

# Wheelchair Securing Instructions

For vehicle safety information and general operating instructions please refer to the owner's handbook.

The Automotive Group has formulated this information to give instructions only for the operation of the specialist equipment installed in your vehicle.

For safety reasons, if you do not understand any of the instructions or require a more detailed explanation please contact the Automotive Group on 0191 2628090.

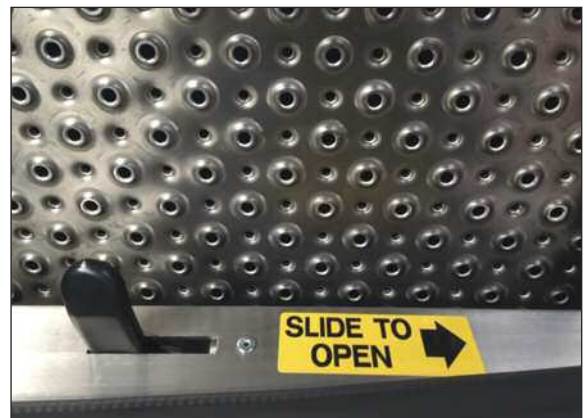


**Figure 1** – Rear Access Ramp Deployed on Level Ground.

**Refer to detailed instruction for use of optional electric ramp, electric tailgate and assister winch.**

- Park your vehicle on level ground and apply handbrake.
- Open the tailgate.
- Release the ramp catch (Figure 2) and then lower the ramp to the ground using both handles and folding the ramp out to full length.
- Make sure the ramp is steady on the ground before use.
- Push the wheelchair to the bottom of the loading ramp and apply the brake.

**When you close your rear access ramp after use special attention should be given ensuring that the ramp is closed tightly. The ramp requires quite a firm and deliberate push to lock into place.**



**Figure 2** – Ramp Catch Operation

# FRONT SECURING BELTS

## ELECTRIC FRONT BELTS

- If fitted with Electric 'Inertia' Front Belts press the switch (Figure 3) usually located on the near side rear trim panel, a small red light will illuminate and a warning buzzer sounds this indicates that the front electric 'inertia' securing belts are in the release position.
- Take hold of the belts on the end of the inertia reels (Figure 4) and pull them out until they are in a position where you can attach the belts onto the designated wheelchair securing points.
- With these belts fitted to the front of the wheelchair press the switch to the off position (red light off) then release the wheelchair brake and push the wheelchair into the vehicle.
- As the wheelchair is taken into the vehicle the wheelchair needs to be pulled backwards two or three times when entering the wheelchair area in order to gain full tension on the securing belts.
- Once the wheelchair is in the fully forward position it needs to be pulled back until the front inertia belts tension, usually a couple of inches (50mm).



**Figure 3** – Example Electric 'Inertia' Belt switch.



**Figure 4** – Electric 'Inertia' Front Belts.



**Figure 5** – Optional Carabiner and S-Hook Fitment

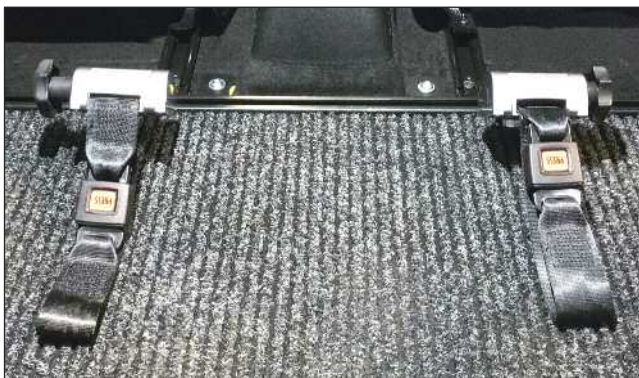
## Misuse of Electric Inertia Reel Belts

**Take care to ensure that the belts are wound in without twisting or you will have difficulty in operating and may ultimately damage the belt mechanism.**

**When releasing the electric belts following use in every instance you must hold onto the belt and allow a controlled return onto the reel, letting go and allowing the belts to rapidly return bouncing off the body of the electric reel will damage the reel mechanism and likely result in failure of the reel, damage requiring costly replacement to the individual for misuse.**

## RETRACTABLE FRONT BELTS – WITH MANUAL TENSIONER

Alternatively with the wheelchair located in the vehicle take one of the front retractable belts (Figure 6) that are situated on the floor at the front. Press the red button on the rear of the belt, take hold of the belt and extend the belt to the required length in order that the fastening can be attached to the wheelchair in the designated position. Tighten the belt manually using the adjuster wheel located on the side of the belt, ensuring that the belt is tight and the wheelchair secured.



