



# Owner and Operator Manual

## Payloader Electric Vehicles



P/N 712037-05

## **Preface**

*Welcome, and congratulations on your choice of vehicle from Columbia ParCar Corp.!* Your vehicle has been designed and manufactured to conform to applicable sections of ANSI B56.8. Your safe use and operation of your vehicle is important to us. Any alteration of your Columbia vehicle that results in the vehicle being in noncompliance with applicable ANSI standards is strictly prohibited. Columbia ParCar Corp. is not responsible or liable for any damage that results from any such alteration, and all warranties for any such altered vehicles are null and void.

These vehicles are not designed for over-the-road use. They do not conform to Federal Motor Vehicle Safety Standards or EPA regulations, and are not equipped for operation on public streets, roads, or highways.

To the best knowledge of Columbia ParCar Corp., the material contained herein is accurate as of the date this publication was approved for printing. Columbia ParCar Corp. is not liable for errors in this manual or for incidental or consequential damages that result from the use of the material in this manual. Columbia ParCar Corp. reserves the right to change specifications, equipment or designs at any time without notice and without incurring obligation.

This manual contains proprietary information that is protected by copyright. All rights are reserved. No part of this manual may be photocopied, reproduced, or translated to another language without the written consent of Columbia ParCar Corp. Columbia ParCar Corp. products are manufactured under one or more of the following U.S. Patents - 2986162, 2987934, 3116089, 3144631, 3144860, 3229792, 3434887, 3559773, 3673359, 3680403, 3683716, 3709317, 4648473, Des. 225626.



1115 Commercial Avenue • Reedsburg, WI 53959  
Phone: (608) 524-8888 • Fax: (608) 524-8380  
(800) 222-4653 • Web: [www.parcars.com](http://www.parcars.com)

## TABLE OF CONTENTS

<p><b>1.0 INTRODUCTION</b></p> <p>1.1 SAFETY MESSAGES</p> <p>1.2 VEHICLE DESCRIPTION</p> <p>1.3 VEHICLE IDENTIFICATION NUMBER</p> <p>1.4 VIN MATRIX</p> <p>1.5 VEHICLE SPECIFICATIONS</p> <p><b>2.0 SAFETY</b></p> <p>2.1 GETTING STARTED</p> <p>2.2 SAFETY VEHICLE STATEMENTS</p> <p>2.3 SAFETY WARNINGS</p> <p>2.4 SAFETY CONCERNS</p> <p>2.5 BATTERY DISCONNECT METHODS</p> <p><b>3.0 OPERATIONS AND CONTROLS</b></p> <p>3.1 IMPORTANT FIRST STEP</p> <p>3.2 INSPECTING THE VEHICLE</p> <p>3.3 VEHICLE CONTROLS</p> <p>    3.3.1 POWER KEYSWITCH</p> <p>    3.3.2 DIRECTION SELECTOR</p> <p>    3.3.3 LIGHT SWITCH</p> <p>    3.3.4 AUXILIARY EQUIPMENT SWITCH</p> <p>    3.3.5 WARNINGS, OPERATING INSTRUCTIONS AND INFORMATION</p> <p>    3.3.6 HORN BUTTON</p> <p>    3.3.7 BRAKE PEDAL</p> <p>    3.3.8 ACCELERATOR PEDAL</p> <p>    3.3.9 PARKING BRAKE</p> <p>    3.3.10 CHARGER RECEPTACLE</p> <p>    3.3.11 BATTERY STATE OF CHARGE METER</p> <p>    3.3.12 TURN SIGNAL/HAZARD WARNING SWITCH</p> <p>    3.3.13 SEAT SWITCH/TRACTION INTERLOCK</p> <p>    3.3.14 WIPER SWITCH</p> <p>    3.3.15 STEERING WHEEL</p> <p>    3.3.16 HOUR METER INDICATOR</p> <p>3.4 DRIVING THE VEHICLE</p> <p>3.5 PRE-OPERATION CHECKLIST</p> <p><b>4.0 ELECTRIC SYSTEM</b></p> <p>4.1 IMPORTANT INFORMATION</p> <p>4.2 BATTERY INSPECTION &amp; MAINTENANCE</p> <p>4.3 BATTERY CLEANING</p> <p>4.4 CONDITIONS WHICH AFFECT CHARGING</p> <p>4.5 CHARGING PROCEDURE</p> <p>4.6 CHARGING BATTERIES OUTSIDE VEHICLE</p>	<p>4.7 DELTA-Q BATTERY</p> <p>    4.7.1 DELTA Q BATTERY CHARGING</p> <p>    4.7.2 CHARGER OPERATING INSTRUCTIONS</p> <p>    4.7.3 RED LIGHT CHARGER ERROR CODES</p> <p>    4.7.4 CHECK/CHANGE CHARGING ALGORITHM</p> <p>4.8 EXCESSIVELY DISCHARGED BATTERIES</p> <p>4.9 SPECIFIC GRAVITY TEST</p> <p>4.10 TIPS FOR MAINTAINING YOUR BATTERIES</p> <p>4.11 BATTERY REMOVAL &amp; INSTALLATION</p> <p>4.12 SINGLE POINT BATTERY WATERING SYSTEM</p> <p>4.13 ROLL OUT BATTERIES</p> <p><b>5.0 SERVICING YOUR VEHICLE</b></p> <p>5.1 MAINTENANCE GUIDELINES</p> <p>5.2 MAINTENANCE SCHEDULE -</p> <p>    5.2.1 OWNER/OPERATOR</p> <p>    5.2.2 QUALIFIED TECHNICIAN</p> <p>5.3 BRAKE SYSTEM</p> <p>    5.3.1 BRAKE FLUID MAINTENANCE</p> <p>    5.3.2 BRAKES</p> <p>    5.3.3 PARKING BRAKE ADJUSTMENT</p> <p>5.4 WHEEL AND TIRE SERVICE</p> <p>    5.4.1 WHEEL AND TIRE REMOVAL/REPLACEMENT</p> <p>    5.4.2 TIRE CARE</p> <p>5.5 LUBRICATION</p> <p>    5.5.1 DIFFERENTIAL</p> <p>    5.5.2 STEERING GEAR</p> <p>    5.5.3 PIVOT POINTS WITH GREASE FITTINGS</p> <p>5.6 CLEANING</p> <p><b>6.0 TROUBLE SHOOTING</b></p> <p>6.1 VEHICLE TROUBLESHOOTING</p> <p>6.2 CONTROLLER TROUBLESHOOTING</p> <p><b>7.0 TOWING &amp; TRANSPORTING</b></p> <p>7.1 TOWING</p> <p>7.2 TRANSPORTING YOUR VEHICLE</p> <p><b>8.0 VEHICLE STORAGE</b></p> <p>8.1 BATTERY PREPARATION</p> <p>8.2 VEHICLE PREPARATION</p> <p>8.3 RETURNING VEHICLE TO SERVICE</p>
---	---

**NOTICE:** In an effort to streamline product support, please ensure your vehicle is properly registered with Columbia ParCar. Registration allows for more effective product support including product updates and warranty processing. Please consult with your servicing dealer to verify or complete the registration process.

CHANGE HISTORY		
DATE	DESCRIPTION	BY
8/14/08	Issued	TS
5/17/11	Add Above Notice	TS
7/11/12	Added Delta Q remote LED	TS
8/15/11	Added AC Drive Information	TS




## 1.0 INTRODUCTION

This manual provides important safety information, operating instructions, model specifications and maintenance instructions for Payloader vehicles.

The information in this manual is limited to care and maintenance information only. Information covering repairs and technical service is provided in detailed service manuals available from Columbia Dealers. These activities require the attention of a skilled technician and the use of special tools and equipment. Your Columbia Dealer has the facilities, experience and genuine Columbia parts and accessories to properly service Columbia vehicles.

### 1.1 SAFETY MESSAGES

Safety messages and other information in this manual are preceded by the words **DANGER**, **WARNING**, **CAUTION** or **NOTICE**. They are printed in bold face, and are very important. We recommend you take special notice of this information.


<b>Danger indicates a hazardous situation which, if not avoided, will result in death or serious injury.</b>

<b>Warning indicates a hazardous situation which, if not avoided, could result in death or serious injury.</b>

<b>Caution indicates a hazardous situation which, if not avoided, could result in minor or moderate injury.</b>
<b>NOTICE: Notices are messages not related to personal injury. They will provide key information to prevent property damage and to assure procedures are more easily understood or implemented.</b>

### 1.2 VEHICLE DESCRIPTION

The Payloader is a vehicle built to carry 2 or more people and cargo. It is not designed to be driven on public highways.

This vehicle is designed to conform to requirements for Type E vehicles as described in O.S.H.A. Standard Section 1910.178 (Powered Industrial Trucks) and with all applicable portions of the American National Standard for Personnel and Burden Carriers (ANSI B56.8 1993 Part III).

