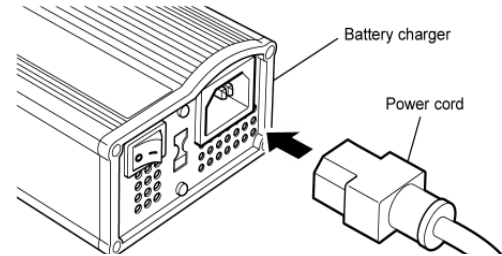
## RECHARGING THE BATTERIES

Connect the power cord to the battery charger.

When the battery pack is in the Super-Trac, lift up the flap over the charging socket on the control panel and insert the battery charger plug.

When the battery pack has been taken out of Super-Trac, lift up the flap over the charging socket on the battery pack and insert the battery charger plug.

Insert the battery charger plug into the building electrical outlet.



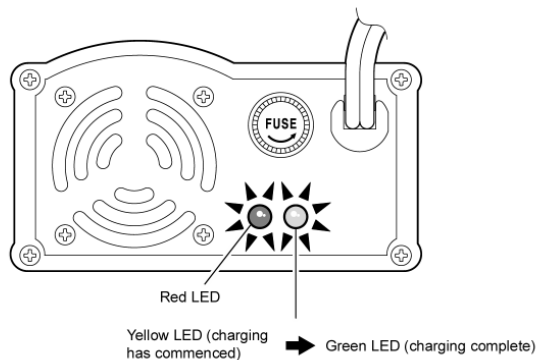
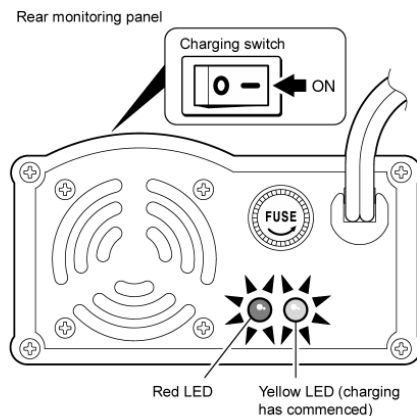
Put the charging switch in the ON position.

Charging will commence when the red and yellow LED's come on.

As the batteries are charged, the yellow LED will turn green, indicating that the batteries are fully charged

Take the battery charger plug out of the building electrical outlet.

Take the battery charger plug out of the socket.



# 5 Batteries and Recharging

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## CHARGER SAFETY WARNINGS



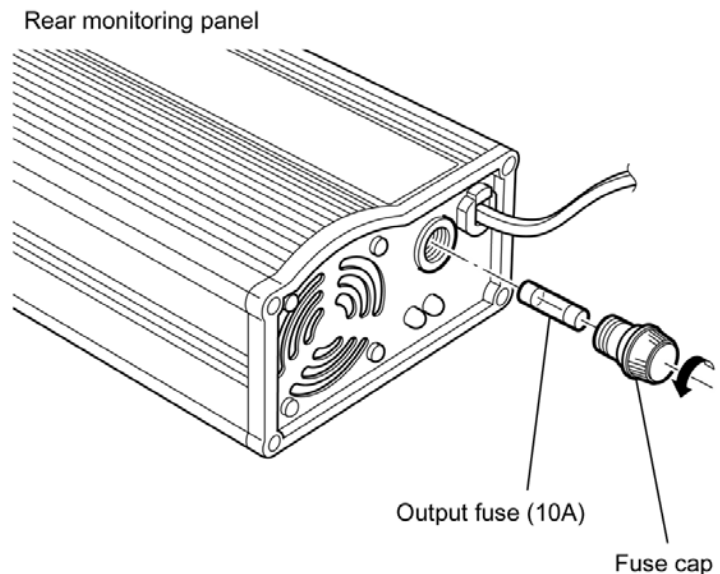
- Make sure no combustible objects are placed near the battery charger, as it will become very warm during use.
- To ensure that the battery charger is used safely, please read the instruction manual carefully beforehand.
- The cover should never be taken off. Tampering with the inside of the battery charger could give you an electric shock.
- The battery charger should be used and stored indoors in a dry place away from direct sunlight. Otherwise it could cause electric shocks or the unit could be damaged.
- When the batteries are near the end of their life span, they will no longer be able to reach battery voltage during charging and the charging automatic shutoff function will stop working.



## REPLACING THE FUSE

A prolonged flashing green light means that something is wrong (a blown fuse, faulty connection etc.)

Remove the fuse cap in the diagram on the right by turning in a counter-clockwise direction and put in a new 10A output fuse.



# 5 Batteries and Recharging

## BATTERY CHARGER TROUBLE-SHOOTING GUIDE

PROBLEM	CAUSE		SOLUTION
Does not charge.  The red LED does not come on.	Bad connection between plug and electrical outlet.		Check connections and connect securely.
	The charging switch is not in the ON position.		Follow the procedure for putting the charging switch into the ON position.
	There is no power to the building electrical outlet.		Check power supply or find a working outlet.
	Something is wrong with the input end of the battery charger.		Arrange to have checked and repaired.
The red LED comes on and the green light flashes as soon as charging commences.	The output fuse has blown	The wiring at the output end of the charger is disconnected.	Remove the nonconformity and follow the procedure for replacing the fuse (See P. 15) If the fuse continues to blow, service should be arranged.
		The batteries have been connected with the (+) and the (-) in the wrong positions	
		Defective batteries (at the end of their life etc.)	Replace fuse. Replace batteries.
	Bad connection between charging socket and charging plug or no connection at all.		Check connections and connect securely.
	Either the power cord at the output end or the battery pack cord is damaged or not soldered properly.		Arrange to have repaired or replace.
	Something is wrong with the output end of the battery charger.		Arrange to have checked and repaired.
	Defective batteries (at the end of their life or overcharged).		Replace batteries.
	Something is wrong inside the battery charger (timer etc.).		Arrange to have checked and repaired.
	When charging commences, the red Led comes on and the yellow LED immediately turns green.	The batteries are fully charged.	
Defective batteries.		Replace batteries.	
The batteries have been charged but run out again quickly.	The batteries are near the end of their life span.		Replace batteries.
	The temperature is too low where the batteries are being charged.		Batteries should be recharged at a temperature of between 5°C and 40°C.

# 5 Batteries and Recharging

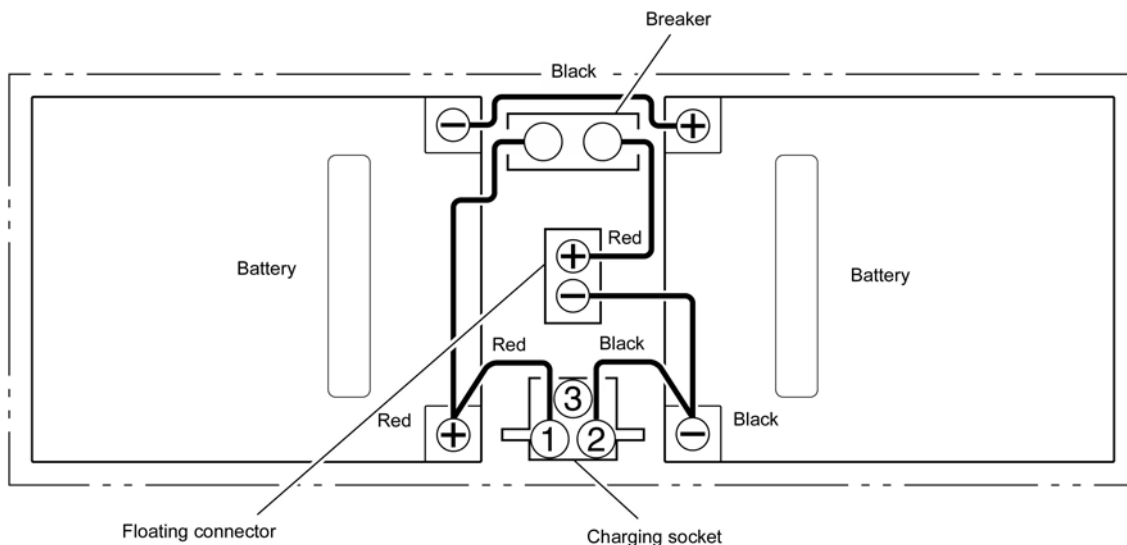
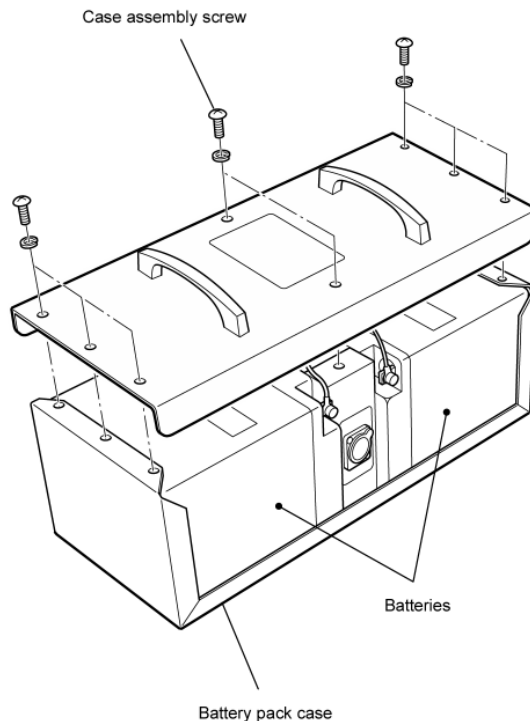
## REPLACING BATTERIES

Replacement batteries can be purchased through your local, authorized Super-Trac dealer.