**Figure 6** – Retractable front belt with manual tensioner.



**Figure 7** – Optional Carabiner and S-Hook fittings.

## REAR SECURING BELTS

### MANUAL REAR BELTS

- Now take one of the rear securing belts (Figure 8) and fit into the key lock (Figure 10) that is situated on the floor at the rear, press the release catch on the buckle this will allow the belt to be pulled through enabling you to fix onto the wheelchair.
- Pull the belt through the buckle until it is tight, pull over the catch and engage it then repeat with the second belt.
- **Fit the belts parallel — do not cross.**



**Figure 8** – Standard Manual Belt.



**Figure 9** – 200kg Rear Belts.



**Figure 10** – Rear Belt in floor key lock.



**Figure 11** – Rear Belt next to floor key lock.

## OPTIONAL RETRACTABLE REAR BELTS

- Alternatively take one of the rear retractable belts (Figure 12) and fit into the key lock that is situated on the floor at the rear. Press the red button on the rear of the retractable belt, take hold of the belt and extend the belt to the required length in order that the belt can be attached to the wheelchair in the designated securing position. Tighten the belt manually using the adjustor wheel located on the side of the belt, ensuring that the belt is tight and the wheelchair secured.
- **Fit the belts parallel — do not cross.**



**Figure 12** – Retractable rear belt with manual tensioner.



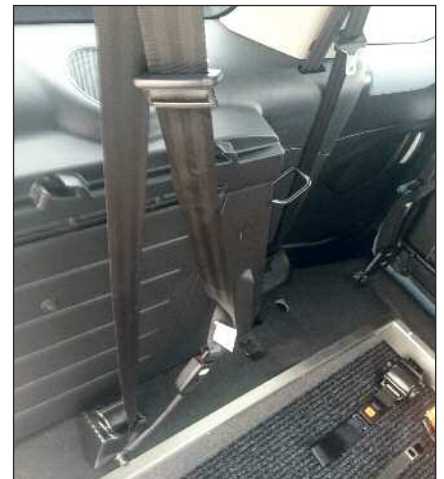
**Figure 13** – Optional Carabiner & S-Hook Fitments.

## OCCUPANT SECURING

### OCCUPANT SEAT BELT

With the wheelchair secured in the vehicle, engage the brake on the wheelchair, check to make sure the occupant is sitting correctly. Take the occupant seatbelt that is usually on the near side (Figure 14) and place it around the person securing it in the receptacle buckle (Figure 15) on the opposite side. Also shown an occupant seat belt extension belt that may be required (Figure 16).

- In order to accommodate all passenger needs a requirement may have been identified at demonstration for the addition of a horizontal adjuster slider bar or link height adjustment belt (Figure 17 and 18).



**Figure 14** – Wheelchair occupant securing



**Figure 15** – Occupant seat belt buckle receptacle.



**Figure 16** – Wheelchair occupant securing extension belt.



**Figure 17** – Wheelchair occupant seat belt slider bar adjustment.



**Figure 18** – Wheelchair occupant seat belt drop link height adjustment.

**NOTE THE WHEELCHAIR OCCUPANT SHOULD TRAVEL ONLY IN A CRASH TESTED WHEELCHAIR USING THE IDENTIFIED TIE DOWN POINTS.**

**SCOOTERS ARE NOT DESIGNED OR TESTED AS SUITABLE FOR TRAVELLING ON WITHIN AN ACCESSIBLE VEHICLE. SCOOTER TO BE SECURED FOR TRANSPORTATION ONLY.**

**YOU MUST NEVER RIDE ON YOUR SCOOTER WHEN TRAVELLING IN AN ACCESSIBLE VEHICLE.**



**Figure 19** – Example wheelchair securing point.



**Figure 20** – Example wheelchair securing in position.

- Locate the designated securing point on your wheelchair, example location shown (Figure 19).
- Establish that the wheelchair occupant is secured correctly and is comfortable then using both handles on the ramp fold the loading ramp, lift and push forward securing the ramp firmly into place.
- Now close the tailgate and you are ready to move off. Remember that you are transporting a person in a wheelchair and it is likely that they will not have the same stability as yourself.
- To unload the wheelchair reverse the actions previously described.
- In the case of front electric inertia belts once the wheelchair occupant seat belt and rear belts are removed turn on the inertia switch and take the wheelchair slightly forward to release the tension on the belts before reversing out of the vehicle.