### 1.3 VEHICLE IDENTIFICATION NUMBER (VIN)


<b>Do not remove any nameplate, warnings, or instructions affixed to your Columbia Industrial Vehicle. Promptly replace any that become damaged or removed.</b>

Each vehicle is assigned a unique Vehicle Identification Number (VIN). The VIN describes facts and features of the vehicle and contains thirteen (13) digits.

The VIN number can be found in two locations. Stamped on the left chassis frame beneath the drivers seat (Figure 1.3.1) and on a vehicle nameplate (Figure 1.3.2) attached to the dash below the horn.

The nameplate has important information such as model, vehicle weights and rated capacity (load, operator and passenger). Do not exceed this capacity. Read carefully.

To ensure prompt service when repairs or adjustments are required, your Columbia Dealer must have the VIN.

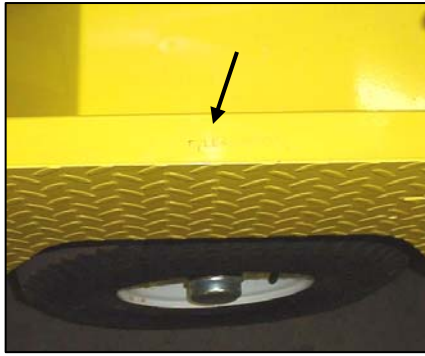


Figure 1.3.1

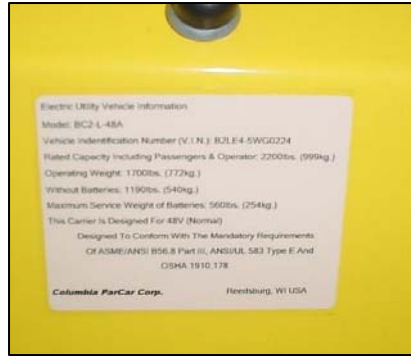


Figure 1.3.2

B3SE3-3XF1234 is an example of a current VIN. For your own personal reference, fill in the VIN in the space provided below:

1.4 VIN MATRIX

<b>Digit 1 thru 3 = Abbreviation (Model)</b>	B2S (BC2-S)
	B2L (BC2-L)
	B3S (BC3-S)
	B3L (BC3-L)
	B4S (BC4-S)
	B4L (BC4-L)
	B5S (BC4-S 5200# Cap.)
	B5L (BC4-L 5200 # Cap.)
<b>Digit 4 = Power System</b>	E = DC Drive
	G = AC Drive, Induction Motor
<b>Digit 5 = System Voltage</b>	3 = 36V
	4 = 48V (8 – 6V)
<b>Digit 6 = VIN Spacer</b>	- = normal
	# = Special Product
<b>Digit 7= Controller Amperage</b>	3 = 300 Amp
	4 = 400 Amp
	5 = 500 Amp
<b>Digit 8 = Axle/Brake System</b>	Y = Rear Hydraulic
	X = Front & Rear Hydraulic
	W = HD Rear Hydraulic
	V = HD F&R Hydraulic
	U = M18 Rear Hydraulic
	T = M18 F&R Hydraulic
<b>Digit 9 = Build Year</b>	L = 2012, M = 2013, N = 2014, etc.
<b>Digit 10 Thru 13 - Sequence</b>	1234

## 1.5 VEHICLE SPECIFICATIONS

	MODELS				
	BC2-S	BC2-L	BC3-S	BC3-L	BC4
<b>Passenger Capacity</b>	2				
<b>Turning Curb to Curb (in)</b>	354				
<b>Turning Intersecting Aisle (In)</b>	92				
<b>Ground Clearance (in)</b>	4.3				
<b>Overall Length (in)</b>	106	120	106	120	
<b>Overall Width (in)</b>	47				
<b>Overall Height (in)</b>	47.5				
<b>Wheelbase</b>	51	65	51	65	65
<b>Max. Speed 36 Volt (mph)</b>	14	14	10	10	N/A
<b>Max. Speed 48 Volt (mph)</b>	17	17	13	13	12
<b>Bed Size L x W (in)</b>	62 x 45	76 x 45	62 x 45	76 x 45	76 x 45
<b>Bed Height (in)</b>	30				

<b>BC2 &amp; BC3 Tires</b>	5.70" x 8", pneumatic, 8 ply rating, load range D 5.70" x 8", foam filled, 8 ply rating, load range D 18.0" x 8", pneumatic, load range C 145 R 12 (5.7x21.3x12) 10 ply rating, load range D
<b>BC4 Tires</b>	5.70" x 8", pneumatic, 10 ply rating, Super Duty 0.70" x 8", Solid Cushion

## 2.0 SAFETY

### 2.1 GETTING STARTED

For personal safety before operating the vehicle, it is the operator's responsibility to read, understand and follow the basic rules of operation and maintenance instructions in this manual. If you are responsible for the use of the vehicle, it is your responsibility to inform the person or persons using the vehicle about the following basic rules of operation for their personal safety.

It is Columbia ParCar Corporation's specific recommendation that the following warnings must be observed at all times. Not all are repeated throughout this manual, but the recommendations included must be observed whenever these subjects (operator safety, battery hazards, etc.) are encountered. Section 4.0 ELECTRIC SYSTEM contains important safety and other system information.

### 2.2 SAFETY VEHICLE STATEMENTS

#### **⚠ DANGER**

**Any modifications or changes to the vehicle that affect the stability, steering or that results in increased speed beyond factory specifications could result in vehicle damage, severe personal injury or death.**

#### **⚠ WARNING**

**Only trained service professionals should repair or service this vehicle. Persons doing even simple repairs or maintenance should have working knowledge and experience in general electrical and mechanical repair.**

**Follow all procedures exactly and observe all safety messages stated in this manual. Working on vehicles without following proper procedures and using proper equipment may result in vehicle damage or personal injury. See Section 2.3 OPERATOR SAFETY INSTRUCTIONS.**

**Moving parts hazard! When operating any vehicle in a stationary position, avoid components which could snag clothing or cause severe injury to body parts. A running vehicle must be worked on with the greatest care.**

**If any problems are found during scheduled maintenance or inspections, do not operate vehicle until repairs are made.**

#### **⚠ WARNING**

**Failure to maintain vehicle properly or make necessary repairs could result in decreased vehicle performance, reliability or cause severe personal injury.**

**Always wear safety glasses or approved eye protection while performing vehicle maintenance.**

**This vehicle is not Federal or State DOT approved and is not equipped to be operated on public roads or highways.**

#### **⚠ CAUTION**

**When replacement parts are required, use only genuine Columbia vehicle parts.**

**No modifications or additions, which affect the mechanical or electrical integrity and the safe operation of the vehicle, shall be made without the written approval of the manufacturer. If such modifications are approved, the capacity, operation, and maintenance instruction markings shall be changed accordingly. If in doubt about any modification, contact your local Columbia Dealer or Columbia ParCar Corp. Customer Service.**

**Do not overload the vehicle. Never exceed the rated capacity as specified on the Vehicle Nameplate.**

**Your safety and the safety of others depend on your safe operation and maintenance of this vehicle. Prior to operation, you, the operator, must be thoroughly familiar with this and all other sections of this manual.**

## 2.3 OPERATOR SAFETY INSTRUCTIONS

### **⚠ WARNING**

For personal safety and to maintain stability and control, operate vehicle under these conditions only. Failure to comply with these warnings may result in bodily injury and property damage.

- Do not drive this vehicle unless you are a qualified and trained operator and familiar with the vehicle operational controls.
- All vehicles should be operated from the driver's side.
- Never exceed the capacity ratings of the vehicle. Exceeding these limits may endanger occupants.
- Personal injury may result if body parts (arms, head, and legs) are not kept inside vehicle while moving.
- Do not start moving until occupants are seated & seat belts fastened, if equipped. Remain seated and hold on while vehicle is in motion.
- Before leaving, completely stop vehicle & lock parking brake. If vehicle is to be left unattended, turn keyswitch to "OFF" and remove key.
- Do not use accelerator to hold vehicle on an incline. Use brake.
- Make sure directional keyswitch is in position for the desired direction of travel before depressing the accelerator. Do not change the directional keyswitch while vehicle is moving.
- Drive slowly in turns and up and down grades. Do not make turns on steep hills or inclines.
- Do not operate while under the influence of alcohol or drugs.
- To avoid the risk of injury or vehicle damage, operate at maximum speed only on smooth flat surfaces.
- Allow additional stopping distance when traveling at higher speeds.
- Do not drive in hazardous areas unless this vehicle is approved and labeled for such operation.
- Keep a safe distance when following other vehicles and from the edge of ramps and platforms.
- Immediately report any accident or vehicle problem to your supervisor.

