Dane County Parks All-Terrain Wheelchair
User Guide

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Dane County Parks Mission

Dane County Parks is a division of the Dane County Land & Water Resources Department.

The Land & Water Resources Department strives to protect and enhance the natural, cultural, and historic resources of Dane County; provide the county's residents with a broad array of accessible, high quality resource-based recreational services and facilities; and support residents, communities, local governments and other agencies and organizations in their resource management and protection activities.

We believe that everyone deserves to live in a community with healthy land and water resources and with access to natural resources.

Program Vision

The All-Terrain Wheelchair (AWC) rental program provides an opportunity for users to recreate at a larger capacity than they could previously within the Dane County Park System. Our goal is to provide accessible recreation to all of our users by creating a self-sustaining reservation and volunteer system for the All-Terrain Wheelchair.

Reservation Process

To Make a Reservation

- Reservations can be made up to 30 days in advance. Changes and cancellations can be made up to the reservation start time.
- Reservation must be made (min. 48 hours before use) via the Dane County Parks website. User must provide contact information for the User and guardian (if user is a minor).
- During the reservation process you will acknowledge you have read the User Guide and safety guidelines.
- Waivers are signed online as part of the reservation process. You will show up at the start time of your reservation at the designated meeting location specified on your reservation.
- Users under 18 years old need a guardian to make the reservation.

To Pick Up the Chair

- Check the local weather forecast before leaving. Dane County Parks does not permit use of an AWC within 24 hours of rainfall.
- Arrive at the **Lussier Family Heritage Center** with appropriate gear (water, charged cell phone, snacks, equipment, etc.). Users are required to bring a fully charged cell phone for emergencies. Staff/volunteers will confirm that you have one and write down your contact number.
- You must arrive within 15 minutes of your reservation start time or the reservation will be canceled.
- At check in, a staff member or volunteer will verify the reservation via ID for user and/or guardian.
- At check in, a staff member or volunteer will verify that the User understands the rules and demonstrate how to use the chair
- Staff/volunteers cannot assist with the transfer to the chair
- User will adjust the chair as needed and test out controls
- User will go on their hike and return chair at end of reservation time.
- Return AWC to the checkout location and notify the staff/volunteer so they can check the chair back in. Remove any personal items

Rules & Regulations

Pre-Certification

Individuals who make a reservation will need to read the User Guide prior to the reservation and complete the online waiver. Additional waivers will be onsite in case there were any technical issues.

Use Guidelines

The AWC is available for use within the Capital Springs Recreation Area. Individuals can request to use the AWC via reservedane.com. Reservations will include an administration fee and the card used will be kept on file for the duration of the use in case of damage to the AWC. Reservations can be made 30 days in advance and up to 48 hours before the desired date.

Age Guidelines

Individuals between the ages of 12-17 can use the chair if they wear a helmet and have a guardian present. A guardian over 18 must make the reservation for the minor and sign a waiver.

Transferring to the Chair

It is the sole responsibility of the individual using the chair to move and maneuver the AWC around the park property. Park staff and volunteers are not permitted to transfer the individual from their personal wheelchairs to the AWC or to adjust the chair in any way. These responsibilities lie solely with the individual using the chair.

Storing of Personal Property

The user is responsible for the storage of their personal property and durable medical equipment that they bring with them to the park property in their own personal vehicle or trailer.

Courtesy, Ethics and the Environment

- Share the trail.
- Stay on designated trails to prevent damage to wildlife habitat and prevent erosion.
- The AWC is not allowed on designated cross-country ski trails when snow is present even if they have not yet been groomed.
- Keep the noise down.
- Do not litter. If you packed it in, pack it out.
- Dogs are welcome **on-leash** throughout the park except in restroom or shower facilities, buildings, beach/swimming areas or on playgrounds. A Dog Permit is required (permit fee waived for ADA service dogs).
- he All-Terrain Wheelchair is currently only for use within the Capital Springs Recreation Area, which includes William G. Lunney Lake Farm County Park, Lewis Nine Springs E-Way, and the Capital Springs State Park. Suggested routes are shown on the provided park map (page 9).
- Obey all information signs, and safety zones.

Battery Life and Usage

Once battery level reaches half charge, turn around and head back to the location where you checked out the AWC. Even if you have checked the AWC out for longer, the battery life varies depending on terrain and usage.

Weather/Cancellation Policy

- Dane County Parks does not permit use of an AWC within 24 hours of rainfall.
- If there is a strong chance of rain, reservations will be canceled and users will be notified via email. The AWC cannot be used in the rain or on muddy trails. The user would then be responsible for scheduling a new reservation.
- In the event of Severe Weather or act of nature, Dane County Parks has the right

to refuse the rental of the AWC for safety reasons.

- Dane County Parks has the right to cancel reservations and refuse the use of outdoor wheelchair at any time.
- If you need to cancel please cancel via our online reservation system by logging into your account. There is no cost to cancel.

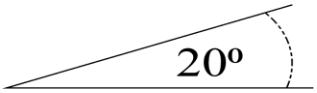
Safety and Emergency Guidelines

Preparation

- Always have a backup plan, "What if…?"
- Dress for conditions – wear appropriate protective gear.
- Provide someone with your plan. This should include where and when you are going, as well as a return time.

Operation

- Do not ride the AWC during loading or unloading from vehicle or carrier.
- Only one person should be on the AWC at any time.
- Make sure controls are turned **OFF** when getting in or out of the seat.
- Use of the provided seatbelts and restraints for chair is required.
- Keep hands and fingers away from the rotating parts of the tracks and pinch points.
- When approaching inclines or declines in any surface always use caution, switch to a slower speed.
- Do not drive the AWC in the upright position on uneven or rough terrain.
- When climbing over small logs or curbs approach incline at an angle, not directly at 90° (perpendicular).
- Do not attempt to climb stairways.
- Do not navigate AWC on more than a 20-degree slope!
  AWCs will climb inclines enough to tip over in any direction.