Unscrew the case assembly screws on the battery pack and remove the case.

Disconnect the wires from the battery terminals and put in new batteries.

Connect wires to batteries as before. Refer to the wiring diagram below.



### BATTERY LIFE TIP

The batteries will discharge rapidly if the key switch is left in the ON position. Make sure the key switch is in the OFF position and the key has been taken out when the Super-Trac is not in use.

# 6 Loading and Unloading

## WHEELCHAIR LOADING AND UNLOADING

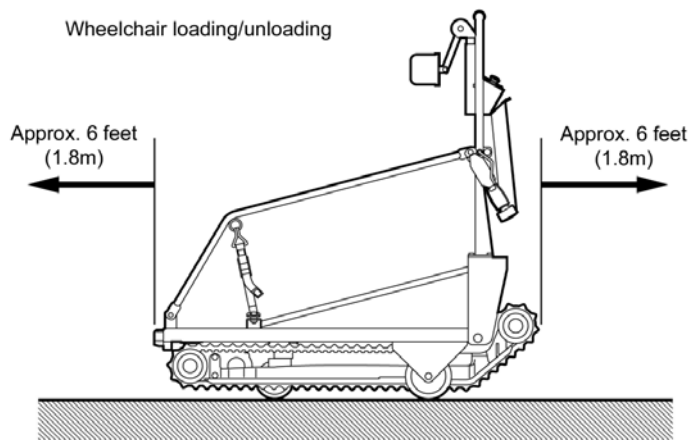
### How to load the wheelchair

Make sure there is nothing in the way for about 6 feet (1.8m) in front and behind the Super-Trac.

Turn the key switch to ON (|).

Set the parking brake so that the Super-Trac will not move during boarding.

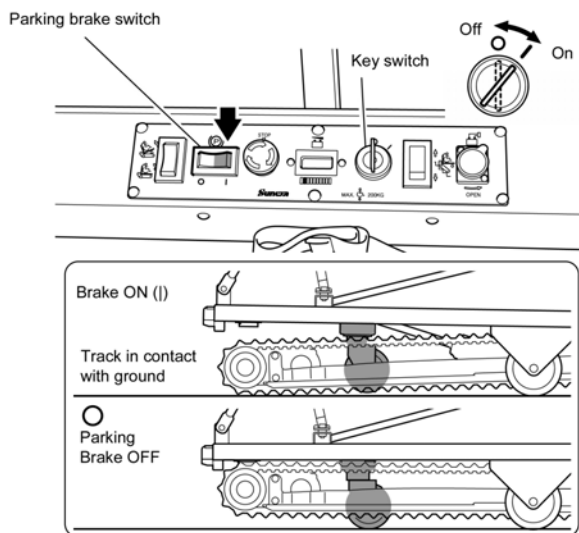
To do this push the parking brake switch on the control panel. This will lower the tracks to the ground.



### WARNING



The parking brake should always be applied when loading/unloading the wheelchair.



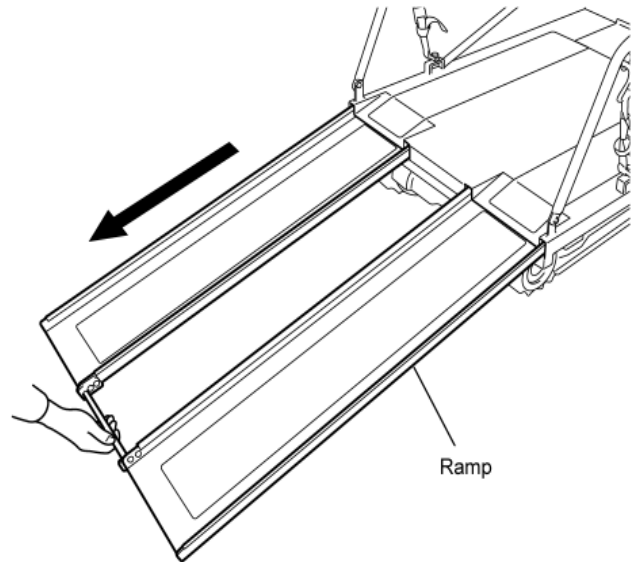
# 6 Loading and Unloading

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## LOADING RAMP

Pull out the loading ramp that is located under the platform of the Super-Trac.

Roll the wheels of the wheelchair up onto the ramp and gently push the wheelchair up with one person on either side.



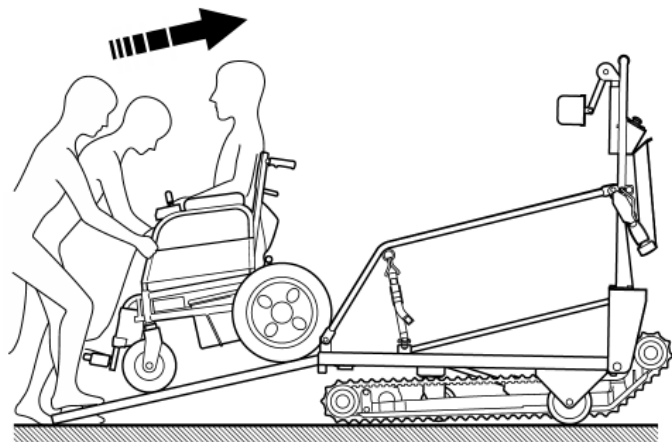
### WARNING

Check that the wheels of the wheelchair fit into the ramp channels. Watch for interference from anti-tip bars. These may need to be removed.



### WARNING

The angle of the ramp may cause the passenger's upper body to shift forward. Be prepared to support the passenger's upper body when loading and unloading.



### WARNING

It may be necessary to disengage the drive of power wheelchairs to roll them up the ramps. Power wheelchairs are heavy. Use caution.





# 6 Loading and Unloading

## MOVE PASSENGER ONTO THE PLATFORM

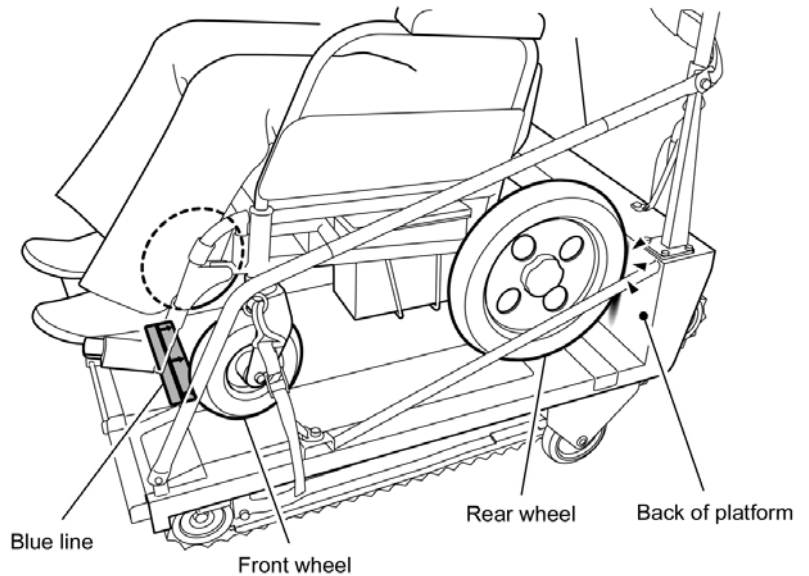
Roll the wheelchair back onto the Super-Trac platform until the front wheels are behind the blue line on the deck and the rear wheels are touching the back of the platform.

### WARNING

Do not carry wheelchairs or scooters that do not fit within the platform area. The front wheels of the wheelchair must fit behind the blue line on the platform deck.



Wheelchair loading/unloading



## SECURE THE WHEELCHAIR

Ensure the wheelchair brakes are ON. Check that the power is turned off on electric wheelchairs.

To ensure there is no danger of the wheelchair moving while the Super-Trac is in use, the 4 wheelchair tie-down straps must be securely fastened.

To tighten, pull strap towards you.

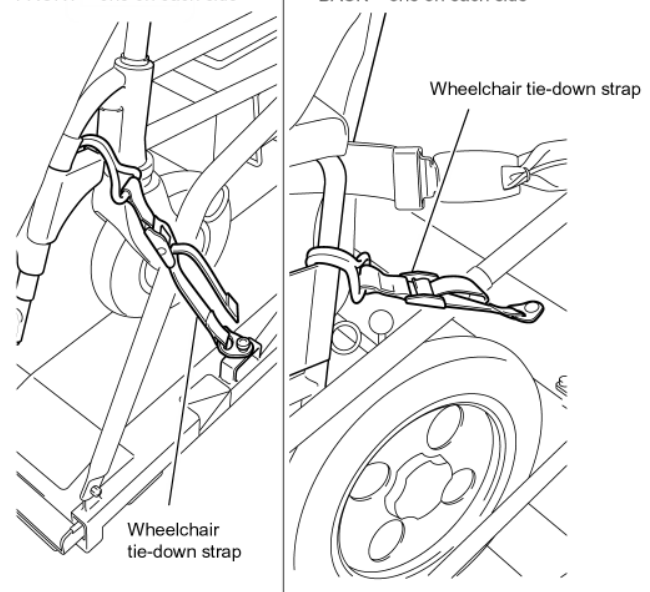
### WARNING

The 4 wheelchair tie-down straps must always be fastened. Failure to do so could result in the wheelchair coming off the Super-Trac platform.



FRONT – one on each side

BACK – one on each side



# 6 Loading and Unloading

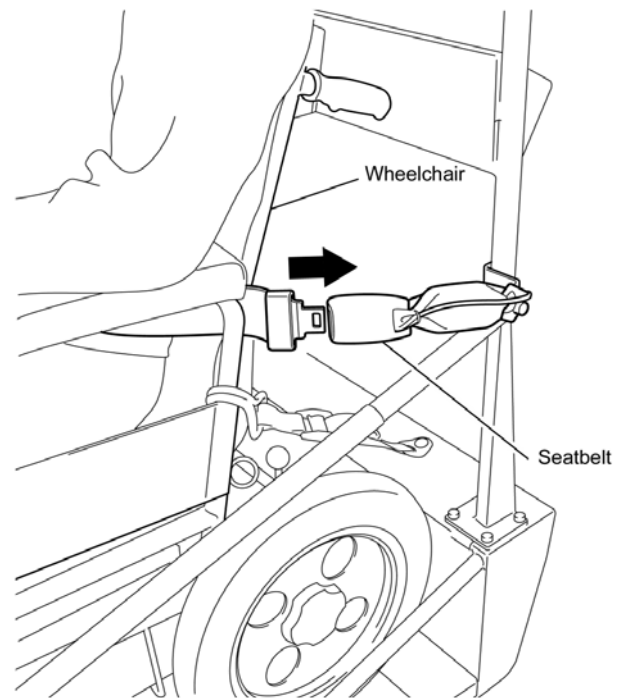
## FASTEN THE SEATBELT

Fasten the seatbelt around passenger and wheelchair. Tighten as required.

### WARNING



The Super-Trac will only move when the seatbelt is fastened. The seatbelt must always be fastened around the passenger and wheelchair.



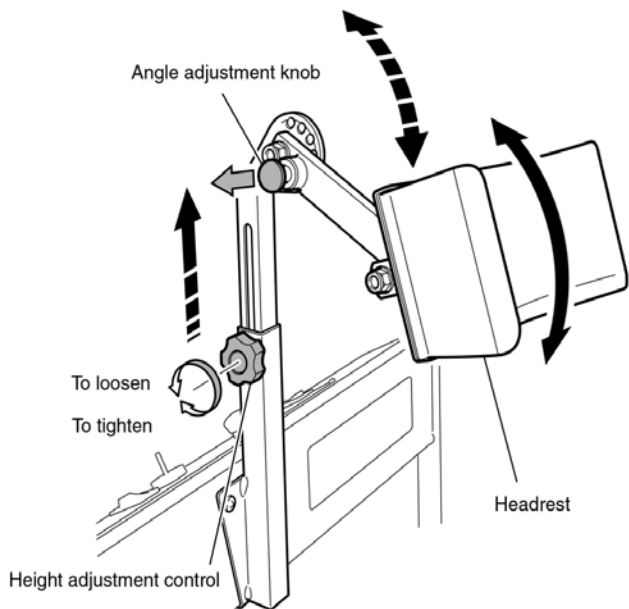
## ADJUST THE HEADREST

Adjust the headrest so that it is comfortable for the passenger. Remember that the passenger will be reclined before climbing the stairs.

To adjust the height of the headrest, loosen the height adjustment control and tighten once you have decided how high you want it to be.

To adjust the angle of the headrest, pull out the angle adjustment.

Make any fine adjustments to the cushion part of the headrest so that it supports the passenger's head properly.



## STORE THE LOADING RAMP

The final step is to slide the loading ramp back under the platform.

# 6 Loading and Unloading

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## UNLOADING THE PASSENGER

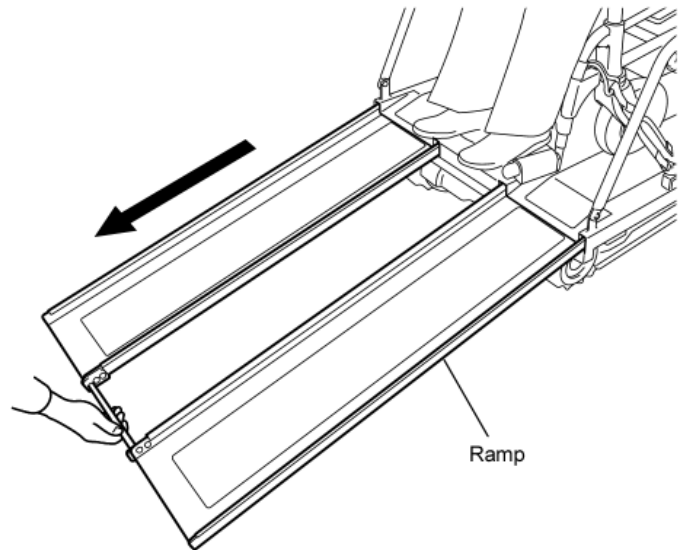
Make sure there is nothing in the way for about 6 feet (1.8 m) in front and behind the Super-Trac.

Turn the key switch to ON (|).

Set the parking brake so that the Super-Trac will not move.

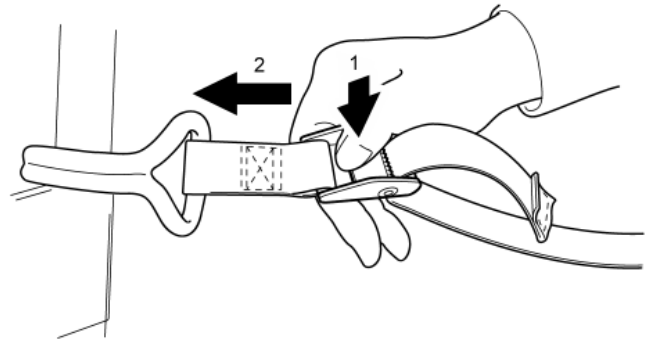
To do this, push the parking brake switch on the control panel. This will lower the tracks to the ground.

Pull out the loading ramp.

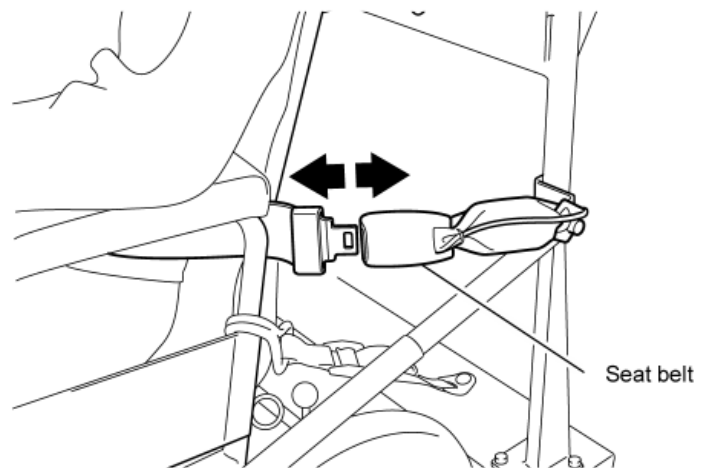


## RELEASE TIE-DOWN STRAPS

Release the wheelchair tie-down straps. Push the flap on the buckle (1) and release in the direction of the arrow (2). Detach from the wheelchair.



## RELEASE THE SEATBELT

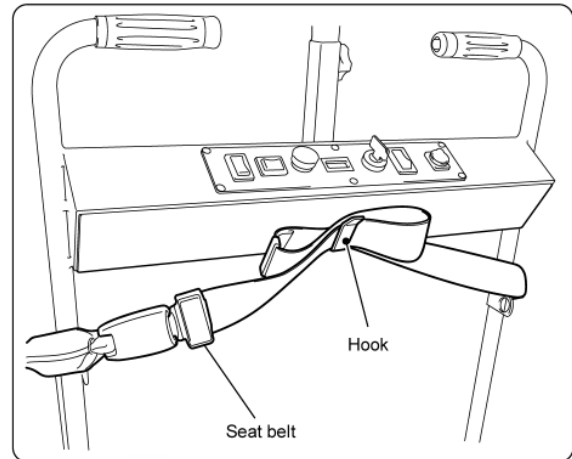


# 7 Loading and Unloading

## FASTEN & STORE SEATBELT

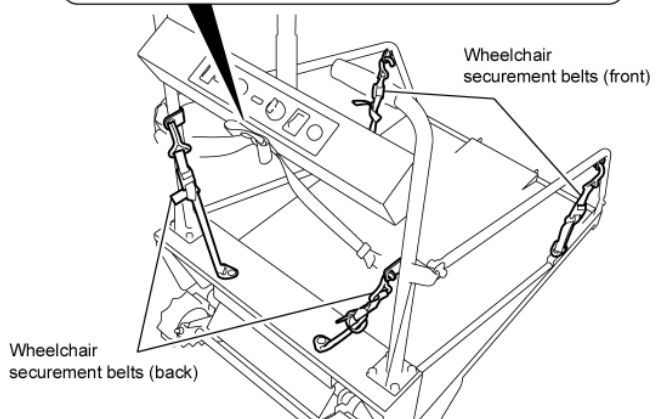
Refasten the seatbelt behind the operating handle and place the slack belt in the storage hook below the operating controls.