## 2.4 SAFETY CONCERNS

It is recommended that the operator and owner or renter of this vehicle comply with the OSHA requirements as stated in the Code of Federal Regulations, Section 29, 1910.178, Powered Industrial Truck Training Standard and the ANSI requirements as stated in Personnel and Burden Carriers ANSI B56.8.

As a minimum every operator should, in addition to the above requirements found in the standards noted above:

- Demonstrate a working knowledge of each control.
- Understand all safety rules and guidelines as presented in this manual.
- Know how to properly load and unload cargo.
- Know how to properly park the vehicle.
- Recognize an improperly maintained vehicle.
- Demonstrate ability to handle the vehicle in all conditions.

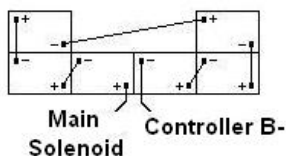
Every owner or renter of this vehicle must, at a minimum:

- Define where the vehicles should and should not be driven and utilized.
- Ensure all proper warnings as to driving hazards are properly displayed and visible.
- Install safety signage concerning hills, speed bumps, ramps, turns, blind crossings, intersections, etc.
- Define who should and who should not drive the vehicles.
- Enforce safe driving and operating rules.
- Provide driver training for first time operators and review safe operating recommendations regularly.
- Maintain vehicles in a safe operating condition and maintain a schedule for daily, weekly, monthly, quarterly, semi-annually and annual vehicle inspections.
- Determine who, when, and how should pre-operation inspections be conducted.
- Notify operators what should be done if an unsafe condition or operating problem is discovered.

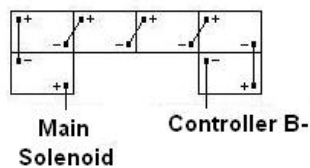
## 2.5 BATTERY DISCONNECT METHODS

The following illustrates the various battery pack configurations. Disconnect both battery leads (Main Solenoid and Controller B-) before performing any vehicle service.

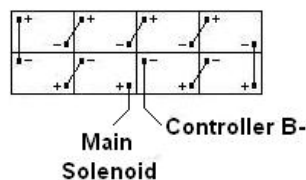
36 VOLT PUSH PULL



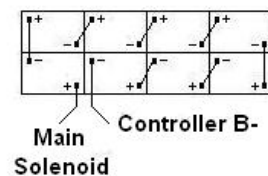
36 VOLT



48 VOLT PUSH PULL



48 VOLT





## 3.0 OPERATIONS AND CONTROLS

### 3.1 IMPORTANT FIRST STEP

Upon initial delivery, it is very important that the battery pack is properly charged. This is required if the vehicle is to be stored for later use or is to be used immediately.

- Check that batteries are not damaged or leaking and that connections are tight.
- Remove the battery vent caps and inspect each cell for proper electrolyte level. The battery manifold assemblies on vehicles with a single point watering system will require a ¼ counterclockwise turn to be removed for this inspection.
- If the electrolyte level is below the plates add only enough water to cover the plates. See Section 4.2.

**NOTICE: Do not overfill a cell. Electrolyte expands and can overflow during charging.**

- For vehicles with a single point watering system, replace the manifold assemblies with a ¼ clockwise turn.
- With the electrolyte level correct, use the on board Delta-Q Charger to charge the batteries as described in Section 4.7.1.
- Charging is complete when the Delta-Q green 100% charge LED lights.
- Vehicles without a single point watering system, refill cells to below the bottom of the each cell vents. See Figure 4.2.1.
- Vehicles with a single point watering system will require completion of 4 to 5 charge cycles before watering.

**NOTICE: If the vehicle is not going to be used the Delta-Q Charger can remain connected to an AC source. It has the capability to test and recharge the battery pack during storage.**

### 3.2 INSPECTING THE VEHICLE

After battery charging, perform a pre-delivery inspection of the vehicle. Also, before using the vehicle, there are checks that must be performed to ensure that it is in safe proper working order.

**NOTICE: Vehicle should be inspected immediately after delivery. Use the following guidelines to make sure there are no obvious problems.**

Examine the contents of all packages and accessories that may have come in separate packages with this vehicle. Make sure everything listed on the packing slip is there. Items should not be broken or damaged.

Examine any visible wiring for obvious signs of damage. Check that all connections are secure.

Inspect the tires for obvious wear or damage. Check for proper tire inflation. Refer to manufactures recommendation imprinted on tire sidewall. Make sure that all wheel lugs are secure.

Check the body, seats, trim and other external parts for obvious damage. Look for body damage, jagged edges etc. that may cause personal injury.

Operate each of the following controls before turning on the power keyswitch.

- Accelerator Pedal for smooth operation.
- Braking Pedal, assure presence of a firm pedal with minimal travel.
- Steering, check for responsiveness and little play.
- Key can only be removed when keyswitch in "OFF" position.

**NOTICE: Each control should operate smoothly and easily without sticking or requiring excessive effort.**

Check that the directional selector operates properly, that the horn works and that the warning buzzer sounds in reverse.

If vehicle has just been delivered, report any physical damage or missing items to the shipping company and your local Columbia Dealer.

Report any battery or service issue problems to the individual(s) responsible for correction and/or repair or contact your local Columbia Dealer for service.

**⚠ DANGER**

**If any problems are found, do not operate vehicle until repairs are made. Failure to make necessary repairs could result in fire, severe personal injury, property damage or death. Consult your local Columbia Dealer for professional service.**

### 3.3 VEHICLE CONTROLS

This section describes the operating controls of the vehicle. Figure 3.3.1 identifies many of these controls.

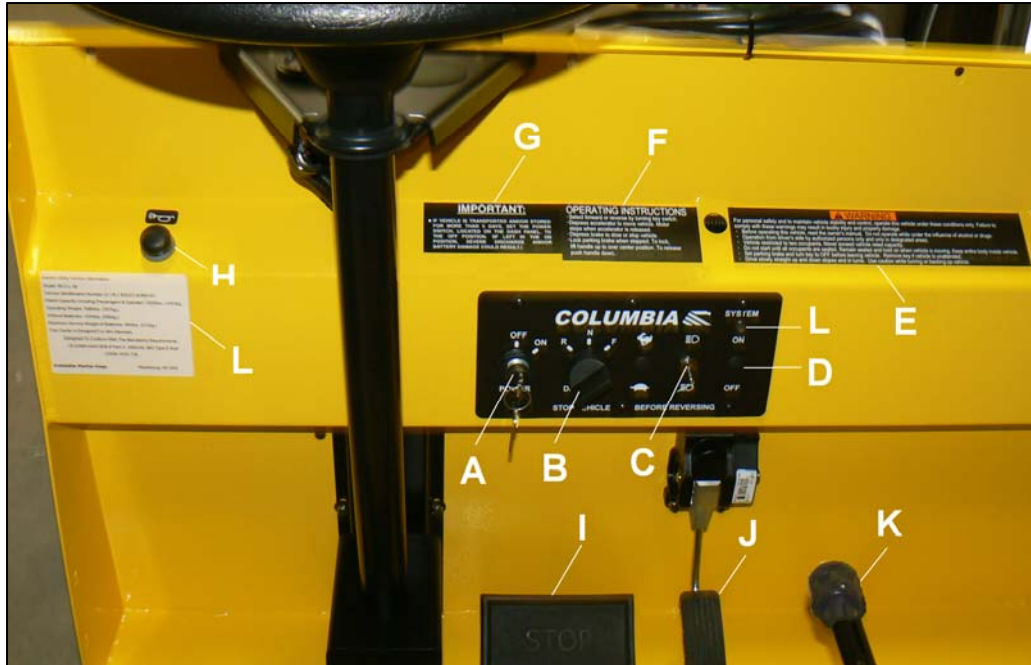


Figure 3.3.1

#### 3.3.1 POWER KEYSWITCH – Figure 3.3.1A

With the power keyswitch in the “OFF” position, the Traction Control System is powered down. This conserves battery energy by reducing the power draw when vehicle is not in use. Turning the power keyswitch or selector to OFF is highly recommended whenever vehicle is not in use. Always take the key out of the power keyswitch when leaving the vehicle

#### 3.3.2 DIRECTION SELECTOR – Figure 3.3.1B

When the direction selector is in the vertical position, the vehicle’s direction signal is turned OFF or in neutral. Turn direction selector to the right from vertical position to move the vehicle in a forward direction (F). Turn direction selector to the left from vertical position to move the vehicle in a reverse direction (R). A warning buzzer sounds when in reverse.

**NOTICE:** Direction selector must be in the N or neutral position prior to turning on the power keyswitch, or a reset of the direction selector to neutral will be required before traction drive is enabled. See Section 4.11 CONTROLLER TROUBLESHOOTING (ACEplus DC Drive only)

#### 3.3.3 LIGHT SWITCH – Figure 3.3.1C

The light switch is a two-position switch. Move switch up to activate headlight and taillights, down to turn off.

