



Learning
Organization

Drivable Ballymore Electric Ladder Training

Implementation Guide

HDT-00161084 (03/2016)



Electric Ladder

Introduction

This guide is designed to be used for the implementation of the Drivable Ballymore Electric Ladder. The training for the Drivable Ballymore consists of a video and hands-on practice/demonstration under the observation of a certified associate or vendor representative.

Upon completion of the Demonstration Test, the associate support department supervisor (ASDS) will mark the registration complete in Knowledge Depot.

Instructor Demonstration: Operating the Electric Ladder (EL)— Drivable Ballymore (Orange)

Observe as the instructor demonstrates how to operate the Drivable Ballymore EL. To operate the Drivable Ballymore EL, follow the steps in the table below.

Step	Action
1	Turn the key to platform position.
2	Pull out the ground level emergency stop.
3	Enter the EL's platform from the rear using the 3-point system lock gate.
4	Verify that the fall-protection equipment is permanently attached to the lanyard attachment bar by the control unit. Secure the body belt around your waist (or attach the full-body harness to your body). For additional information see Instructor Demonstration 2.

Step	Action												
5	To operate the Drivable Ballymore EL, follow the steps in the table below:												
	<table><tr><th>Step</th><th>Action</th></tr><tr><td>1</td><td>Pull out the red emergency stop to turn the unit on.</td></tr><tr><td>2</td><td>To begin to drive, place the unit into forward/reverse (forward or backward) mode, compress the dead man's switch and move the joystick in the direction of desired travel.</td></tr><tr><td>3</td><td>The unit will default into the drive mode in slow speed. In the fully lowered position, the unit can be placed into motion mode by pressing the Drive button (which is the rear right button).</td></tr><tr><td>4</td><td>Press the Raise/Lower button (forward left button) to raise or lower the unit. Compress the Dead Man's switch and move the joystick forward to raise the unit, and backward to lower the unit. NOTE: The unit will only raise/lower OR go forward/reverse when the Dead Man's switch is compressed. If the unit is raised above the floor level it will only operate in turtle mode.</td></tr><tr><td>5</td><td>Drive facing the gates for maximum visibility. NOTE: A spotter is not required to move the Drivable Ballymore EL throughout the store. The zone of safety (10' in the direction of travel and 4' in all other directions) must be maintained when the equipment is in motion.</td></tr></table>	Step	Action	1	Pull out the red emergency stop to turn the unit on.	2	To begin to drive, place the unit into forward/reverse (forward or backward) mode, compress the dead man's switch and move the joystick in the direction of desired travel.	3	The unit will default into the drive mode in slow speed. In the fully lowered position, the unit can be placed into motion mode by pressing the Drive button (which is the rear right button).	4	Press the Raise/Lower button (forward left button) to raise or lower the unit. Compress the Dead Man's switch and move the joystick forward to raise the unit, and backward to lower the unit. NOTE: The unit will only raise/lower OR go forward/reverse when the Dead Man's switch is compressed. If the unit is raised above the floor level it will only operate in turtle mode.	5	Drive facing the gates for maximum visibility. NOTE: A spotter is not required to move the Drivable Ballymore EL throughout the store. The zone of safety (10' in the direction of travel and 4' in all other directions) must be maintained when the equipment is in motion.
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6	Ensure the platform has been lowered down completely. NOTE: The gate will alarm when opened if the unit is not fully lowered.												
7	Remove the body belt from your waist (or unfasten the leg and chest strap(s) of the full body harness. Remove the shoulder straps from your shoulders).												
8	Exit the EL using the 3-point system and manually move the EL to a location that is away from pedestrian traffic.												

Certification

Demonstration Test: Operating the EL—Drivable Ballymore Model (Orange)

Instructor—Print the associate’s name in the designated space. Observe as the associate demonstrates how to operate the Drivable Ballymore EL. Use the table below to check whether the associate performs each step. After the associate has completed the demonstration test with a score of 100%, sign and date this form in the designated space at the bottom of the page. Your signature verifies that the associate successfully completed this demonstration test.

Notify the associate support department supervisor (ASDS) that the associate completed the training and passed certification. The ASDS is responsible for updating Knowledge Depot.

Associate Name (Print) _____ **Instructor** _____

Step	Action	Yes	No	Comments
1	Conduct pre-operational visual safety inspection tasks (walk around the unit and check for discrepancies, demonstrate “tagging the vehicle out” of service, verify that the battery is adequately charged to perform the job, check all controls, and acquire the barricade gates needed for the job).			
2	Demonstrate how to lift and lower the unit.			
3	Demonstrate how to steer the vehicle.			
4	Locate and explain the proper usage of all of the vehicle-specific controls (accelerator pedal, raise/lower, deadman pedal, security start switch).			
5	Stand on the unit and secure the static lanyard and body belt. Put on fall protection according to safety specifications.			
6	Ensure that all lines of sight are clear of pedestrians, obstacles, and debris, then raise the operator’s platform.			
7	Start equipment according to vehicle-specific standards.			
8	Look beneath and lower the operator’s platform.			

Step	Action	Yes	No	Comments
9	Ensure that all lines of sight are clear of pedestrians, obstacles, and debris, then drive a minimum of 20 feet at a safe speed and drive forward through the practice cones without hitting anything.			
10	Ensure that there is adequate space to safely complete a U-turn. Demonstrate turning the unit around by completing a U-turn without hitting anything.			
11	Turn the vehicle into another aisle, without hitting anything and drive at a safe speed.			
12	Successfully drive in reverse a minimum of 20 feet and through the practice cones without hitting anything. NOTE: Sound the horn and look in all directions before driving backwards.			
13	Drive at a safe reverse speed. Complete a 90-degree turn in each direction (left turn in reverse and right turn in reverse).			
14	Come to a complete stop.			
15	Drive to and park the unit safely in a designated appropriate location.			
16	Shut down the equipment according to the vehicle specific standards. Correctly connect the batter to the charger.			

Signature_____

Date_____