Super-Trac will not operate unless the seatbelt is refastened.



## SECURE THE TIE-DOWN STRAPS

Place the wheelchair tie-down straps in the red storage rings and tighten.



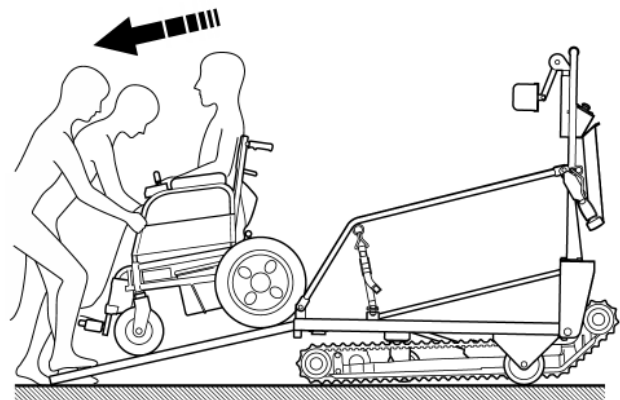
## UNLOAD PASSENGER

Gently roll the wheelchair off the platform and down the ramp with one person on each side.

### WARNING

Be sure to support the passenger's upper body.

Use extreme caution. Be prepared to support the combined weight of the wheelchair and passenger rolling down the ramp.



## STORE THE LOADING RAMP

The final step is to slide the loading ramp back under the platform.

# 7 Operating on Flat Surfaces

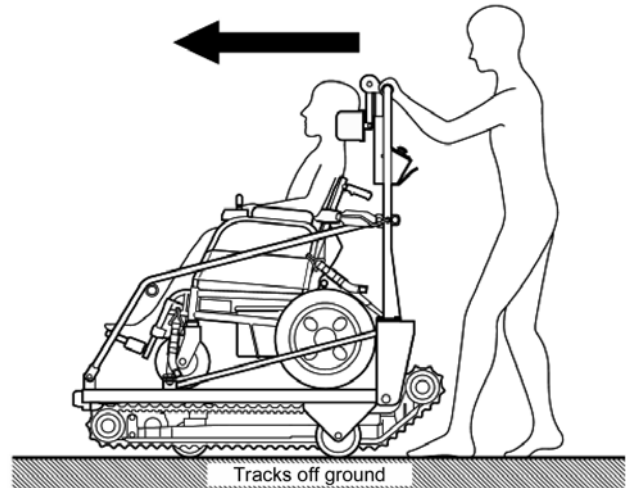
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Super-Trac is equipped with 3 auxiliary wheels for rolling across flat surfaces such as hallway floors and stair landings.

## SAFETY WARNING



Do not roll Super-Trac on ramps or inclined surfaces. It is very heavy and could run away from the operator. If the unit starts to roll on its own, set the parking brake immediately and then get assistance to move Super-Trac back to a flat area.



## OPERATING ON FLAT SURFACES

Push the parking brake switch to the OFF position (O). The tracks will retract and Super-Trac will be free to roll on the auxiliary wheels.

Push the Super-Trac forward manually. This is the normal manner to cover any distance.

Change direction with the castor wheel located at the front of the unit.

Note that you will need to pull Super-Trac backwards when positioning it at the bottom of the stairs for stair climbing.

Super-Trac will roll more easily on a hard floor surface, such as tile, than on a carpeted surface.

# 8 Ascending Stairs

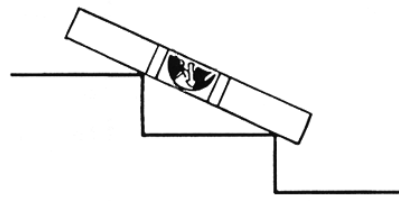
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## PASSENGER COMFORT

To ascend stairs you will be tilting the passenger and moving onto the stairway. To help relax the passenger it is always a good idea to tell the passenger what will happen next.

## CHECK THE STAIR SLOPE ANGLE

Remove the stair slope indicator from the base of the operating handle. Place it across two stair noses to check the stair angle. Use Super-Trac only if the stair slope is  $35^{\circ}$  or less. This is the green zone on the stair slope indicator.



### WARNING



Do not use Super-Trac on stairs with slopes greater than  $35^{\circ}$ . Stability of Super-Trac will decrease as the stair slope becomes steeper.

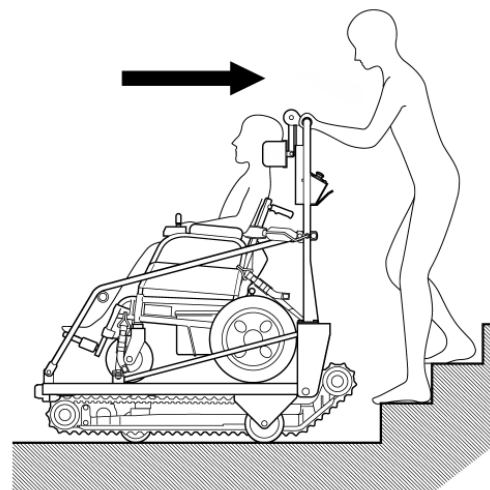
## POSITIONING SUPER-TRAC TO ASCEND STAIRS

Reverse the Super-Trac using the auxiliary wheels until it is at right angles to the bottom step. This will be when the tracks come into contact with the step at the same time.

### WARNING



It is very dangerous if the tracks are not aligned at right angles to the stairs. The Super-Trac will not be able to climb in a straight line.



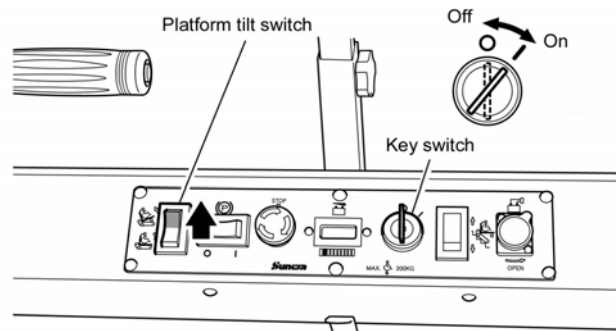
# 8 Ascending Stairs

## TILTING THE PLATFORM

Turn the key switch on the control panel to ON (I) and press the upper part of the platform tilt switch until the platform is tilted to the maximum range of travel. You will hear a loud whining sound from the hydraulic pump when it reaches this point. This is normal.

The platform is now in the correct position for going up the stairs.

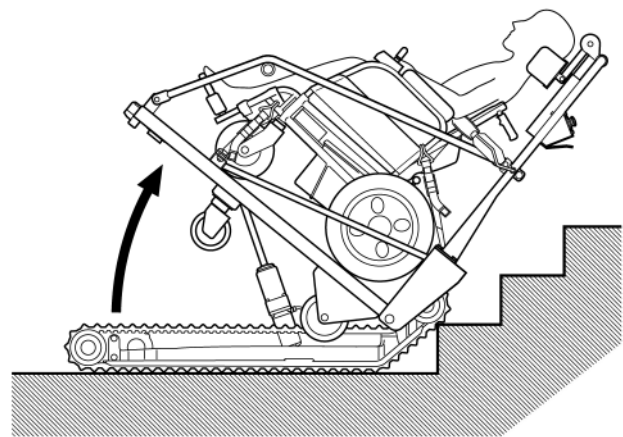
The drive thumb buttons will not work unless the floor is tilted as far as it can go.



### WARNING



When the platform is tilted, weight will shift to the operating handle. Be sure to grip it firmly and be prepared to support this increased load until you begin to climb the stairs.

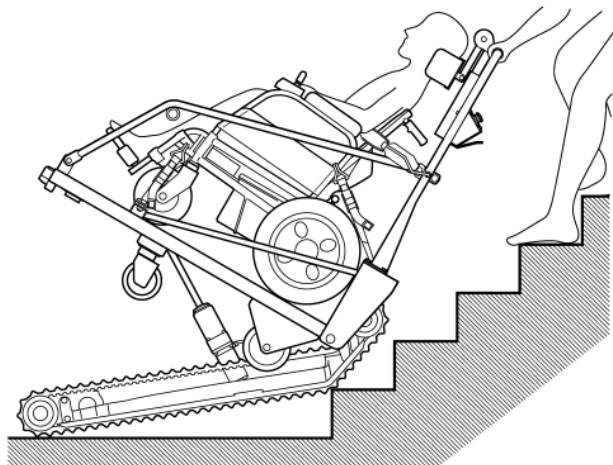


## STARTING STAIR ASCENT

Press the Up/Down selection switch to UP and then press the drive thumb buttons on both handles simultaneously.

The Super-Trac will start going up the stairs. Continue pressing the thumb buttons until you get to where you want to stop.

Take your thumbs off the buttons to stop the Super-Trac.