#### 3.3.4 AUXILIARY EQUIPMENT SWITCH – Figure 3.3.1D

A switch for auxiliary equipment will be located in this position.

#### 3.3.5 WARNINGS, OPERATING INSTRUCTIONS AND INFORMATION Figure 3.3.1

Warnings (E), operating instructions (F) and information (G) labels must be read carefully before operating the vehicle. Promptly replace if removed or damaged. Contact Columbia ParCar for replacements.

#### 3.3.6 HORN BUTTON – Figure 3.3.1H

Press button to sound the horn.

### 3.3.7 BRAKE PEDAL – Figure 3.3.1I

To operate vehicle brakes, press brake pedal. Pressing the brake pedal also activates brake lights.

**NOTICE: Never rest your foot on brake pedal while operating the vehicle. This wears brake pads, creates drag and causes excess battery discharge.**

### 3.3.8 ACCELERATOR PEDAL – Figure 3.3.1J

The accelerator pedal controls the speed of the vehicle in the same manner as a conventional automobile. The pedal must be fully released when changing directions.

#### **CAUTION**

**To avoid injury, speed in reverse should always be kept at a minimum.**

### 3.3.9 PARKING BRAKE – Figure 3.3.1K

All Payloader models are equipped with a parking brake lever. To operate, pull up and back to engage; push forward and down to disengage.

**NOTICE: Do not operate the vehicle with the hand parking brake applied. Damage to the vehicle could result.**

### 3.3.10 CHARGER RECEPTACLE & REMOTE LED

The charger receptacle (Figure 3.3.2) is located on the panel by the driver's left leg. The AC cord is plugged in here for battery charging. The charger is inter-locked with the traction control system which powers down the vehicle during charging. Near the receptacle is a remote multicolored LED which will indicate the Delta Q charge status. See Section 4.5.1 for information on the remote LED.



Figure 3.3.2

Always apply the parking brake when charging.

**NOTICE: Before removing the AC cord, be sure to check the Delta-Q status lights.**

### 3.3.11 BATTERY STATE OF CHARGE METER - Figure 3.3.3 DC Drive Vehicles only

This meter will display the battery state of charge. Located on the support panel in front of the steering wheel.

It is an analog gauge meter with an indicating needle and a colored background. It is a continuously reading meter. At rest with fully charged batteries the meter should read in the right white region.

When accelerating quickly, the needle will move to the left green region near the very far left red region. This is normal. If the needle continues past the green region into the very far left red region, it indicates that the batteries need recharging as soon as possible to avoid a shut-down of the vehicle.

When decreasing speed, the needle will move to the right as electrical energy is being "regenerated" back into the batteries.



Figure 3.3.3

**NOTICE: At 80% discharge, you must immediately charge batteries or vehicle operation will cease and permanent battery damage could occur.**

**3.3.11A MULTI-FUNCTIONAL DISPLAY INDICATOR (MDI)  
Figure 3.3.4 - AC Drive Vehicles only**

Located on the support panel in front of the steering wheel. This meter will display the battery state of charge, an hour meter and the controller status. With fully charged batteries, the uppermost green LED is lit. A lit lower red LED indicates discharged batteries. The hour meter is an alpha-numeric liquid crystal display in the center of the MDI showing the hours worked.



**Figure 3.3.4**

If there is a controller error the hours worked will be replaced with a flashing error code. It is important to note the error code. It will aid a technician in corrective actions.

**3.3.12 TURN SIGNAL/HAZARD WARNING SWITCH - NOT SHOWN**

If equipped, the turn signal/hazard warning switch is located on the steering column below the steering wheel. When lever is moved upward right turn signal turns on. When lever is moved downward left turn signal turns on. To turn off a signal move indicator lever back to center position.

To operate the hazard warning lights pull outward on hazard bar. Moving the signal indicator lever to either of the turn signal positions will turn off the hazard lights.

**3.3.13 SEAT SWITCH / TRACTION INTERLOCK – NOT SHOWN**

Operator must be present in the driver seat for the vehicle traction drive to operate. A reset of the power system is required if an operator leaves the seat while the accelerator foot pedal is depressed.

**3.3.14 WIPER SWITCH - NOT SHOWN**

If equipped, the wiper switch is a 3 position toggle switch located on the wiper motor. Up and down locations are the fast and slow wiper speeds. The middle position is off. When turning wiper to the off position, it auto-positions to the right side of the windshield.

**3.3.15 STEERING WHEEL – NOT SHOWN**

The steering wheel controls the path of the vehicle exactly the same as a conventional automobile wheel.

**3.3.16 HOUR METER INDICATOR – NOT SHOWN**

If equipped, the hour meter is located on the support panel in front of the steering wheel column. It indicates the total number of hours the vehicle has been operating.

**3.3.17 NAMEPLATE – Figure 3.3.1L**

Nameplate has important information such as model, vehicle weights and rated capacity (load, operator and passenger). Do not exceed this capacity. Read carefully.

**3.3.18 CONTROLLER LED SYSTEM LIGHT- Figure 3.3.1M**

A green LED diagnostic light will indicate a fault in the electrical system. See Section 6.2.

**3.4 DRIVING THE VEHICLE**

- Complete the following PRE-OPERATION CHECKLIST.
- Insert key and turn key to "ON" position.
- Switch the direction selector to the direction of desired travel.
- Slowly press the toe of the accelerator/brake pedal to obtain desired vehicle speed.
- To slow or stop, remove pressure from the accelerator/brake pedal.

### 3.5 PRE-OPERATION CHECKLIST

**⚠ CAUTION**

**Should any item malfunction or need adjustment. Do not operate vehicle until the problem has been corrected.**

ITEM	PROCEDURE
Batteries	Fully charged or adequately charged to provide power for duration of operations.
	The AC cord is disconnected from the vehicle.
	Electrolyte level in each cell covers the top of cell plates. (See Section 4.12 if vehicle is equipped with a Single Point Battery Watering System.)
	Batteries secure and free of corrosion. All terminals and connections are tight.
	Battery tray and door are secure.
Tire Pressure	Inflated to the specifications labeled on the tire sidewall.
Lights, Horn and Reverse Buzzer	Turn lights on and make sure they illuminate.
	Press horn button to sound horn.
	Reverse buzzer sounds. (Operator seat must be occupied.)
Brakes	Brake pedal has firm pedal pressure with minimal travel.
	Parking brake has proper engagement and release.
Steering	Responsiveness and the absence of excessive free play.
Cargo	Load is secure, balanced and not top heavy.
Obstacles	Path of intended travel is free from obstructions.
Labels	All warning and operation labels in place.
Accelerator	Check for smooth operation.

## 4.0 ELECTRIC SYSTEM

### 4.1 IMPORTANT INFORMATION

The type of battery used in a Columbia vehicle has a service requirement which is quite different from that of an automotive battery.

The electric vehicle battery supplies all of the power to drive the vehicle. During operation the power stored in the batteries is expended. While the amperage drain rate can vary greatly depending on the type of service, the duration of use and the number of "starts" and "stops" made during a day, the batteries nevertheless progress through each duty cycle from "fully charged" to an almost depleted state.

This type of service is known as "deep cycle" service and electric vehicle batteries are specifically designed to handle this type of service.

Proper performance of your Columbia vehicle can only be obtained from specified deep cycle batteries.

**PLEASE REVIEW IMPORTANT DANGER, AND WARNING STATEMENTS WHEN WORKING AROUND BATTERIES AND CHARGING SYSTEMS!**

#### **⚠ DANGER**

**Always remove key and disconnect battery pack before servicing or repairing the vehicle. See Section 2.5.**

**Always wear full-face shield when working on or near batteries.**

**All batteries used in electric vehicles can explode! Batteries produce explosive hydrogen gas at all times, especially, during charging or discharging. Ventilate area when charging batteries.**

**Do not attempt to charge a battery if it is frozen, or if the case is bulged excessively. Frozen batteries can explode! Properly dispose of the battery.**

**Do not smoke around batteries. Keep sparks and flames away from batteries and the charging area. Use care to prevent an accidental arc which could cause an explosion. Use only approved insulated tools, remove jewelry such as rings, watches, chains etc. and place an insulating material (wood, plastic, rubber etc.) over all battery connections.**

**Never add acid to a battery.**

#### **⚠ DANGER**

**Battery acid is poisonous and can cause severe burns. Avoid contact with skin, eyes, or clothing.**

##### **ANTIDOTES:**

**EXTERNAL: Flush with water. Call a physician immediately.**

**INTERNAL: Drink large quantities of milk or water. Follow with milk of magnesia or vegetable oil. Call a physician immediately.**

**EYES: Flush with water for fifteen minutes. Call physician immediately.**

#### **⚠ WARNING**

**To reduce the risk of electrical shock or injury:**

**Do not use an ungrounded two to three-prong adapter to connect the charger to a two-prong outlet or extension cord.**

**The battery charger must be properly grounded. Use a three prong No. 12 AWG heavy duty power cord no more than 50 feet long.**

**Locate all cords so that they will not be stepped on, tripped on, or otherwise damaged. Immediately replace worn, cut, or damaged power cords or wires.**

**Do not connect the power cord near fuels, grain dust, solvents, thinners, or other flammables. The spark can ignite flammable materials and vapors.**

**NOTICE:** Automotive batteries should never be used for "deep cycle" application, as their useful life will be very short.

