PSU Human Resources has a scooter that can be loaned out to Employees as an ADA accommodation for navigating on campus.

- Anyone who requests the scooter must show a qualifying ADA need and must keep the scooter on campus.
- It should be locked up in an employee’s or their supervisor’s office overnight.
- It should be plugged in and charged when not in use.
- Obtain the key from the ADA Coordinator.

To request the Scooter contact HR at 5-4926 and ask for the disability coordinator.

Please plan 48 hours in advance to engage in the interactive process and to allow HR to charge the scooter for 24 hours.

**CHARGING**

The charging cord is kept in the back of the seat.

To charge the scooter plug the female end of the cord into the scooter in the back under the chair and the male end of the cord into the wall.

Once the scooter is charged, it is ready for use.
OPERATING THE SCOOTER

Below is a picture of the dashboard. The key ignition in on the left of the dash the middle gauge indicates the level of charge and the dial on the right allows you to change how fast you can go.

- **Turn it on**: Insert the key into the ignition and turn clockwise.
- **Moving forward**: To move forward in the scooter push the lever on the right.
- **Moving backwards**: To reverse use the lever on the left.
- **Horns**: There are horns on both sides of the dashboard just under the handle.
- **Blinkers**: Use to indicate when you turn left or right. Turn off the blinker after you have made your turn, it does not turn off automatically.
- **Dashboard Adjustment**: The black lever down the pedestal of the scooter allows you to adjust the distance of the dashboard. (see following picture).
Note: If you are having trouble starting the scooter, be sure that the Freewheel release lever is pushed down and to the right as indicated in the picture below. This lever should be pulled up if you need to wheel the scooter manually.
OTHER FEATURES

- Both arms of the scooter raise up to make it easy to get in and out of the scooter.
- There is a pocket on the back of the scooter to store documents or personal items while you are riding.
- Start slowly until you get the feel for the controls and how to turn.
- The scooter will fit in elevators on campus as you move forward in and reverse to get out.
- Be patient and go slowly and you will have the navigation down in no time!!

The information in this guide is intended as general operating tips and should be combined with applicable state and local laws as well as cautious operation and common sense. Please contact PSU HR (503) 725-4926 if you have any questions or concerns.