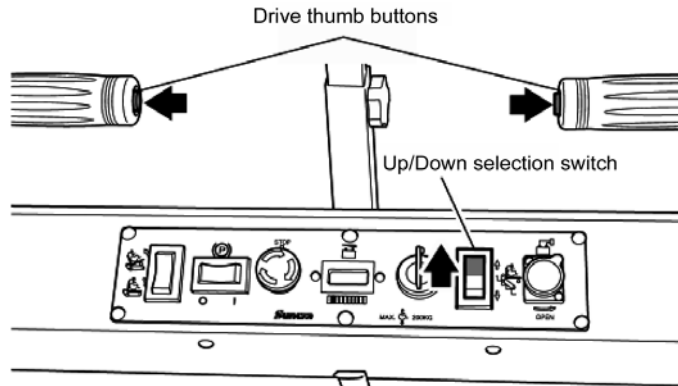


# 8 Ascending Stairs

## WARNING



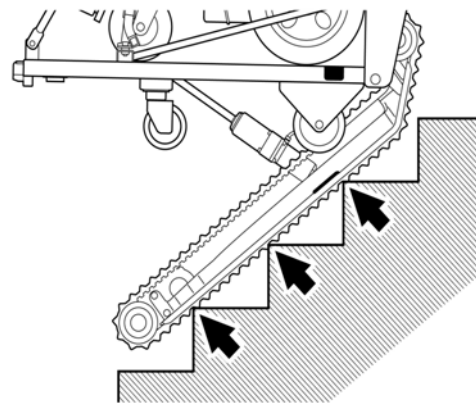
While the Super-Trac is going upstairs, the operator must always keep both hands on the operating handles.



## WARNING



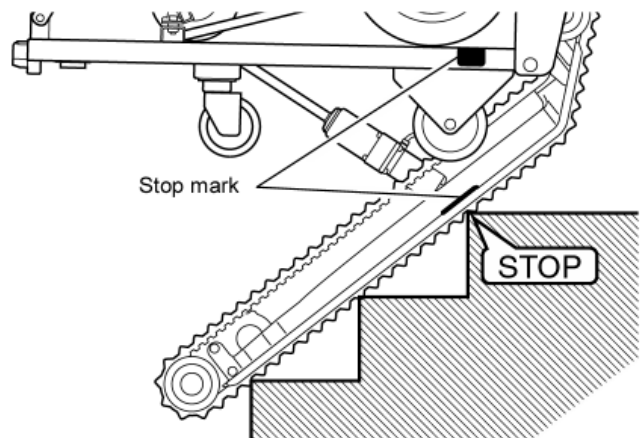
If stopping on the stairs, make sure that the tracks are in contact with at least 3 stair noses. This ensures maximum stability.



Make sure that the tracks are touching the stairs in three places when you stop

## STOP AT TOP OF STAIRS

Continue to ascend the stairs. When you get to the top of the stairs, stop Super-Trac when the red STOP MARK on the side of the drive frame is aligned with the top stair nose. Position your line of sight so you can see the STOP MARK clearly.

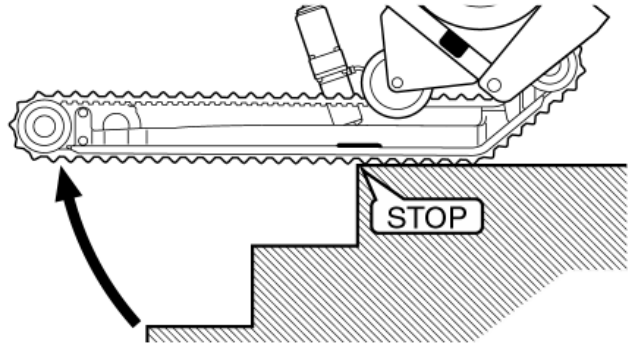




# 8 Ascending Stairs

## ROCK SUPER-TRAC ONTO LANDING

Stop the Super-Trac when the STOP MARK is aligned with the top stair nose. Then gently pull back on the operating handles to lower it onto the landing. This maneuver is always done manually.

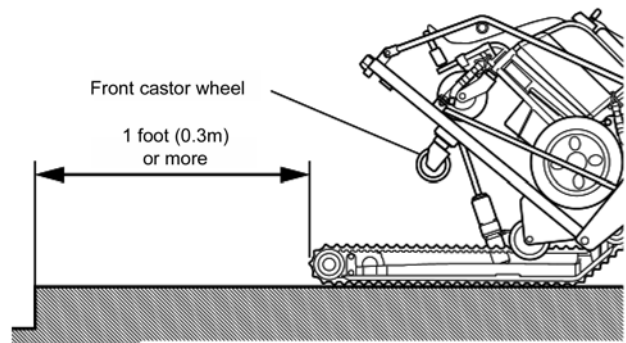


### WARNING

Do not drive Super-Trac past the STOP MARK. This could result in a sudden tilting back and shift of weight to the operating handles.

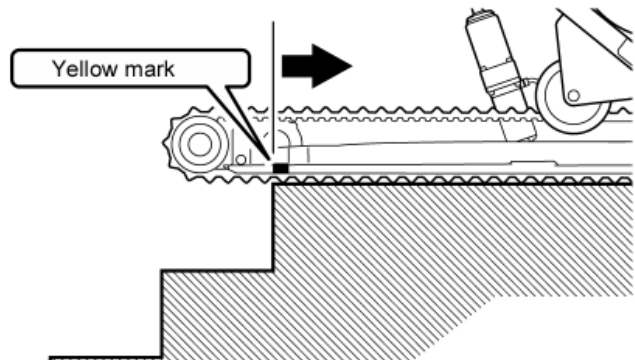


Once the tracks are level resting on the landing, press the drive thumb buttons and continue to drive backwards until the Super-Trac is at least 1 foot (0.3 m) from the edge of the stairs. If the landing is wide enough, move further away from the stairs for increased safety.



### WARNING

Ensure that the Super-Trac is far enough back from the edge of the stairs that the YELLOW LINE on the drive frame does not protrude over the edge of the stairs. This is to ensure that the front castor wheel lands on the floor when the platform is tilted back to the horizontal position.

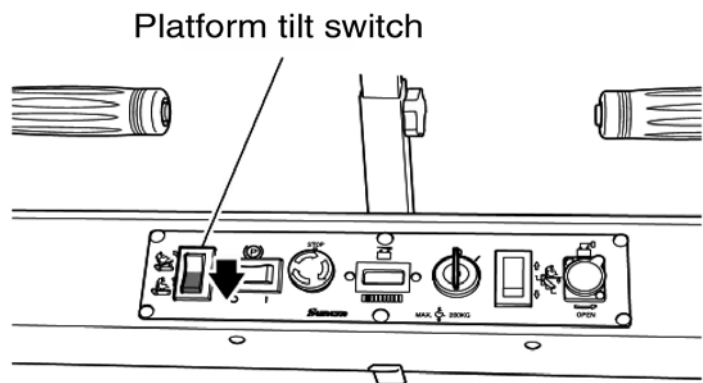


# 8 Ascending Stairs

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## RETURN PLATFORM TO HORIZONTAL POSITION

Once Super-Trac is a safe distance away from the stairs, press the lower part of the platform tilt switch to return the platform to the horizontal position.

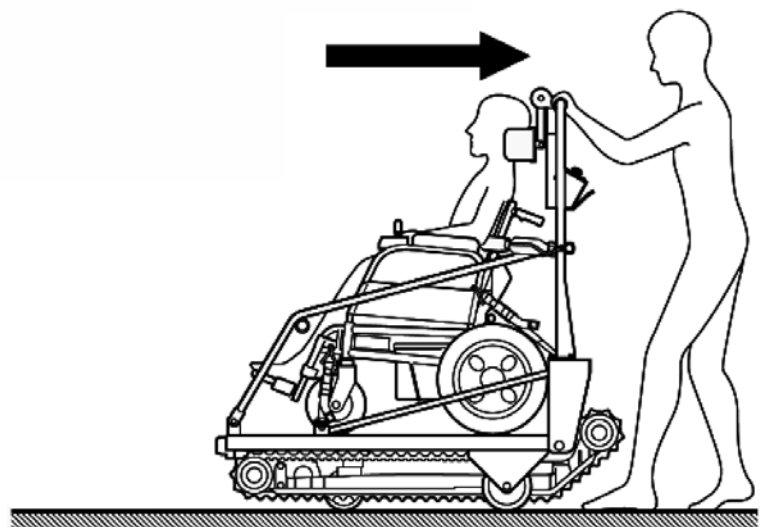


## MOVE AWAY FROM STAIRS

Use the auxiliary wheels to move the Super-Trac to the next stair flight or the unloading area.

The Super-Trac cannot operate on a flat surface unless the platform is returned to its original horizontal position.

If you are going to unload Super-Trac, set the parking brake and follow the unloading procedures.



# 9 Descending Stairs

## PREPARING TO DESCEND STAIRS

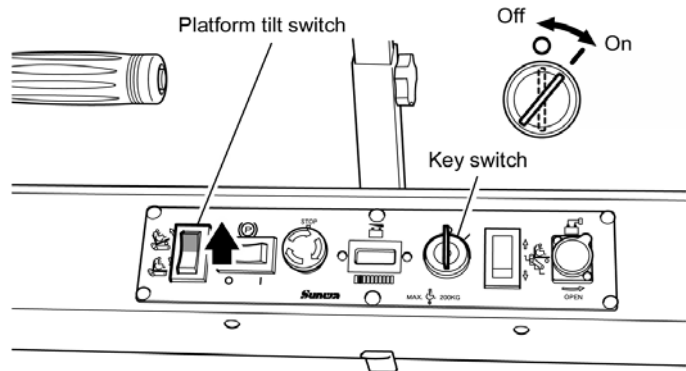
Position the Super-Trac so that it is at right angles to the stairs.