**When leaving the vehicle take care to ensure that if fitted the Electric front inertia belt system is switched off, as it will cause drain on the vehicle battery. Ensure that you have parked leaving 1.5m clear for the operation of your ramp.**

# OPTIONAL EQUIPMENT

## ASSISTER WINCH

### Winch Operation When Fitted

- Prepare the vehicle for wheelchair loading as instructed with the wheelchair at the bottom of the ramp.
- Power on-Press the green on button on the handset (fig.22), usually located to the rear side of the rear panel.
- Take hold of the Y-Belt (fig.21), attached to the winch, and press the down button on the handset. This will allow the Y-belt to be guided to the wheelchair.
- Secure the Y-Belt on the chassis of the wheelchair (not foot rests). Also attach the electric front inertia belts. (Any other front wheelchair securing belts will need to be attached to the wheelchair once the wheelchair is positioned within the vehicle).
- Go to the rear of the wheelchair, release the wheelchair brakes. Then take hold of the wheelchair handles and press the up button on the handset. This will then assist by pulling the wheelchair into the vehicle.
- You will need to steer the wheelchair into the vehicle.
- When the wheelchair is in the correct position in the vehicle secure as instructed.
- It is recommended that the handset is turned off by pressing the off button to prevent inadvertent operation when not in use.



Figure 21 – 'Y-Belt' Buckle & Tongue Fitment.



Figure 22 & 23 – Winch power switch

## Manual Winch Override

**BEFORE EVER TOUCHING THE MANUAL OVERRIDE YOU MUST ENSURE THAT THE FRONT BELTS ARE ATTACHED AND SECURE TO THE WHEELCHAIR.**



Figure 24 – Assister Winch.



Figure 25 – Manual Override Wheel.

- This manual wheel located on the right hand side of your winch (Figure 25) should only be used to release the winch in the event of a power failure or emergency situation. Do not touch the override wheel whilst the winch is in use other than in an emergency release. The winch will immediately release and will be **unable** to maintain the weight of the wheelchair occupant and could result in travel directly to the base of the access ramp.
- To operate the manual override — turn the black wheel situated on the right hand side of the winch anti-clockwise so that the pointer on the wheel is at the 10-o'clock position. This will allow you to pull the Y-Belt out manually. Remember to return the pointer on the wheel to the 2-o'clock position to allow the winch to be used normally.

## Winch Fuse Location



**Figure 26** – Accessible Berlingo Fuse and Thermal Cut Out Switch.



**Figure 27** – Accessible Maxi Fuse and Thermal Cut Out Switch.

## Wheelchair Accessible Vehicle Reset – Thermal Cut Out Switch

Figure 26 and 27 are typical of Automotive Group product and you will find alternative models located similarly.

In the event that you are unable to operate the winch, first check the thermal cut out switch by pressing the white button fully in. If this does not allow you to operate the winch the 50 amp fuse should be checked and replaced if required. Located next to the battery on your vehicle.

## Misuse of Assister Winch

**Take care to ensure that you do not put excessive strain on the winch by continuing to run the motor after the wheelchair occupant has reached position. In the first instance this will blow the 50 amp fuse located under the bonnet near the battery (a spare fuse is supplied in your book pack) or may trip the thermo cut out switch. This may result in the failure of the winch causing damage requiring costly replacement to the individual for misuse.**

## POWERED RAMP AND TAILGATE REMOTE CONTROL OPERATING INSTRUCTIONS

- Before operating the powered ramp and tailgate ensure the rear of the vehicle is clear with enough space to operate the tailgate and sufficient level space for the ramp.
- The powered ramp and tailgate are operated with a hand held remote control. If your vehicle has a powered ramp and tailgate you will receive a four-way remote control or if you only have a powered ramp you will receive a two-way remote control (figure 28).
- Power on — To turn the power on your remote hold down the green on button for 2/3 seconds until the LED light flashes.
- If you have a powered tailgate and ramp press the yellow button directly below the on button, this will open the tailgate. (remember to keep the button pressed until the tailgate is fully open). On Volkswagen Caddy Maxi make sure that all doors have opened by **double clicking** the unlock button on the key fob otherwise the tailgate will not open.
- Press the Lower right yellow button. This will lower the ramp. Keep the button pressed until the ramp comes into contact with the ground.
- To close the ramp, press the lower left yellow button, Keeping the button pressed until the ramp is fully retracted.
- To close the tailgate, press the yellow button below the off button, keeping the button pressed until the tailgate closes and locks. Then hold down the Off button until the LED light stops flashing. By turning the remote off this will prolong the life of the remote's battery.
- If your vehicle is fitted with only a powered ramp the remote is turned on and off in the same way as explained above. You will have two yellow buttons on your remote. The button on the right lowers the ramp and the button on the left will raise the ramp. Remember to turn the remote off (as explained above).
- **Special Attention:** Continued operation of the handset after either the tailgate or ramp movement is complete will result in a loud clicking noise, you must immediately release the handset.



Figure 28 – Powered Ramp and Tailgate Remote Control Handsets



Figure 29 – Powered Ramp and Tailgate

### POWERED RAMP

- **Do not manually attempt to close the ramp as this may result in damaging the mechanism.**
- In the event of a power failure or emergency situation remove the split pin from the securing bolt located through the ramp assistance actuator under the ramp and manually release the ramp.

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