Install surge arrestors on incoming AC power lines. Surge arrestors will help protect electrical/electronic components in the charger and vehicle from all but direct or "close proximity" lightning strikes.

Damaged or corroded battery terminals should be replaced or cleaned as necessary. Failure to do so may cause overheating during operation.

Do not attempt to recharge batteries with a charger not designed for your vehicle.

Only trained technicians should service the Delta Q charger. Contact your Columbia Dealer for assistance.

## 4.2 BATTERY INSPECTION & MAINTENANCE

Check the electrolyte level on new batteries before they are put into service, and, at a minimum, once a week thereafter. Water use increases as batteries age. (See Section 4.12 if vehicle is equipped with a Single Point Battery Watering System.)

See Figure 4.2.1. Never allow the electrolyte level (A) to fall below the top of the plates (C). If the plates are exposed, add only enough to cover the plates before charging. After batteries are fully charged, fill cells to just below the bottom of the cell vents (B), approximately 1/8" to 1/4". Electrolyte level should not touch the bottom of the cell vents.

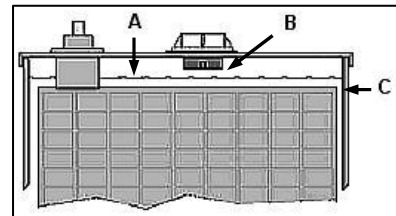


Figure 4.2.1

Do not overfill batteries. Electrolyte expands and can overflow during charging. Water added to replace the spillage dilutes the electrolyte and reduces its specific gravity.

Use only distilled water. Vehicle batteries may use up to 16 quarts of water during their useful life and non-distilled water may contain harmful minerals which will have a cumulative adverse effect on battery performance and life.

Be sure battery hold downs are properly tightened. A loose hold down may allow the battery to become damaged from vibration or jarring. A hold down that is too tight may buckle or crack the battery case.

Weekly inspect battery posts, clamps and cables for breakage, loose connections and corrosion. Replace any that are damaged. Check to see that battery cap vent holes are clear. Plugged vent holes will not permit gas to escape from the cell and could result in battery damage. Batteries and connections must be clean and dry. See Section 4.3.

Weekly an equalization charge is to be applied to the battery pack. This process balances the electrical charge in the battery pack and will extend battery life. The following procedure is used to complete this.

- Charge the battery pack allowing the Delta-Q Charger to go to green 100% charge.
- Once the green LED lights unplug the power cord.
- Wait approximately 30 seconds. Reconnect the power cord and allow the Delta-Q to complete a second charge cycle.
- If the vehicle is not to be used, leave power cord connected. The Delta-Q can test and recharge as needed.

## 4.3 BATTERY CLEANING

Acid-soaked debris on the battery terminal connections will cause current leakage, reduces battery efficiency, and battery life.

Check that all vent caps are tightly in place. Hose wash battery terminal connections periodically with clean low-pressure water to keep them free of acid spillage, dirt, and other debris. Do not hose wash electronic controllers, switches, solenoids and other electrical control devices. Cover as necessary to prevent splashing.

Clean battery terminal connections with baking soda (sodium bicarbonate) and water solution. Mix 5 teaspoons baking soda per quart of water. Use a stiff bristle brush, rinse with clean water and dry with a clean cloth. Do not allow solution to enter cap vent holes.

**NOTICE:** Follow local ordinances and codes for proper disposal of battery cleaning waste.



## 4.4 CONDITIONS WHICH AFFECT CHARGING

Always schedule enough charging time so the Delta-Q Charger attains the 100% level. Charging time is affected by age and battery condition, state of discharge, electrolyte temperature, AC line voltage, and other variables. Correct charging methods extend battery life and vehicle range between charges.

New batteries need up to four hours more charging than “mature” batteries. Before the first use, completely charge new batteries. Charging time will vary based on conditions noted above but will probably be 12 hours.

If vehicle is used only occasionally, a refresher charge should be given prior to using.

Battery efficiency is affected by temperature. If the temperature of the outside air and/or batteries is below 60° F, battery capacity is reduced. Batteries will require more frequent and longer charge periods in early spring, fall and winter.

As batteries age, they finish charge at progressively higher charge rates and tend to use more distilled water. At this point in battery age, charger will automatically begin reducing charge time.

Batteries found defective must be replaced. All batteries in a vehicle should be matched according to age, capacity and brand.

## 4.5 CHARGING PROCEDURE

Connect the supplied power cord to the vehicle charger receptacle and to a properly grounded wall outlet. Charger start and charge time is automatic. See Section 4.7 DELTA-Q BATTERY CHARGING.

## 4.6 CHARGING BATTERIES OUTSIDE VEHICLE

When a vehicle contains optional roll-out battery racks, the batteries are charged by a portable charger that is plugged into the batteries after they have been rolled out onto an appropriate battery stand. See Section 4.13 ROLL OUT BATTERIES.

## 4.7 DELTA-Q BATTERY

### 4.7.1 DELTA-Q BATTERY CHARGING

All current production Columbia 24/36/48 volt electric vehicles are built with a new solid state on-board, fully automatic Delta-Q Battery Charger (Figure 4.7.1A) as standard equipment. This section explains in more detail the Delta-Q Charger Operations. The Delta Q charge status can be found in two locations. On the Delta Q face and on a remote multicolored LED (Figure 4-7.1B). This LED and descriptive label will be located near the Charger Receptacle.

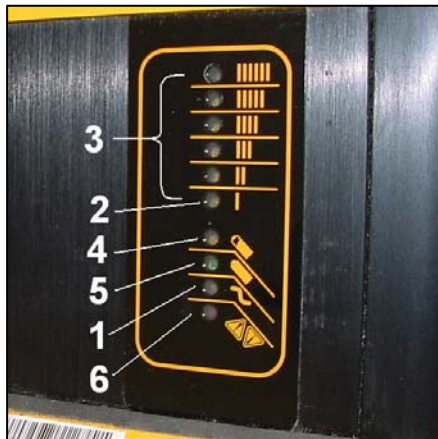


Figure 4.7.1A



Figure 4.7.1B

**NOTICE:** Do not cover the charger cabinet or cooling fins with clothing, blankets, or other material. Fins provide ventilation and prevent overheating.

**Do not disassemble the charger. There are no serviceable components.**



## 4.7.2 CHARGER OPERATING INSTRUCTIONS

Connect the supplied power cord to the vehicle charger receptacle and to a properly grounded wall outlet. Charger start and charge time is automatic. The Yellow AC power LED (Fig. 4.7.1A No. 1) should remain illuminated while the Charger is plugged into an AC source. The remote LED will be flashing short green. If these LED's are not lit, before replacing Charger, recheck the AC connection and the AC source fuse or breaker. If this fails to correct the problem, contact your Columbia Dealer for assistance.

Charger will automatically turn on and conduct a short self-test and battery pack test. All Delta Q LED's will flash in sequence and then a trickle current will be applied to batteries until a minimum voltage is reached. In Figure 4.7.1A No. 3 indicates the Bar Graph and No. 2 indicates the lowest LED. Three (3) amperes is displayed as the lowest LED on the Bar Graph.

If the batteries meet the minimum voltage requirements of the Charger, signifying they are serviceable (chargeable), the Charger enters the bulk charging (higher amperage-constant current) stage. The Delta Q Bar Graph LED's indicate the electrical current being delivered to the batteries as the Charger moves through its automatic charge profile. The length of charge time at each level will vary due to battery size and battery charge depletion. The remote LED will be flashing short green.

**NOTICE: If the batteries are excessively discharged, the Delta-Q Charger will not be able to charge the complete set of batteries. The Delta-Q RED FAULT LED (Fig. 4.7.1A No. 6) and the remote LED will be flashing red. (See Section 4.7.3 Red Light Charger Error Codes). It will then be necessary to follow the Special Charging for Excessively Discharged Batteries, Section 4.8.**

When the Yellow 80% LED (Fig 4.7.1A No. 4) is lit, the Charger has completed the bulk stage and the batteries are at approximately 80% state of charge. The 80% LED remains on as the last 20% of charge is returned to the batteries in the second phase (constant voltage phase). At this time the remote LED will flash long green.