Put the key switch on the control panel in the ON position ( | ) and press the upper part of the platform tilt switch until the platform is tilted back as far as it will go.

The platform of the Super-Trac will tilt, bringing it into the correct position for going down the stairs.

The Super-Trac will not go down when the drive thumb buttons are pressed unless the floor is tilted as far as it will go.

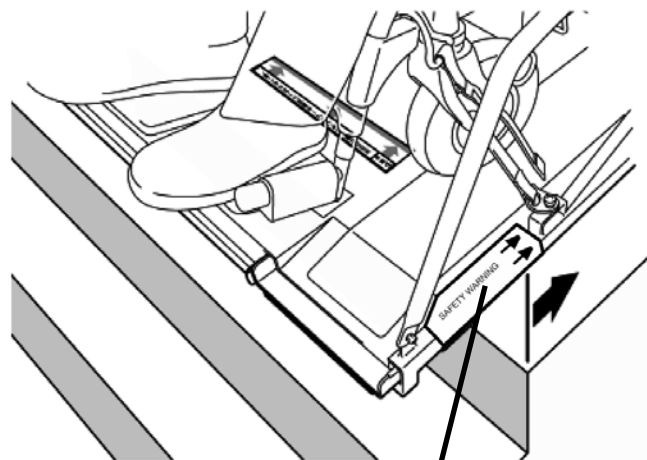
When there is not much room on the landing, make sure that the warning mark on the bright yellow labels on the platform does not protrude over the edge of the stairs.



### WARNING



If you push the Super-Trac too far towards the edge of the stairs, past the warning mark on the bright yellow labels on the platform, the front castor wheel could drop off the landing onto the stairs. Use extreme caution when rolling Super-Trac near the edge of the stairs.



Yellow warning label

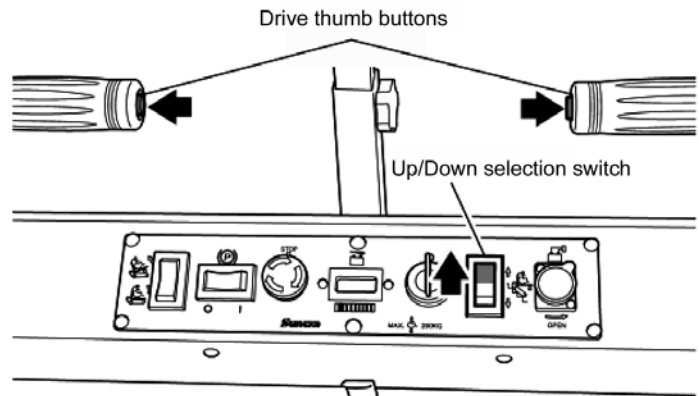
# 9 Descending Stairs

## CRAWLING OUT TO STAIR EDGE

Press the Up/Down selection switch to DOWN and then press the drive thumb buttons on both handles simultaneously to crawl Super-Trac forward to the edge of the stairs.

Use the bright orange stop mark sights on the handrails and the platform deck to determine the STOP MARK location as you crawl Super-Trac forward.

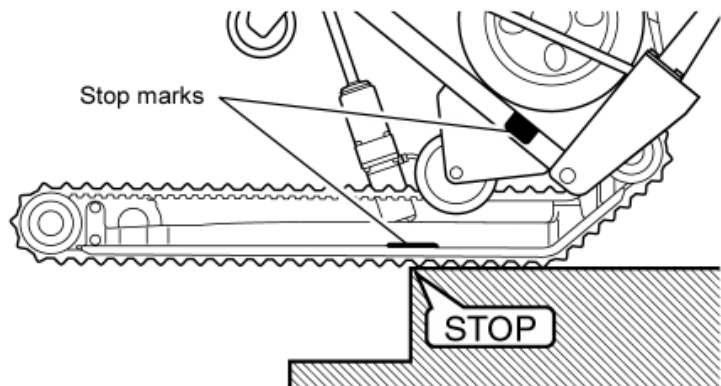
Stop Super-Trac when the STOP MARK is aligned with the top stair nose.



## WARNING



Always stop the Super-Trac when the STOP MARK is aligned with the top stair nose. Never drive Super-Trac past this point. This could result in a sudden weight shift forward. The operator could lose control of the Super-Trac.

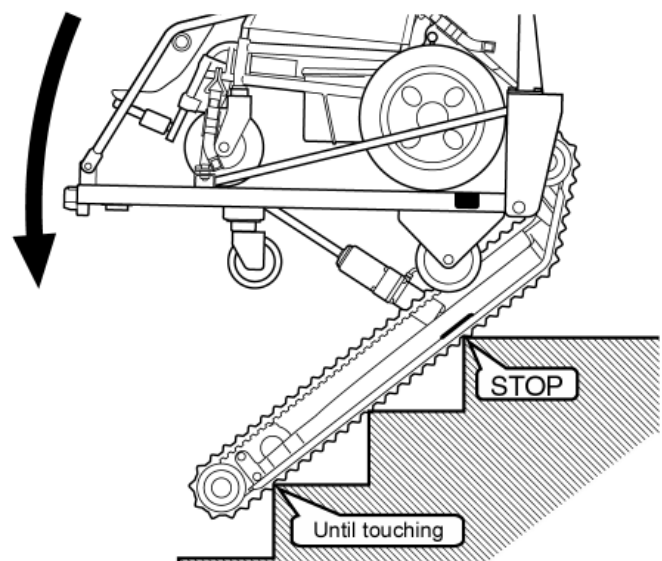


## ROCK SUPER-TRAC ONTO STAIRS

Super-Trac is now stopped at the edge of the stairs. The STOP MARK is aligned with the top stair nose. Now lift up on the operating handles to tilt Super-Trac up and forward until the tracks are resting completely on the stairs.

At this point the Super-Trac should be balanced so very little force will be required.

This maneuver is always done manually.

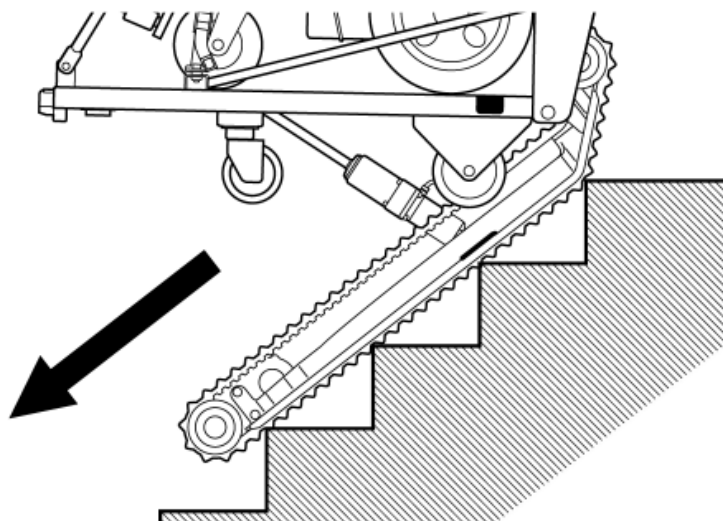


# 9 Descending Stairs

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## DESCENDING THE STAIRS

Once the tracks are touching the stairs and Super-Trac is stable, press the drive thumb buttons on both handles simultaneously to go down.

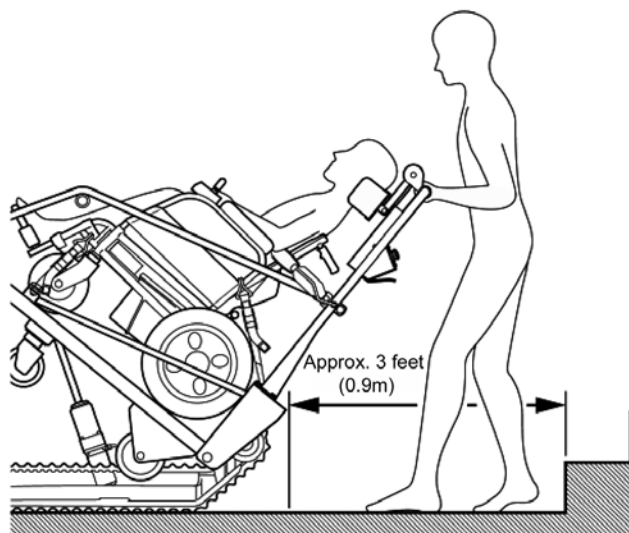


## MOVING ONTO THE LOWER LANDING

When you reach the landing at the bottom of the stairs, continue to press the drive thumb buttons and crawl Super-Trac forward about 3 feet (0.9 m) from the base of the stairs before stopping.

### WARNING

When you crawl out onto the landing, the weight of the passenger will shift back towards the operating handles. Be prepared for this. You may need to lift up slightly on the handles until the platform is tilted to the horizontal position.

