

Drive From Wheelchair and Internal Transfer Vehicle

Handover Checklist



Thank you for choosing the Motability Scheme. As part of the handover process your adaptations specialist will explain the operation of your new vehicle before asking you to provide your PIN number to start your Motability Scheme agreement.

To help you feel comfortable and confident with your new vehicle, and make sure you get the most out of this demonstration, we've put together a checklist of the things you should expect to be covered by your adaptations specialist at the handover.

Before entering your PIN take as much time as you need with your adaptations specialist to ensure you are happy with the demonstration. Please remember your PIN acts as your signature and once given you will have entered into an agreement with Motability Operations.



Motability

The leading car scheme for disabled people



The person delivering your new vehicle should show you:

- How to safely enter and exit the vehicle using the remote control to operate the tailgate or doors and the ramp or lift
- How to securely lock your wheelchair in place when entering the vehicle and how to release your wheelchair when you want to leave the vehicle
- If you are transferring to a powered seat, how to move the seat between the transfer position and the driving position and how to adjust the seat to a comfortable driving position
- How the driver's seatbelt system works on your vehicle
- How any adaptations to the steering, accelerating and braking systems work on your vehicle and how to change them over for other drivers
- How to operate the indicators, headlights, windscreen wipers, fog lights and hazard lights on your vehicle
- If your vehicle has a removable drivers seat, how to fit and remove it
- Where you should sit when travelling in your wheelchair as a passenger and how to use the wheelchair tie downs and the seatbelt
- Where to find the manufacturer's handbook for your vehicle and the additional information provided for the adaptations fitted to your vehicle
- Should you have any problems while driving your new vehicle
 - How to manually operate the tailgate or doors and the ramp or lift
 - Who to contact for any servicing, maintenance, repairs or adjustments to your vehicle
 - Should you breakdown, how to contact the RAC for roadside assistance
- The details of who is insured to drive your new vehicle and give you your Insurance Cover Note (this will provide insurance cover for 30 days until your Certificate of Motor Insurance arrives from RSA Motability)

The vehicle handover has been completed to the customers satisfaction

Adaptations Specialist

Print name:

Signed: Date: