



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

SBCCOG Local Use Vehicle Demonstration Program: Wheego Whip



Drivers Handbook

Includes:

- Drivers log
- Vehicle information
- Insurance card
- Accident report forms

This Vehicle:

- Has a **maximum Speed of 25 MPH**
- **Prohibited** on roads with speed limits above **35 MPH**
- **Can Cross** roads with speed limits above **35 MPH**

For program updates please visit:
<http://www.southbaycities.org>
Or call the SBCCOG at (310) 371-7222

**In the case of an Emergency,
call 1-800-rent-a-car**



Local Use Vehicle Demonstration Program - Drivers Log -

This demonstration of local use vehicles or LUVs (in this case, using neighborhood electric vehicles) has a significant research component. Each vehicle is equipped with a GPS tracking unit that will collect information on all vehicle movements – time of day, speed, route, destination, etc.

TRIP EXPERIENCE

We need each driver to record the experience of each trip as well as any and all thoughts and observations about the trip itself, the route, the vehicle and its features, and so forth.

For example:

- Are there streets that are posted at 35MPH or less but with traffic flows that make travel on them feel unsafe or uncomfortable in a slow speed vehicle? Are there features of the vehicle that you really like or find annoying? Are there particular protocols that you find useful when crossing a 40 MPH street?

TRIP PURPOSE

We are also interested in your trip purpose.

- How would you have normally taken this trip if you were not in a LUV? Drive a gasoline powered automobile, walk, take transit, ride share? Did you take this trip only because you can drive a LUV? Especially for residents – what trips do you continue to take in a gasoline powered automobile, and why?

There are blank pages in this section for each driver to record this kind of information for each trip. The pages are not made to look like a “form” because we want to encourage the imagination of each driver. We don’t know ahead of time what all drivers may want to record so, for now at least, a blank page to record trip information seems the most effective way to proceed. These pages will be collected at regular intervals.

Call David Magarian, LUV Coordinator, at (831) 566 -4493 between the hours of 9:00 am and 5:00 pm with any questions or observations.

Important Information that you need to know about Neighborhood Electric Vehicles

NEV Legal Requirements:

- NEV definitions, rules and regulations are covered in the California Vehicle Code (CVC) Sections 385.5, 21250 and 2160.
- NEVs **cannot be operated on roads that exceed 35 miles per hour.**
- They are not allowed in standard bike lanes less than 7 feet wide.
- NEVs **can cross roads that exceed 35 miles per hour** if the crossing begins and ends on a 35 per mile or less road and if the two roads meet at approximately a 90 degree angle.
- NEVs must be registered and licensed with the Department of Motor Vehicles and can only be operated by licensed drivers.
- NEVs must be insured.

NEV Cautions:

- NEVs are **very quiet** so most pedestrians or cyclists will not be able to hear the vehicle until it is close by.
- Some NEVs do not have reverse lights so the driver should pay attention when backing up.
- When traveling on 35 mile per hour roads, drivers should be aware of faster moving vehicles and pull over to let them pass.

Neighborhood Electric Vehicle (NEV) details:

- Is a Federally recognized sub-class of low speed vehicle limited to a **maximum speed of 25 miles per hour**. A NEV is also 4-wheeled and electric.
- Has a **range of around 30 miles between charges**.
- Federal regulations require NEVs to have license plates, seat belts, headlights, blinkers, wipers, and other safety features.
- Can be charged via **any 110V outlet** (most normal outlets).

Resources

- Yahoo NEV group: **<http://autos.groups.yahoo.com/group/NEVs/>** An on-line community for NEV users. Includes a comprehensive set of links and resources. Register for free and gain access to a wealth of information.
- EV Trader: **<http://www.evtrader.com/forums/>** A site dedicated on on-line electric vehicle forums
- NEV Portal: **<http://nevportal.com/>** Website lists dealers, manufacturers, accessories and parts for NEVs.
- Lincoln Neighborhood Vehicle Website: **<http://www.lincolnev.com/index.html>** A site dedicated to providing information to NEV users in Lincoln California. Contains useful information for NEV users in general.

1 CHARGING THE CAR

State of Charge

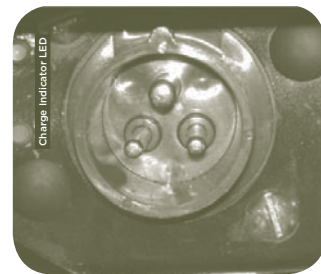
When the key is ON the state of charge percentage (the percentage of battery capacity remaining) is shown on the dash mounted Battery Discharge Indicator (BDI) gauge. If the vehicle is plugged into a power source, the indicator light in the charge port displays the current state of the charging cycle. A solid green LED indicates that the charging cycle has been 100% completed.



Battery Discharge Indicator

Charging Procedure

Park the vehicle, set the parking brake by pulling up on the parking break lever and turn the key to OFF. First attach the cord to the vehicle by lining up holes in the large plug with prongs in the charge port. Next, plug the other end of the cord into a standard 120 VAC-15 amp electrical outlet. The LED on the port flashes green when the car is charging.



Power port

When fully charged the green light on the charge port will light up and stay lit. Unplug the cord and store it in your cord bag. Consult the owner's manual for information before using an extension cord.

When to Recharge

The car can be recharged at any time (at any state of charge) without any degradation or harm to the battery pack storage capacity or the charging system. The battery pack will actually have a much longer cycle life if you recharge it every time you have an opportunity. If there is a plug available go ahead and top it off. Do not leave batteries in discharged state as this will decrease the life of your battery pack.

Long Term Storage and Transporting the Vehicle

If you are going to store the car for more than a month, fully charge the batteries and then press the battery disconnect button that is located between the seats and the battery compartment. You should reconnect and recharge the pack every 90 days while in storage. Do not store your car at extreme high or low temperatures as this will decrease the life of your battery pack. When transporting the vehicle, please press the battery disconnect button to disengage the battery pack.



Battery disconnect

Battery Pack Break-In

In order for the battery pack to reach its optimal full capacity, it will need to be broken in over time. And it will need several full recharging cycles (from 40% to 100%) to get to optimal capacity. It should achieve 90% of its full capacity after approximately 10 full cycles, and 100% of its capacity after 30 full cycles.

2 RANGE (Driving Distance between Charges)

Planning with Range in Mind

With this car having a fixed range before it needs to be recharged, you may need to plan your trips a little better.

A very good tool to do this is at <http://maps.google.com>

Go to “My Map”, then “Distance Measuring Tool”. How far you can travel on a full charge is subject to a lot of factors (including the battery pack break-in period mentioned above) but you should be getting an average of close to 40 miles per full charge if your speed limit is 25 mph.

Factors that will reduce your range include your speed, driving terrain (hills), use of your heater and air conditioner, fast starts and stops, number of passengers and cargo (weight) and outside temperature.

Temperature Effect on Range

In general the battery pack works optimally when it is about 75 degrees Fahrenheit outside. As a guideline, for every 10 degree drop in temperature below 75, your maximum range will drop by about 5%.

Speed Effect on Range

If you live in a state that allows higher speeds (for example MSV = 35 mph) you will lose about 10% of your maximum range because of this higher average speed.

Heater and Air Conditioner Effect on Range

Running your heater in a normal mode will reduce your maximum range by about 10%. Running your air conditioner in a normal mode will reduce your maximum range by about 5%.

Power Conserve Mode

As both an alert to having a limited range remaining and to help maximize your range when the battery pack capacity is low, your car has a Power Conserve Mode. When the battery pack is down to 30% capacity, the air conditioner will automatically shut off.

When the battery pack is down to 20% capacity, the power to the motor will be automatically reduced and your maximum speed will be limited to approximately 16 mph to optimize your remaining range.

3 BASIC VEHICLE OPERATION

Preparing to Drive

Disconnect the power cord by unplugging the cord from the outlet. Disconnect the power cord from the vehicle by turning the plug slightly counter-clockwise and pulling it out. Turn the key to the ON position in the “ignition” switch- there will not be any noise, but the gauge and dash indicator lights will come on. Buckle the seat belts.

While pressing the brake pedal with your foot, release the parking brake by pushing the silver button on the end of the parking brake handle and pushing it all the way down. While keeping your foot on the brake, pull up on the shift lock collar (just under the top of the shifter knob) and move the gear shift forward (F) for forward or back (R) for reverse.

Note that there is no “Park” gear. The car is always in either Forward, Neutral, or Reverse. Press the accelerator pedal and begin to drive.

The Eco-Meter

On the dashboard is the Eco-meter which gives you feedback as to how your driving habits (and the terrain) are affecting the draw on the batteries, which affects your driving range. There are 5 lights on the meter, and they are in sequence: red, yellow, green, green, green.



Eco-Meter

When the indicator light is red, there is the most drain on the battery pack. Alternately 3 greens lit at the same time means you are driving in a fashion that is very economical on the battery pack.

The Eco-Meter read out initially shows the status of the shifter (forward, neutral or reverse). Press the black button to access the Odometer, Trip Meter and Miles on Current Charge Meter. All readouts are in miles. The odometer indicates the total distance the vehicle has been driven. The Trip Meter is useful for keeping track of specific distances traveled.

While viewing the Trip Meter, press the button for 3-4 seconds to reset the Trip Meter. The Miles on Current Charge Meter will automatically reset each time the vehicle completes a charging cycle.

Exiting the Car

Put the car in Neutral and put on the Parking Brake prior to exiting the vehicle. To engage the parking brake, pull the brake handle up. Again there is no “park” gear, so be sure to use the Parking Brake every time you turn off the car so it doesn’t roll.

4 WARNING LIGHTS & SOUNDS

If the Key is in the OFF position or removed and Buzzer Is Sounding. The Parking Brake is not fully engaged. The parking brake needs to be securely engaged prior to exiting the car. Pull the handle up.

OR

The Headlights are on. Check to be sure the headlights are off. If the Key is in the ON position and the Buzzer is Sounding, one of the doors is not completely closed. After both doors are closed, the buzzer will stop.



Hazard light button

Hazard Lights are Flashing.

If the vehicle was locked with the remote button on the key and was then unlocked manually with the key, the Hazard Lights will flash after you turn on the vehicle. To turn off the Hazard Lights, remove the key from the ignition. Press the lock doors button on the key. Press the unlock button on the key. Reinsert key and turn vehicle back on.

OR

The hazard lights might really be on. Turn them off by pushing the Hazard light button.

5 DRIVER ADJUSTMENTS

Side Mirrors

Move the switch on the driver's door L or R and move directional toggle to adjust.

Move Seat Forward/backward

Pull up on bar located under the front edge of the seat. Adjust and release.

Adjust the Seat Angle

Turn two knobs on outside of seat bottom to adjust front and rear angle of seat bottom. Pull seat lever on outside of seat to adjust angle of seat back.

6 LIGHTING CONTROLS

Headlights

Twist headlight lever to turn lights on.

Highbeams

Push the headlight lever forward to set the headlights on high beam. Pull headlight lever towards you to return to normal brightness or for temporary high beam.

Hazard Lights

Push Hazard Light button to turn emergency flasher lights on and off.

Dome light

Push button on bottom of dome light to turn dome light on and off.

8 REAR HATCH DOOR

You must always use the key to open the rear hatch door. The battery pack is under the rear storage compartment. You should never open that up or try and perform any type of maintenance on your car without the advice of an authorized service technician. The battery pack is very high voltage and the chance of a severe electrical shock is very real.

9 TIRES

Inflation

The standard 195/50R15 DOT radial tires that come with the vehicle should be kept inflated to the cold PSI rating shown on the tire for safe vehicle operation (usually 36 PSI). Under inflated tires will cause lower battery range and substandard vehicle handling.

Spare Tire

The spare tire and tire changing tool kit are placed loose in the rear storage compartment, unless you have the rear mounted spare tire carrier option on your car.

10 TECHNICAL SUPPORT & CUSTOMER SERVICE

In addition to contacting your dealer, you can email questions to us at service@wheego.net or call us at 678-904-4795 Ext. 3

2010 wheego whip

troubleshooting

IF YOU TURN THE KEY AND NOTHING HAPPENS	IF THE BUZZER IS SOUNDING	IF THE HAZARD LIGHTS ARE FLASHING	IF THE AC SHUTS OFF AND THE CAR SLOWS DOWN TO 16 MPH
<p>The car may be ON- there is no noise when you turn the car on.</p> <p>OR</p> <p>Your foot needs to be on the brake when you turn on the car.</p> <p>OR</p> <p>The power cord may still be plugged in. Unplug the cord.</p> <p>OR</p> <p>The master disconnect button behind the passenger seat is pushed in.</p>	<p>And the Key is in the OFF position or removed The Parking Brake is not fully engaged. The parking brake needs to be securely engaged prior to exiting the car. Pull the handle up.</p> <p>OR</p> <p>The Headlights are on. Check to be sure the headlights are off.</p> <p>And the Key is in the ON position One of the doors is not completely closed. After both doors are closed, the buzzer will stop.</p>	<p>The vehicle was locked with the remote button on the key and was then unlocked manually with the key. Remove the key from the ignition. Press the lock doors button on the key. Press the unlock button on the key. Reinsert key and turn the car back on.</p> <p>OR</p> <p>The hazard lights might really be on. Turn them off by pushing the Hazard light button.</p> <p>In addition to contacting your dealer, you can email Technical Support & Customer Service questions to us at service@wheego.net or call us at 678-904-4790 ext. 3</p>	<p>Your battery pack is below 30% capacity and the car is in Power Conserve mode. You have limited range, you should plan to recharge soon.</p>

DRIVER ADJUSTMENTS

Side Mirrors

Move the switch on the driver's door L or R and move directional toggle to adjust.

Move Seat Forward/backward

Pull up on bar located under the front edge of the seat. Adjust and release.

Adjust the Seat Angle

Turn two knobs on outside of seat bottom to adjust front and rear angle of seat bottom. Pull seat lever on outside of seat to adjust angle of seat back.

LIGHTING CONTROLS

Headlights

Twist headlight lever to turn lights on.

Highbeams

Push the headlight lever forward to set the headlights on high beam. Pull headlight lever towards you to return to normal brightness or for temporary high beam.

Hazard Lights

Push Hazard Light button to turn emergency flasher lights on and off.

Dome light

Push button on bottom of dome light to turn dome light on and off.

AUDIO SYSTEM CONTROL

Power On-Off

The power button is located in the very upper left hand corner.

Set Display Color

Press COLOR. Turn knob to select preferred color # 01-29. Press knob to set.

Set Clock

Press & hold MENU. Turn knob to select CLOCK and press knob. Turn knob to select CLOCK SET and press knob. Adjust clock settings as desired

Set Radio Presets

There are 18 FM and 6 AM station presets available. Use tuner buttons to find the frequency. Press MENU and then turn knob find the desired preset number. Press and hold knob to lock the preset. Using Radio Presets

There are two ways to select a preset radio frequency. Press UP or DOWN or Press MENU and turn the knob to find the preset station, then press the knob to select Changing Bands

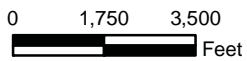
Press the SRC button to change between AM/FM/USB/AUX/etc. sources



NOTICE TO FIRST RESPONDERS

The Master Disconnect Button is behind the passenger seat. Simply push the red button and all power from the battery pack will be disconnected.

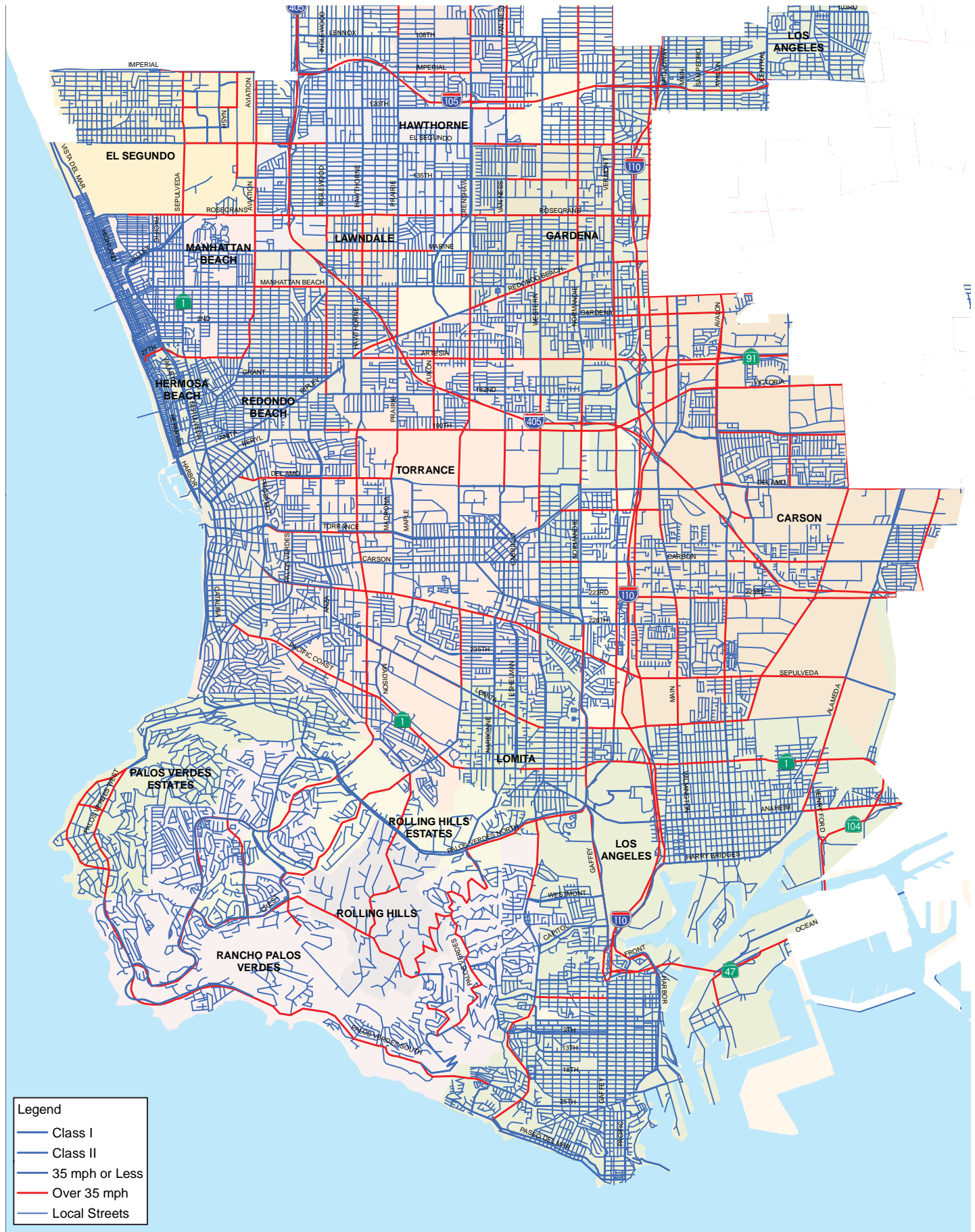
THIS CARD IS MADE WITH 100% POST CONSUMER CONTENT



04/13/10 JN10-107095 LUV_RivieraVillage_8.5x11.mxd LT

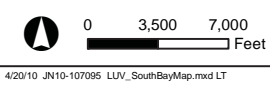
South Bay Cities Council of Governments

LUV Network - Riviera Village, Redondo Beach



Legend

- Class I
- Class II
- 35 mph or Less
- Over 35 mph
- Local Streets



Source: ESRI Street Data

South Bay Cities Council of Governments
Local Use Vehicle (LUV) Network

4/20/10 JN10-107095 LUV_SouthBayMap.mxd LT

<u>YOUR VEHICLE</u>	DATE: _____	<u>PARTY#1</u>
UNIT # _____	TIME: _____	
YEAR/MAKE _____	STREET/INTERSECTION: _____	LIC PLATE # _____
VIN# _____		YEAR/MODEL: _____
<u>DRIVER INFO:</u>		NAME: _____
NAME: _____	<u>DESCRIPTION OF ACCIDENT:</u>	ADDRESS: _____
ADDRESS: _____	USE ADDITIONAL PAPER IF NEEDED:	PHONE # _____
PHONE: _____		INSURANCE CARRIER: _____
EMPLOYER: _____		
CONTACT PERSON: _____		POLICY # _____
		PHONE# _____
<u>DAMAGE TO YOUR VEHICLE:</u>		
WHERE IS THE DAMAGE? _____	<u>POLICE INFO:</u>	<u>PARTY#2 / WITNESSES</u>
		LIC PLATE # _____
	DEPARTMENT: _____	YEAR/MODEL: _____
<u>IS VEHICLE DRIVEABLE?</u>	REPORT # _____	NAME: _____
YES _____ NO _____	PHONE # _____	ADDRESS: _____
<u>WHERE IS VEHICLE LOCATED?</u>	<u>DIAGRAM OF ACCIDENT:</u>	PHONE# _____
ADDRESS: _____		INSURANCE CARRIER: _____
CITY _____ STATE _____ ZIP _____		POLICY # _____
PHONE # _____		PHONE# _____

CALL (800) 262-9998 TO REPORT AN ACCIDENT OR
 FAX THIS FORM TO (310)328-6054

CALIFORNIA INSURANCE IDENTIFICATION CARD

(STATE)

COMPANY NUMBER

24198

COMPANY

Peerless Insurance Company



COMMERCIAL



PERSONAL

POLICY NUMBER

BA3277942

EFFECTIVE DATE

04/14/2010

EXPIRATION DATE

04/14/2011

YEAR

2010

MAKE/MODEL

Wheego/LSB

VEHICLE IDENTIFICATION NUMBER

1W9WL21B1AC485183

AGENCY/COMPANY ISSUING CARD

Post Insurance Services, Inc.

License #0551220 310.328.3622

2356 Torrance Blvd.

Torrance, CA 90501

INSURED

- South Bay Cities Council of City Governments**
5033 Rock Valley Road
Rancho Palos Verdes, CA 90275

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SEE IMPORTANT NOTICE ON REVERSE SIDE

**THIS CARD MUST BE KEPT IN THE INSURED
VEHICLE AND PRESENTED UPON DEMAND**

IN CASE OF ACCIDENT: Report all accidents to your Agent/Company as soon as possible. Obtain the following information:

1. Name and address of each driver, passenger and witness.
2. Name of Insurance Company and policy number for each vehicle involved.

The policy meets the requirements of Section 16056 of the California Vehicle Code