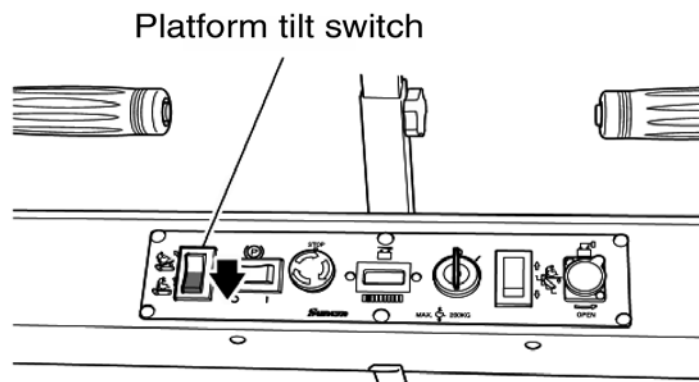


# 9 Descending Stairs

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## RETURN PLATFORM TO HORIZONTAL POSITION

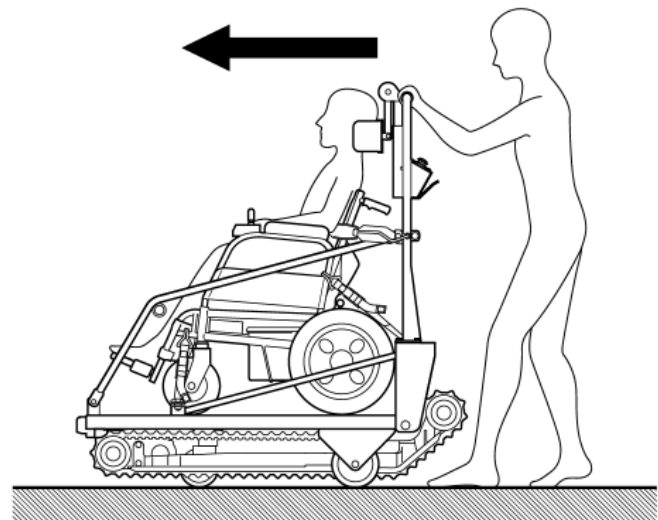
Once Super-Trac is a safe distance away from the stairs, press the lower part of the platform tilt switch to return the platform to the horizontal position.



## MOVE AWAY FROM STAIRS

Use the drive wheels to operate the Super-Trac on a flat surface. The Super-Trac cannot operate on a flat surface unless the platform is returned to its original horizontal position.

If you are going to unload Super-Trac, set the parking brake and follow the unloading procedures.



# 10 Maintenance

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## **BATTERIES**

Turn the key switch OFF and remove the key when the batteries are being charged and at all other times except when the Super-Trac is being used.

If the key switch is left in the ON position, the batteries will discharge overnight and you will not be able to use the Super-Trac the next day.

After using, always recharge the batteries before putting Super-Trac away. Charging the batteries may take a long time so you must do this if you want to be able to use the Super-Trac the next day. The batteries will last longer if they are charged on a regular basis.

If the Super-Trac is not to be used for a long time, make sure the batteries are fully charged before Super-Trac is put away. Failure to do so could result in the batteries completely discharging. This will shorten battery life.

If the Super-Trac is not being used the batteries should still be recharged at least once a month, even if they are fully charged before the Super-Trac is put away.

## **RUBBER CRAWLER TRACKS**

If any oil or slippery fluids gets on the tracks, it should be wiped off immediately.

If dirt or wax from the floor was build up on the tracks, clean with a cloth dampened with warm water and mild detergent.

Do not use solvents or other strong cleaning fluids on the tracks. You could damage the rubber and shorten track life.

Check for any cracks or wear and if you find any, stop using the Super-Trac immediately.

Check the track tension periodically and adjust using the procedures on the following pages.

## **SAFETY COMPONENTS AND SAFETY WARNING LABELS**

Check the integrity of the seatbelt and wheelchair tie-down straps each time you use Super-Trac. Ensure the anchor points are securely fastened and that there are no cuts or tears in the strap material.

The safety warning labels are important references. If a label becomes damaged so that it is no longer legible, it should be replaced. Replacement label kits are available.

# 10 Maintenance

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Routine care and maintenance will greatly extend the life of your Super-Trac.

Please perform the following checks regularly to ensure safe and proper functioning of your Super-Trac. Routine care and maintenance will prevent problems from occurring in the future.

## SUPER-TRAC MAINTENANCE CHECKS

	Parts to check		What to check	How to deal with any non-conformities
Electrical parts	Control panel	Key switch	Whether it is working normally.	Replace
		Up/Down select switch	Whether it is working normally.	Replace
		Platform tilt switch	Whether it is working normally.	Replace
		Parking brake switch	Whether it is working normally.	Replace
		Battery indicator	Whether it is working normally.	Replace
		Emergency stop button	Whether it is working normally.	Replace
	Drive thumb buttons		Whether it is working normally.	Replace
	Seatbelt		Whether the wiring is faulty and that it is not twisted.	Adjust or replace
	Relay box below operating handle		Whether any wire couplers are damaged or missing.	Adjust or replace
			That the receptacle is not damaged.	
Drive unit	Crawler tracks		For any wear or cracks.	Replace
			Whether they are too loose.	Adjust
			For any pitch error.	Adjust
	Gearboxes		For any unusual noises.	Replace
			That they are not damaged.	Replace
	Motors		For any unusual noises.	Replace
	Sprockets		That they are not damaged.	Replace
	Idler		That it is not damaged.	Replace
Hydraulic cylinder		For any unusual noises, oil leaks or damage.	Replace	



# 10 Maintenance

## MAINTENANCE CHECKS (cont'd)

	Parts to check	What to check	How to deal with any non-conformities
Drive Frame	Front castor wheel	For any wear or damage.	Replace
	Rear auxiliary wheels	For any wear or damage.	Replace
	Operating handle	For any deformities or damage.	Replace
	Ramp	For any deformities or damage.	Replace
	Handrails	For any deformities or damage.	Replace
	Platform deck	For any deformities or damage.	Replace
	Headrest	For any deformities or damage.	Replace
	Wheelchair tie-down straps	For any deformities or damage.	Adjust or replace
Battery pack	Battery case	That it is not damaged.	Correct or replace
		That the socket is not damaged.	Replace
	Batteries	For any cracks or damage.	Replace
Battery charger	LED lamps	Whether they are working normally.	Replace
	Charging plug	That it is not damaged.	Replace
	Charging switch	Whether it is working normally.	Replace
	Output fuse	That it has not blown.	Replace
	Wiring	That it is not disconnected or cracked.	Correct or replace
Others	Various screws	Whether there are any loose or missing screws.	Tighten or fit new screws.

### WARNING



When you do these maintenance checks and find any nonconformity (abnormalities, faults or damage) do not use Super-Trac until the problem has been corrected. This could be dangerous.

If you are not sure about what to do or are unable to correct the problem, please contact either your local dealer or Garaventa Accessibility.

# 10 Maintenance

## ADJUSTING TRACK TENSION

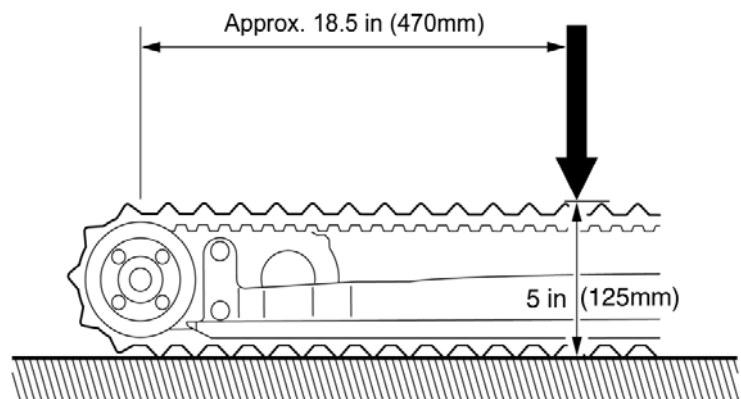
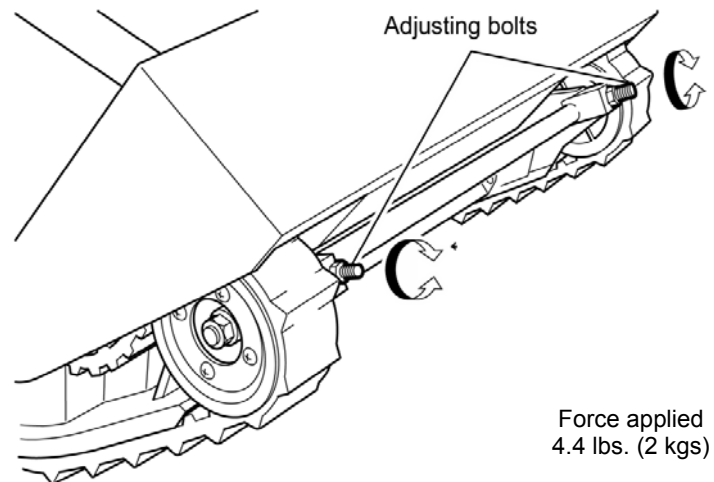
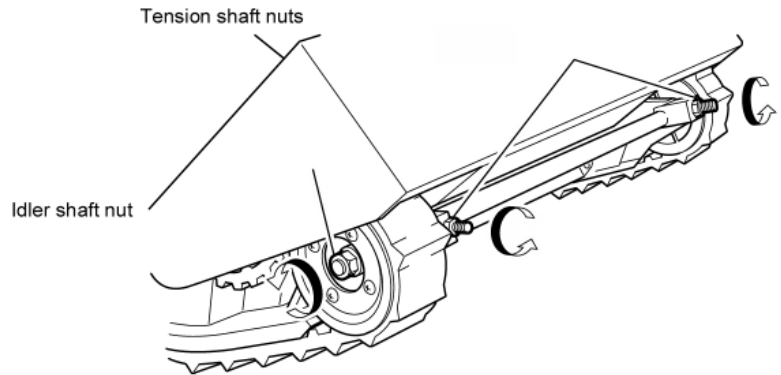
Tilt the platform of the Super-Trac and loosen the idler shaft nuts and tension shaft nuts (on both sides).