**NOTICE: You can terminate charging at this point if necessary. The vehicle can be used, but completing the charge cycle is highly recommended.**

Charge completion is when the 100% Green LED is lit (Fig. 4.7.1A No. 5). The remote LED will be green.

Repeated "Short Charging" leaving the charge short of 100% will shorten operating cycle distance and reduced battery life.

A Green LED continuously lit indicates the batteries are completely charged. The Charger may now be unplugged from the AC source. If the batteries will not be used for a length of time, check monthly for the charge level. It is also acceptable to leave the Charger plugged in. The Delta-Q has the capability to test and recharge if necessary.

A fault occurring while charging causes the RED FAULT LED and the remote LED to flash with a code relaying the error. Some errors may require repair by a qualified technician and others may be simply transient and will automatically recover when the fault condition is eliminated and the Delta-Q cycled by disconnecting the AC source for a minimum of 11 seconds.

**NOTICE: A Yellow (Amber) flashing LED in the upper Bar Graph (Fig. 4.7.1A No. 3) and a flashing yellow remote LED indicates the thermostatic control has limited the Charger output due to ambient temperature conditions. It is still charging, but at a reduced rate.**

## 4.7.3 RED LIGHT CHARGER ERROR CODES

**1 FLASH** = Battery Voltage High: Auto-recover. May be temporary condition, or wrong Charger installed, i.e. 36 volt Charger on 48 volt battery pack.

**2 FLASH** = Battery Voltage Low: Auto-recover. Confirm each individual batteries minimum voltage with a voltmeter. Two or more 6 volt batteries register less than 5.85 volts, or accumulative total pack voltage has been discharged to less than 20% remaining. Vehicle operation will cease until batteries are recharged. See EXCESSIVELY DISCHARGED BATTERIES Section 4.8.

**3 FLASH** = Charge Timeout: The charging did not complete in allowed time, 12-14 hours. This may indicate a battery problem, or that the Charger output was reduced due to high ambient temperatures. Disconnect AC supply, confirm sufficient ventilation, allow cool down time, and restart Charger.

**NOTICE:** If the Delta-Q is exhibiting a 3 flash fault and it has been determined that the cause was not due to ventilation or high ambient temperature, the following procedure may restore the battery pack to normal operation.

- Battery posts and terminals must be clean and free of corrosion.
- Check that electrolyte level just covers plates.
- Plug in charger for at least a 16 hour charge.
- Check and fill electrolyte.
- Drive the vehicle for less than half the distance normally driven.
- Repeat the above steps until the Delta-Q goes green 100% charge on a 16 hour charge.

If repeated cycles (5-7) do not result in a 100% green charge, the batteries are beyond useful life and will need replacement.

**4 FLASH = Check Battery:** The batteries could not be trickle charged up to a minimum level to start Charger. This may be the result of badly discharged batteries, or one (or more) damaged cells. See EXCESSIVELY DISCHARGED BATTERIES (Section 4.8).

**5 FLASH = Over-Temperature:** The Charger shutdown due to high internal temperature. May require reset (AC unplugged) and cool down to restart charging cycle. This fault may indicate inadequate cooling airflow or high ambient air temperatures. Check for debris or blockage at cooling fins. Move the vehicle to a cooler, well ventilated area, or adjust time of day when charging.

**6 FLASH = Delta-Q Charger Fault:** A fault was detected either in the batteries or in the Charger. The batteries must be tested to ensure there is no damage to one or more cells. If the batteries are found to be good, the Charger may need to be replaced by a qualified technician.

**A STEADY RED FAULT LED** confirms an internal electrical fault of the Delta-Q and requires Charger replacement and return.

#### 4.7.4 CHECK/CHANGE CHARGING ALGORITHM

The Delta-Q Charger has been programmed for use with the Columbia ParCar supplied batteries and contains ten algorithms for use with different batteries. The Table A details these battery models.

TABLE A	
ALGO126RITHM	BATTERY TYPE
126	Full River 100Ah AGM
125	Full River 200Ah AGM
72	Generic 250-335 Ah Flooded Constant power dv/dt
43	Discovery AGM
42	Discover AGM 80 – 150 Ah
11	Generic 200-255 Ah Flooded Constant power dv/dt
5	Trojan 30XHS
4	US 2200, US 145 (Standard)
1	Trojan Flooded

**NOTICE:** If your battery model is not listed in Table A, contact Delta-Q for further information.

Each time AC power is applied with the battery pack not connected, the charger enters an algorithm select/display mode for approximately 11 seconds. It will also be displayed on the remote LED.

During this time, the current algorithm # is indicated on the 80% LED light (No. 4, Fig 4.7.1). A single digit algorithm # is indicated by the number of blinks separated by a pause. A two digit algorithm # is indicated by the number of blinks for the first digit followed by a short pause, then the number of blinks for the second digit followed by a longer pause.

To check/change the charging algorithm:

- Disconnect the charger positive connector from battery pack. Apply AC power and after the LED test, the algorithm # will be displayed for 11 seconds.

- To change the algorithm, during the 11 second display period touch the positive connector to the battery pack's positive terminal for 3 seconds and then remove. The algorithm # will advance after 3 seconds. Repeat until the desired algorithm # is displayed. A 30 second timeout is extended for every increment. Incrementing beyond the last algorithm moves back to the first algorithm. After the desired algorithm # is displayed touch the charger connector to the battery positive until the output relay is heard to click (~ 10 seconds). The algorithm is now in permanent memory.
- Remove AC power from the charger and reconnect the charger positive connector to the battery pack. It is highly recommended to check a newly changed algorithm by repeating the above steps.

#### 4.8 EXCESSIVELY DISCHARGED BATTERIES

**NOTICE: Columbia Dealer will have the equipment and experience to perform the following battery inspections.**

The Delta Q will not charge dead batteries. First establish that none of the batteries have an internal fault or bad cell. If a battery has remained too long in a discharged state (i.e. 2-4 volts each), it may be internally damaged and not capable of accepting a charge and must be replaced.

If the electrolyte Specific Gravity is low (less than 1.1098 SG) or individual battery voltage is less than 5.25 volts for three cells (10.5 volts for six cells), recharge each battery with an ordinary automotive style trickle charger at a rate of 3 to 6 amps.

It is not necessary to disconnect the battery cables, as the alligator style clips can be connected to each positive and negative battery post. Follow specific Charger instructions.

#### **⚠ DANGER**

**To prevent a spark from igniting the gas emitted from the batteries, always disconnect the Charger AC power cord first when moving the positive/negative alligator clips.**

Be sure to charge all of the batteries in the set. Each battery may require two to three hours of charging to bring it back to serviceable condition. After all batteries have been individually charged, remove the automotive Charger and restart charging with the Delta-Q Charger (Section 4.7.1). If again the Delta-Q Charger has the RED FAULT LED (Fig. 4.7.1A No. 6) flashing there is a problem with one or more of the batteries.

#### 4.9 SPECIFIC GRAVITY TEST

It is possible to determine a battery's ability to perform by measuring the specific gravity (sp. gr.) of each cell with a hydrometer. This is the best method to determine a defective battery.

The hydrometer readings indicate two things:

- State of Charge - The amount of electrical power stored in the battery.
- Condition - The ability of battery to store and deliver power.

**NOTICE: Batteries should be fully charged before performing specific gravity tests to determine battery condition. Hydrometer tests of batteries not fully charged are misleading and inconclusive.**

There are different type hydrometers. Carefully read and follow the instructions supplied with your hydrometer.

**NOTICE: Specific gravity readings are at 80°F. Values need adjustment for electrolyte temperature. Reduce .004 for every 10°F below 80°F. Increase by that amount for every 10°F above.**

#### 4.10 TIPS FOR PROLONGING BATTERY LIFE

- To prolong battery life, recharge batteries as soon as they become 20% or more discharged (less than 1.238 sp. gr.).
- Make it a regular habit to plug in the charger when the vehicle is not in use. Batteries may be recharged if vehicle has been driven 15 minutes or more since the previous charge.
- Make sure your electrical outlet is operational.
- Never go below 20% state of charge (or 80% discharged) without recharging immediately. Allow 14 – 16 hours of charging.
- Batteries will provide a longer life if not deeply discharged. Batteries that are regularly deeply discharged will require more work by the charger and will have a shorter life.
- Make it a regular habit to check (and water) your batteries after charging. Always add water after charging. This will reduce the chance for overflow due to expanding water.

- Weekly equalize the battery pack.
- If the vehicle is not operated daily the Power keyswitch should be turned off. This will power down the traction control system and reduces power loss on the batteries.
- Batteries in storage may self discharge and should be recharged when the specific gravity falls below 1.238 sp. gr.