In the event of an emergency:

The User is **REQUIRED** to have a fully charged cell phone and call 911 in the event of an emergency. In the event that the AWC has an equipment failure, please call the number provided by staff/volunteers when you picked up the chair.

Always ride within your abilities. Failure to know the limits can cause personal injury or equipment damage.

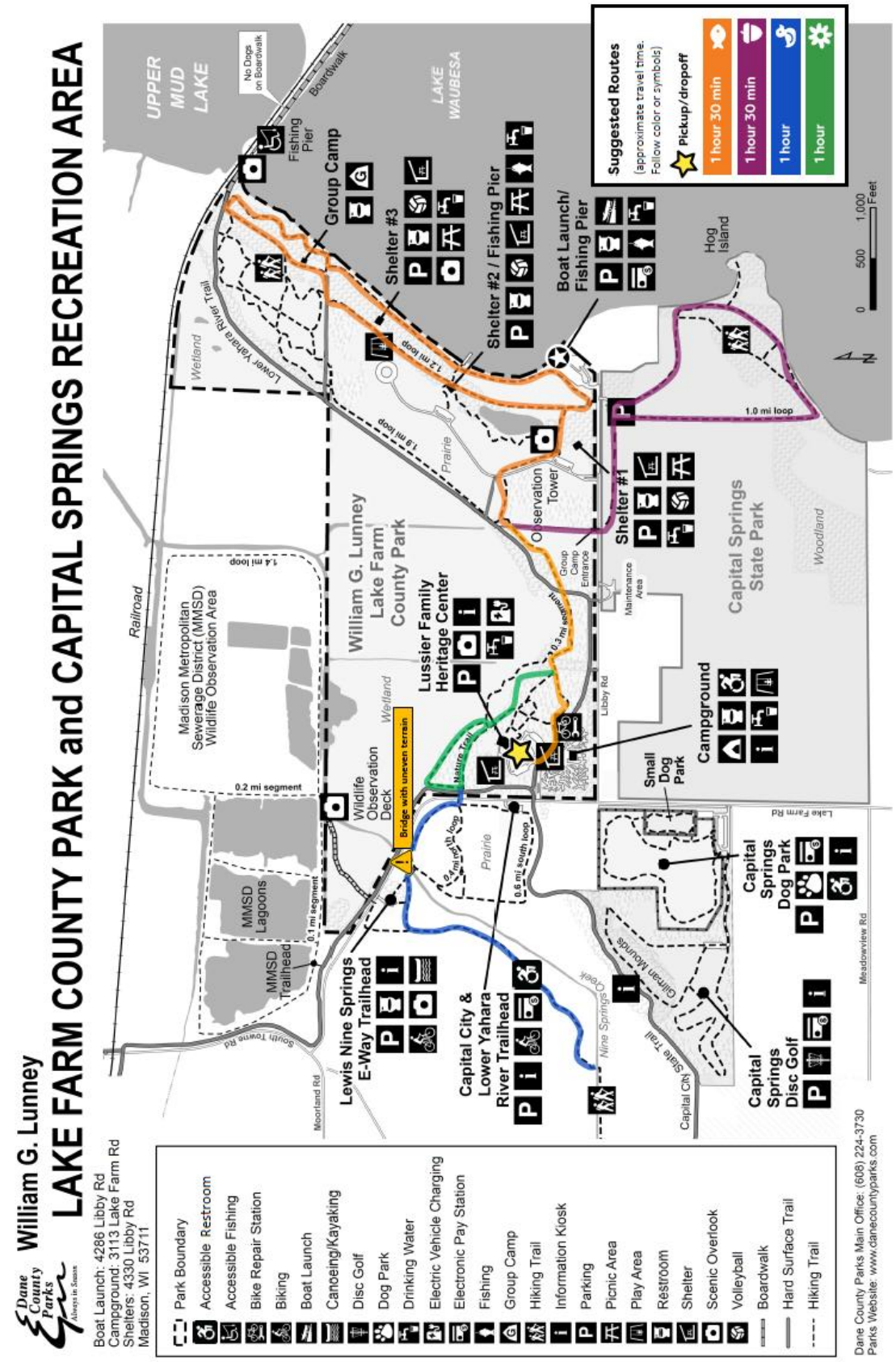
Controls and Operating Instructions

Controls

- Before transferring to AWC, make sure controls are in the **OFF** position.
- If the controller is locked, it can be unlocked by turning the control on, holding joystick forward until you hear a beep, then moving the joystick back until you hear a beep.
- To lock the controller, turn it off then hold the on/off button until the control has cycled both on and then off. Control is now set in the locked mode.
- Fasten the lap belt or 4-point harness

Operation

- The AWC has five speeds that can be changed with the up and down arrows.
- The battery indicator is on the main screen of the controls. Battery charge will last approximately two hours, depending on battery condition and type of use.
- Tilting of the chair is possible by pushing the “M” button on controls, and then moving joystick forward or backward to tilt chair. Cancel by pushing “M” again or moving joystick to the left. A manual tilt switch is an option for tilting the ATC independent of joystick.
- If the AWC control joystick locks, it can be unlocked in the following way:
    - Turn the control on, hold joystick forward until you hear a beep or three seconds and then pull the joystick back until you hear a beep or three seconds. It is now unlocked and ready for operation

Designated Use Area Map

A full-sized, laminated map will be included with the chair reservation.