Use the adjusting bolts to adjust the tension of the tracks.

Turn the adjusting bolts in a clockwise direction to increase tension.

The upper part of the track should be approximately 5 inches (125mm) above the ground when a force of approximately 4.4 lbs (2 kg) is applied to a point approximately 18.5 inches (470mm) from the center of the driving sprocket shaft.

After adjusting the tension, tighten the tension shaft nuts and idler shaft nuts securely.



## WARNING



The tracks will come off if they are too loose. If they are too tight they will place a greater load on the motors and shorten the life of the batteries. Adjust so that both sides are at the same tension or you may not be able to move the Super-Trac in a straight line.

# 10 Maintenance

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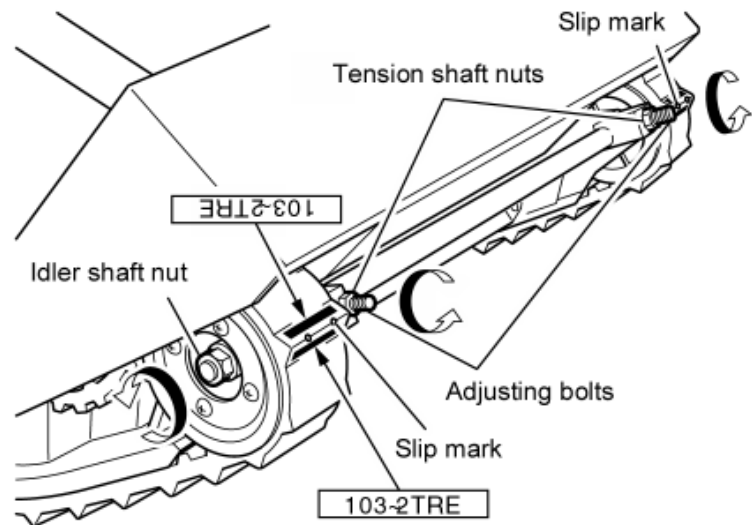
## CORRECTING TRACK ALIGNMENT PROBLEMS

If the tracks are not properly aligned, the Super-Trac will not be able to go up or down stairs smoothly.

Put the platform in the horizontal position and with the parking brake OFF, loosen the idler shaft nuts and tension shaft nuts (on both sides).

Loosen the adjusting bolts and align the tracks so that the ID marks on both tracks are in the exact same place, as shown in the drawing to the right.

Re-tension the tracks in accordance to the instructions in the previous section.



# 10 Maintenance

## REPLACING THE TRACKS

Remove the rear auxiliary wheels.

Loosen the idler shaft nuts and tension shaft nuts. Turn the adjusting bolts in an anti-clockwise direction and take out the four machine screws to remove the side rings.

Then, with the platform tilted, let the track go completely slack and take it off sideways.

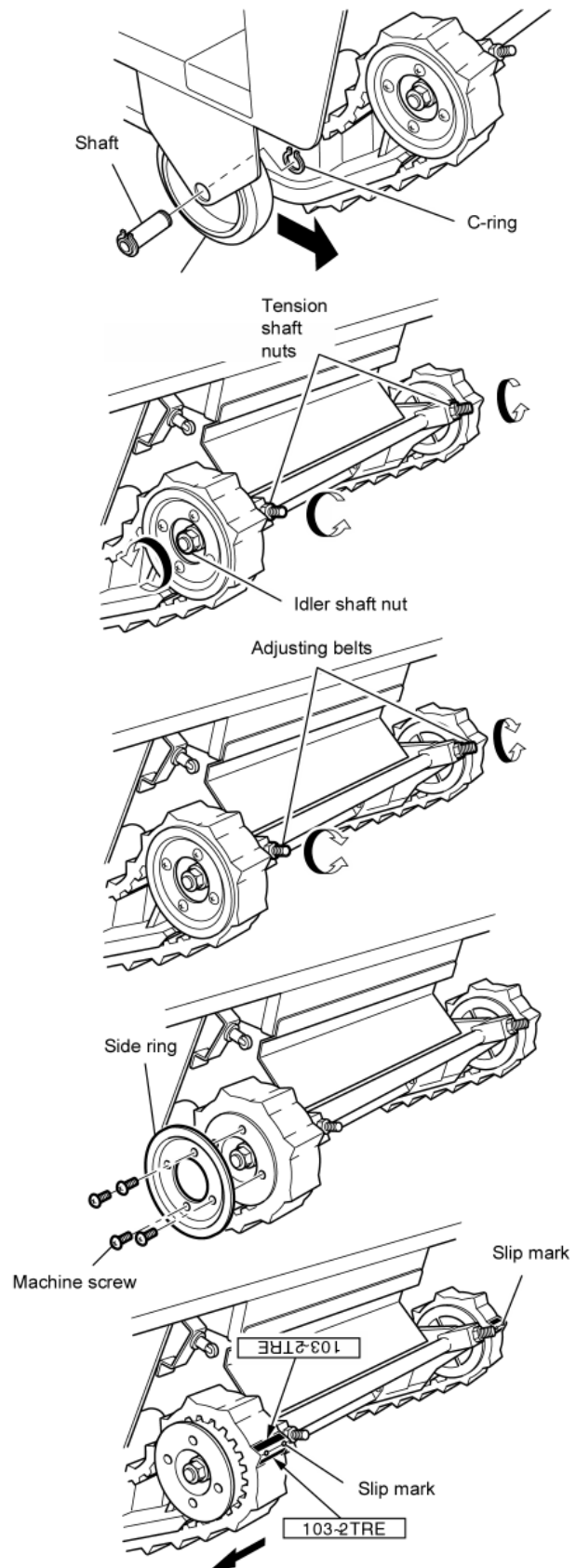
Follow the same procedure in reverse to fit new tracks.

Align and tension the tracks following the instructions in the previous sections.

### WARNING



The tracks are like car tires. They must be replaced when worn down. When you can no longer see the ID marks, it is time to replace the tracks.



# 11 Replacement Parts

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Over the course of the life of your Super-Trac, certain parts may break or be damaged. Important safety items such as the Stair Slope Indicator or the Operator Training Video may be misplaced or lost.

To ensure the safe and reliable operation of your Super-Trac, broken parts and lost safety items should be replaced immediately. Safety warning and training materials should always be with the unit or available for reference by both trained and new operators.

Please contact your local dealer or Garaventa Accessibility if your Super-Trac requires service or if you need to order safety or training materials.

To ensure prompt supply of the correct parts or materials please reference the part numbers and descriptions shown below. Refer to the Component Identification table on page 4 of this Manual for further assistance.

## COMMON PARTS, SAFETY ITEMS AND TRAINING MATERIALS

<b>Part Number</b>	<b>Part Description</b>	<b>Quantity Required</b>
01278	Stair slope indicator	1
13998	Battery charger	1
14195	Owner's Manual	1
14196	Operator Training Video	1
14208	Paint, touchup, 300 ml, white	N/A
14209	Seatbelt, female end with buckle & switch	1
14210	Auxiliary wheel, rear	2
14211	Auxiliary wheel, front castor	1
14212	Crawler track, rubber	2
14213	Battery cell, replacement, 12 VDC	2
14214	Battery pack, complete, 24 VDC	1
14215	Switch, drive thumb button	2
14216	Switch, parking brake	1
14217	Switch, up / down selection	1
14218	Switch, platform tilt	1
14225	Warning label kit, all labels	1

# 12 Warranty

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## **ONE YEAR LIMITED WARRANTY**

Garaventa Accessibility warrants the Super-Trac TRE-52 to be free of defects in materials and workmanship under normal use and service for a period of one year from the date of purchase, reasonable wear and tear excluded. Proof of purchase showing the purchase date is required to validate the warranty.

This Warranty does not extend to any Super-Trac unit that has been subjected to misuse, neglect, accident, modifications, or damage from fire, lightning, or water, or used in violation of the instructions furnished, nor units repaired or altered by any other than an authorized Garaventa Accessibility dealer.

Garaventa Accessibility's liability hereunder is limited to repair and replacement only. Transportation and local labor charges are not covered. Garaventa Accessibility accepts no liability for any loss or damage resulting from the use or misuse of Super-Trac, whether such loss or damage is direct, indirect or consequential. All other express or implied warranties, statutory or otherwise, are excluded.

## **WARRANTY REGISTRATION**

A postage paid warranty registration card is enclosed with this Owner's Manual. Please complete and return the card to Garaventa within 10 days of purchase.

## **OPTIONAL EXTENDED WARRANTY PROTECTION**

As an option, you are able to purchase extended warranty protection for your Super-Trac. This will extend your warranty from one year to three years. It covers all major functional components, repair labor at the dealer premises and is even transferable.

Protect your investment. Contact your local Super-Trac dealer or Garaventa Accessibility for more information.

Note that the extended warranty protection plan is available for only 30 days from the purchase date of your Super-Trac.

## **THANK YOU!**

Thank you for purchasing your Garaventa Super-Trac TRE-52. We welcome your comments on this product or any of the related instructional material.