#### 4.11 BATTERY REMOVAL AND INSTALLATION

- Remove battery negative (-) cables.
- Remove battery positive (+) cables.
- Remove battery hold down.
- Remove batteries from vehicle.
- To install batteries, reverse the removal procedure with the negative (-) cables being attached last.

#### 4.12 SINGLE POINT WATERING SYSTEM

When equipped, this is a single point watering system for maintaining a sufficient electrolyte level in the batteries.

**NOTICE: Do not operate this system on brand new batteries. See Section 3.1 for the initial check on the electrolyte level of new batteries. Complete 4 to 5 charge cycles before using the system.**

**System is to be used only after fully charging the batteries and batteries are warm.**

The fill tube assembly which is used for adding water to the battery pack consists of a fill tube, one end having a filter screen, the other having a female coupler and a rubber squeeze bulb.

Check the battery pack water level weekly by:

- Inserting the fill tube filter end in an approved water supply.
- Attaching the female coupler to the battery pack male coupler.
- Squeeze the rubber ball until firm which indicates that filling is complete. Immediately disconnect the couplers by depressing the push button on the female coupler. If the water supply is left connected after the filling process is finished it could lead to an overflow.

#### 4.13 ROLL OUT BATTERIES (IF EQUIPPED)

##### **WARNING**

**Before battery tray is removed check that the direction selector is in the neutral position, the power keyswitch is in the "Off" position and the keys are removed.**

See Figure 4.13.1. Remove the rear deckboard and open the battery compartment door. Disconnect the battery connector (Arrow A) from the charger connector (Arrow B).

Position battery connector in a location that will prevent pinching or damage to the cables as the battery tray is moved.

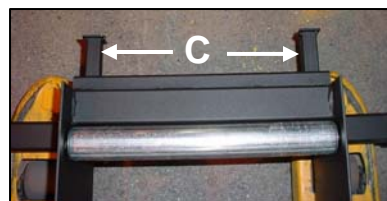
Place a battery tray on a pallet jack

Move the jack w/tray under the vehicle frame so that it is centered on the compartment door and under the vehicle frame.



**Figure 4.13.1**

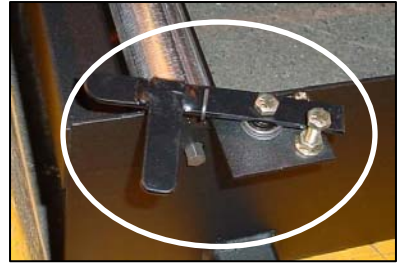
Raise the jack so that the tabs (Figure 4.13.2 Arrow C) on the tray are behind the vehicle frame. The tabs will prevent movement of the tray as the battery pack is rolled out.



**Figure 4.13.2**

Roll the battery pack out until it is secured by the catch mechanism on the tray (Figure 4.13.3).

Lower the jack and move to an appropriate area for charging.



**Figure 4.13.3**

Reverse the procedure to install a charged battery pack.

## 5.0 SERVICING YOUR VEHICLE

### 5.1 MAINTENANCE GUIDELINES

To ensure that the Payloader is kept in a safe and correct operating condition, the vehicle must be inspected and maintained on a regular basis. Proper lubrication, electrical control adjustments, safety feature checks, etc. performed at recommended intervals will help prevent damage or failure of the unit while providing optimum performance.

#### **⚠ WARNING**

**No modifications or additions, which affect the mechanical or electrical integrity and the safe operation of the vehicle shall be made without the written approval of the manufacturer.**

**If such modifications are approved, the capacity, operation, and maintenance instruction markings shall be changed accordingly.**

**In no case shall the safety factors be reduced below those specified in this manual or the manufacturers design factors, whichever is greater.**

To perform many of the maintenance items detailed in the following pages, it will be necessary to remove either one or both of the vehicle deckboards.

Handlifts have been incorporated into the deckboards to ease the removal operation. Care should be exercised while removing deckboards.

Follow the guidelines below to assure proper maintenance of your Payloader.

- Allow only trained maintenance personnel to maintain, repair, and inspect the vehicle.
- Before starting any repairs or maintenance, immobilize the vehicle by turning the power keyswitch off, removing the key and setting the park brake.
- Disconnect both of the main battery pack leads before working on or disconnecting any electrical component or wire.
- Block the chassis with jack stands before working under a raised vehicle.
- Conduct vehicle performance checks in an authorized area where a safe clearance exists.
- Before starting the vehicle, follow the recommended safety procedures in Chapter 2, (SAFETY).
- Avoid fire hazards and have fire protection equipment present in the work area.
- Do not use flammable fluids for cleaning parts.
- Work in a properly ventilated work area.
- Regularly inspect and maintain in safe working condition the brakes, steering mechanisms, speed and directional control mechanisms, warning devices, guards and safety devices.
- Keep the vehicle in a clean condition to minimize fire hazards and facilitate detection of loose or defective parts.

## 5.2 MAINTENANCE SCHEDULE

### 5.2.1 OWNER/OPERATOR

Item	Operation	Weekly	Monthly	Semi-annual
<b>Tires</b>	Lug nuts tight.		*	
	Check tire pressure, wear, damage, dented rims.		*	
<b>Electrical</b>	Check electrolyte level.	*		
	Apply equalization charge to the battery pack.	*		
	Clean battery terminals and wash cases.	*		
	Check the general condition of the electrical system (connections, frayed/broken cables, etc.).		*	
<b>Brakes</b>	Pedal & park brake operation.		*	
<b>Body and Frame</b>	Inspect for loose hardware (bolts & nuts, etc.).	*		
	Clean body and seats, Wash as needed.	*		
	Wash engine/motor compartment and undercarriage.	*		
<b>Lube</b>	Visual check for differential leak.		*	
	Oil movement points (body hinges, brake mechanisms and linkage, leaf spring bushings etc.)			*
<b>Single Point Watering System</b>	Add water per Section 4.12.	*		
	Check condition of tubing, couplers. Secure & leak free.		*	
	Clean filter screen.			*

### 5.2.2 QUALIFIED TECHNICIAN

It is recommended that the following be performed by a trained qualified technician or your Columbia Dealer

Item	Operation	Quarterly	Semi-Annual	Annual
<b>Tires</b>	Front wheel alignment and camber.		*	
<b>Electrical</b>	Test batteries.		*	
	Inspect motor condition and operation.			*
<b>Brakes</b>	Check brake pads, clean & adjust brakes.		*	
	Check brake fluid.	*		
<b>Lube</b>	Check differential fluid level.			*
	Grease fittings.		*	
	Grease steering gear.			*
<b>Wheel</b>	Check wheel axle nuts for tightness & torque.		*	
	When equipped,- wheel bearings, repack, replace if needed			*
<b>Accelerator</b>	Check micro switch adjustment (If equipped)		*	

## 5.3 BRAKE SYSTEM

### 5.3.1 BRAKE FLUID MAINTENANCE

Check the brake fluid in the master cylinder periodically (under normal conditions, every 3 months). The master cylinder is located under the front deckboard and seat assembly. Use DOT 3 Motor Vehicle Brake Fluid. Maintain fluid level within 1/4" of master cylinder filler opening.

## 5.3.2 BRAKES

Brakes are self aligning and require no adjustment. They should be checked for wear every 6 months.

### 5.3.3 PARKING BRAKE ADJUSTMENT

As the brake pads wear thinner, the parking brake must be adjusted to preserve proper parking brake operation. Be very cautious when performing this adjustment or doing any work on your brakes. The parking brake adjustment is made to hold the vehicle, load capacity and driver on 15% grade for 15 minutes (ASME B56.8).

See Figure 5.3.3. To adjust the parking brake, loosen the lock screw (Arrow A) on the parking brake selector (Arrow B).

Rotate the selector clockwise to loosen brake or counter clockwise to tighten braking.

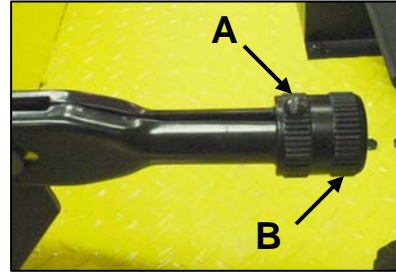


Figure 5.3.3

## 5.4 WHEEL AND TIRE SERVICE

### 5.4.1 WHEEL & TIRE REMOVAL/REPLACEMENT

Place blocks ahead of and behind the wheels that will remain on ground. Slightly loosen lug nuts.

Place a jack under the side of the vehicle just ahead of the rear wheel or behind the front wheel so it will come in contact with the frame. Raise the vehicle until the tire clears the ground. Place jack stands under unibody for safety. Remove lug nuts and wheels.

To install, tighten the lug nuts evenly in a star pattern until the nuts are all seated and torque to 65 ft. lbs. Recheck lug nut torque with the vehicle on the ground.

**NOTICE: The lug nuts must be lightly tightened in a star pattern, then torqued in a crossing pattern or the wheel may be bent, causing it to wobble.**

**NOTICE: Replacement tires must be of the same size as original equipment. Increased tire load ratings are permissible but the tire rating does not increase the vehicles rated load carrying capacity of the vehicle.**

### 5.4.2 TIRE CARE

Improper inflation will shorten the life of your tires and will adversely affect performance. For proper tire inflation refer to manufacturer's recommendation imprinted on tire sidewall.

## 5.5 LUBRICATION

### 5.5.1 DIFFERENTIAL

The differential should be checked upon receipt and monthly for leakage. Contact your Columbia Dealer for fluid replacement.

### 5.5.2 STEERING GEAR

Check yearly; add grease as required (Molub-Alloy #0 or equivalent).

**NOTICE: This will require replacing the steering cover gasket. Part Number 83113-02.**

### 5.5.3 PIVOT POINTS WITH GREASE FITTINGS

There are 6 lubrication points with grease fittings on the front end of the vehicle — one on each of the four tie rod ends and one on each side of the front axle (kingpin pivot). Under normal conditions, these points should be greased every 6 months with chassis lube



## 5.6 CLEANING

Wash underside to remove all dirt and debris. Do not direct high pressure water at the controller, speed switches, or tops of the batteries.

Wash cab (if equipped), body, and seats with a mild detergent. Do not use abrasives (bodies are painted).

Frequent washings with mild soap will preserve the finish of your vehicle. For stubborn and imbedded dirt, a soft bristle brush may be used. Tar, asphalt, creosote and the like should be removed immediately to prevent staining of paint.

## 6.0 TROUBLESHOOTING

### 6.1 VEHICLE TROUBLESHOOTING

PROBLEM	CHECK
Will not move	Turn on power keyswitch. Direction selector in desired direction. Keyswitch for loose wires or faulty switch.
Will not move with power keyswitch is on and the direction keyswitch is in the desired direction	DC Drive Controller green light. See Section 6.2. AC Drive Error code on MDI. See Section 3.3.11A
Vehicle will move only forward or only in reverse.	Direction selector.
Runs slow	Batteries for loose terminals, corrosion, electrolyte level or state of charge.
	Brakes dragging
	Under inflated or flat tires.
	Wheels for binding, do not spin freely.
If these test procedures do not resolve your vehicle problem, contact your Columbia Dealer.	

### 6.2 CONTROLLER TROUBLESHOOTING DC Drive Vehicles only

The controller, located under the rear deck, has a green LED system diagnostic light (Figure 6.2.1). This LED and the dash SYSTEM LED (Figure 3.3.1.M) can indicate a fault in the electrical system.

It is essential to observe the flashing pattern (number of blinks followed by a pause) of the green LED light any time the vehicle is not operating as expected. The number of blinks is very useful for your servicing dealer to accurately and quickly diagnose any faults that exist.

However, two of the flash codes may indicate an operation fault, and likely do not require component changes or dealer service.

A "2 Flash fault" may indicate a start-up sequence fault. This is caused when the vehicle direction keyswitch is not in the neutral position when the power keyswitch is turned on. Steps to take to possibly clear this fault are:

- Set the parking brake.
- Turn vehicle power keyswitch to OFF.
- Set direction keyswitch to N – Neutral.
- Ensure the accelerator pedal is at its resting (up) position.
- Turn vehicle power keyswitch to ON.
- Select the desired direction on the direction keyswitch.
- Release parking brake and depress accelerator.

A "7 flash fault" may indicate that the battery voltage is too high or too low for the vehicle power system. Voltage too high occurs when rapidly descending hills with a vehicle equipped with the ACE*plus* Regenerative braking system. The electrical system creates current which causes a spike in battery voltage.

To prevent this, always travel at a safe, prudent speed when driving on declines, especially with freshly charged batteries. To possibly clear this fault turn the power keyswitch to OFF and back to ON. If there is still a "7 flash fault", the battery voltage may be low. Check and charge batteries or replace batteries.

If the operational fault persists or the LED is not lit or there is a "flash fault" other than 2 or 7, contact your Columbia Dealer.



Figure 6.2.1

## 7.0 TOWING & TRANSPORTING

### 7.1 TOWING

Use a tow chain, strap or towing device long enough to provide a safe distance between vehicles. Connect the selected towing device to the front tubular frame undercarriage. Connect the towing device to the towing vehicle frame.

Turn the key to the off position. Disengage the parking brake. Do not exceed 5 MPH while towing. Allow only one person in the towed vehicle to steer and apply additional braking, as necessary. Tow only one vehicle at a time unless using a multiple vehicle towing bar system is used. Avoid sudden stops, sudden starts and sharp turns while towing.

If the vehicle is equipped for trailer towing, do not over load the deck while towing heavy loads. The ACE Plus regen traction system offers extra control for handling heavy towing loads, but the operator must not compromise the vehicle's ability to decelerate or stop with the extra load.

### 7.2 TRANSPORTING YOUR VEHICLE

**NOTICE: Never tow a vehicle behind an auto or truck unless on an approved trailer.**

When trailering your vehicle over long distances or on the highway observe the following:

- Use trailers specifically designed to carry your Columbia ParCar vehicle that meets all federal, state and local requirements.
- Secure vehicle to the trailer following trailer manufacturer's instruction.
- The key should be removed from the vehicle, the parking brake firmly locked, and the wheels blocked.
- On vehicles equipped with high or wide additions or accessories be certain they are secured properly to prevent loss or damage while trailering.

## 8.0 VEHICLE STORAGE (over 6 weeks)

### 8.1 BATTERY PREPARATION

Before storage make sure batteries are fully charged and the electrolyte is full in all cells per Section 4.2. Clean the batteries and connections per Section 4.3.

The Delta-Q charger has the capability to test and recharge batteries during storage. Leave the batteries connected and the Delta-Q charger plugged into a reliable AC source.

If the Delta-Q is not used:

- Batteries will "self-discharge" during storage and recharging will be necessary. Frequency for recharging is shown in Table B
- The specific gravity of the electrolyte should be checked every 6 to 8 weeks using a hydrometer. See Section 4.9 for further details.
- The batteries should be recharged to a specific gravity of approximately 1.260 sp. gr.
- After charging, disconnect the battery pack. See Section 2.5.

#### **⚠ DANGER**

**Batteries in a low state of charge will freeze at higher temperatures than fully charged batteries. Do not attempt to charge a battery that is frozen or if battery case is excessively bulged. Properly dispose of battery, because frozen batteries can explode.**

Table C indicates freezing points of batteries at different specific gravities.

TABLE B	
STORAGE TEMP.	CHARGE
Below 4 <sup>o</sup> C (40 <sup>o</sup> F)	Every 6 months
4 <sup>o</sup> C - 16 <sup>o</sup> C (40 <sup>o</sup> - 60 <sup>o</sup> F)	Every 2 months
Above 16 <sup>o</sup> C (60 <sup>o</sup> F)	Once a month

TABLE C	
SPECIFIC GRAVITY	FREEZE POINT <sup>o</sup> F/ <sup>o</sup> C
1.260	-70/-57
1.230	-39/-38
1.200	-16/-26
1.117	-2/-19
1.110	+17/-8

**NOTICE: Specific gravity readings are at 80<sup>o</sup>F. Values need adjustment for electrolyte temperature. Reduce .004 for every 10<sup>o</sup>F below 80<sup>o</sup>F. Increase by that amount for every 10<sup>o</sup>F above.**

For vehicles with a single point watering system, quarterly during storage check water levels per Section 4.12.

### 8.2 VEHICLE PREPARATION

- Power key switch in the OFF position.
- Batteries free of corrosion and connections tight.
- If not connected to a Delta-Q charger, fully charge batteries.
- Store the vehicle in a cool place.
- Maintain tire pressure at sidewall recommendation.
- Clean vehicle body, seats, battery compartment and vehicle underside.
- Block wheels to prevent movement.

### 8.3 RETURNING VEHICLE TO SERVICE

- If necessary, connect the battery pack and fully recharge batteries.
- Check tire pressure and readjust if necessary.
- Complete the pre-operation checks per Section 3.5.

For vehicles with a single point watering system:

- After the batteries have been fully charged, connect the system to its water supply for 3-5 seconds then disconnect regardless of whether or not the batteries are completely full.
- Return the vehicle to its regular service.
- Place the vehicle back into its regular watering schedule (waiting at least 1 week until next watering).



1115 Commercial Avenue • Reedsburg, WI 53959  
Phone: (608) 524-8888 • Fax: (608) 524-8380  
(800) 222-4653 • Web: [www.parcars.com](http://www.parcars.com)