



**TRAVERSA**<sup>TM</sup>  
by BRODA



# Traversa Transport Wheelchair

## *NEMT Driver Training*





## Table of Contents

<b>How to Operate the Traversa Transport Wheelchair .....</b>	<b>2</b>
Lateral Transfers with Rollboard .....	2
Seat Height .....	5
Securing Passenger .....	6
Securing Wheelchair in Vehicle.....	6
Seat Tilt.....	6
Back Recline .....	7
Pivot Assist System.....	8
Hand Brake .....	9
Wheel Locks.....	9
Adjustable Anti-Tip Devices.....	10
<b>Adjusting the Wheelchair for Best Passenger Fit.....</b>	<b>10</b>
Arm Supports.....	10
Upper Lateral Supports .....	12
Elevating Leg Support.....	13
Foot Support .....	13
<b>Accessory Installation .....</b>	<b>13</b>
IV Pole.....	13
O <sup>2</sup> Holder.....	14





# How to Operate the Traversa Transport Wheelchair

## Lateral Transfers with Rollboard

Whether you (the driver) or a healthcare professional are responsible for helping the passenger into and out of the wheelchair, the process can be completed with no lifting required. If the passenger is not able to seat themselves in the wheelchair, these no-lift transfers result in much fewer injuries to drivers, healthcare professionals, and passengers.

## How to Perform a Lateral Transfer INTO the Traversa Transport Wheelchair

- 1 – Determine which side of the bed has the most clearance for the transfer. Make sure there are no bedside tables, chairs, or other furnishings that would hinder the transfer.
- 2 – On the same side of the wheelchair you'd like to perform the transfer, remove the upper lateral support and the arm support.  
(See pages 11-12 for more details.)
- 3 – Unbuckle the four-point safety harness and the lap belt. Slide the belts to the side, laying them away from the seat surface.
- 4 – If the passenger is able, ask them to position themselves lying on their back as close to the edge of their bed as safely possible. Provide assistance, if necessary, to prevent a fall. Never leave the passenger unattended at the edge of the bed.
- 5 – Roll the Traversa Transport Wheelchair along the side of the bed next to the passenger. Position the wheelchair facing the foot of the bed.
- 6 – Take the rollboard out of the storage sleeve, unfold it, and place it to the side.
- 7 – Engage the Pivot Assist System to bring chair closer to bed.  
(See page 8 for full Pivot Assist™ System instructions.)
- 8 – Raise the wheelchair seat to be level with the bed's height.  
(See page 5 for full seat height adjustment instructions.)
- 9 – Align the wheelchair seat to the passenger's trunk, buttocks, and feet.
- 10 – Once a desired position has been achieved, disengage the Pivot Assist and apply the wheel locks.  
(See page 9 for full wheel lock instructions.)
- 11 – Recline the wheelchair fully into the flat position.  
(See page 7-8 for full recline instructions.)
- 12 – Use the rollboard to transfer the passenger from the bed to the wheelchair.  
(Please consult the [manufacturer's instructions](#) for how to properly use the rollboard.)



- 13 – Secure the passenger with the 4-point safety harness and the lap belt. Make sure the belts are tightened snugly.  
(See page 6 for full instructions on securing a passenger.)
- 14 – Inform the passenger that you will be lowering the wheelchair. Lower the wheelchair seat surface height until it reaches the lowest position. This is the only height that is safe for transit.  
(See page 5 for full seat height adjustment instructions.)
- 15 – Inform the passenger that you will be adjusting the recline of the wheelchair. Squeeze the recline handle and ease the patient up to a seated position, as dictated by the passenger's preferences and comfort.  
(See page 7-8 for full recline instructions.)
- 16 – Fold the rollboard and place it into the storage sleeve on the back of the wheelchair.
- 17 – Disengage the wheel locks and push the Traversa Transport Wheelchair away from the side of the bed slightly.  
(See page 9 for full wheel lock instructions.)
- 18 – Replace the upper lateral support and arm support, making any necessary adjustments for passenger fit. Adjust the other side as well, so that the wheelchair remains symmetrical. Tighten all adjustments thoroughly.  
(See passenger fit instructions on pages 10-13 for more details.)
- 19 – **The passenger is ready to board the vehicle!**

## **How to Perform a Lateral Transfer OUT of the Traversa Transport Wheelchair**

- 1 – Determine which side of the bed has the most clearance for the transfer. Make sure there are no bedside tables, chairs, or other furnishings that would hinder the transfer.
- 2 – On the same side of the wheelchair that you'd like to perform the transfer, remove the upper lateral support and the arm support. The passenger should remain buckled into both the lap belt and the four-point securement harness.
- 3 – Align the wheelchair next to the bed, with the passenger facing the foot of the bed.
- 4 – Engage the Pivot Assist System to bring chair closer to bed.  
(See page 8 for full Pivot Assist™ System instructions.)
- 5 – Raise the wheelchair seat to be level with the bed's height.  
(See page 5 for full seat height adjustment instructions.)

- 6 – Once a desired position has been achieved, disengage the Pivot Assist and apply the wheel locks.  
(See page 9 for full wheel lock instructions.)
- 7 – Take the rollboard out of the storage sleeve, unfold it, and place it to the side.
- 8 – Recline the wheelchair fully into the flat position.  
(See page 7-8 for full recline instructions.)
- 9 – Release the lap belt and four-point securement harness, placing all buckles and straps to the side and out of the way.
- 10 – Use the rollboard to transfer the passenger from the wheelchair to the bed.  
(Please consult the [manufacturer's instructions](#) for how to properly use the rollboard.)
- 11 – Make sure that the passenger is positioned safely away from the edge of their bed to prevent a fall.
- 12 – Lower the wheelchair seat surface height until it reaches the lowest position.  
(See page 5 for full seat height adjustment instructions.)
- 13 – Squeeze the recline handle and ease the wheelchair into an upright position.  
(See page 7-8 for full recline instructions.)
- 14 – Disengage the wheel locks. (See page 9 for full wheel lock instructions.)
- 15 – Buckle the lap belt and four-point safety harness for safe storage until you pick up your next passenger.
- 16 – Fold the rollboard and place it into the storage sleeve on the back of the wheelchair.
- 17 – Replace the upper lateral support and arm support.  
(See pages 10-13 for more details).
- 18 – **Your Traversa Transport Wheelchair is ready for the next passenger!**



## Seat Height

Drivers can raise and lower the Traversa Transport Wheelchair seat height with an easy-to-use foot pedal. The seat can raise from 22.5 inches to 32 inches high. Raise the wheelchair to the height of your passenger's bed, exam table, MRI machine, and more.

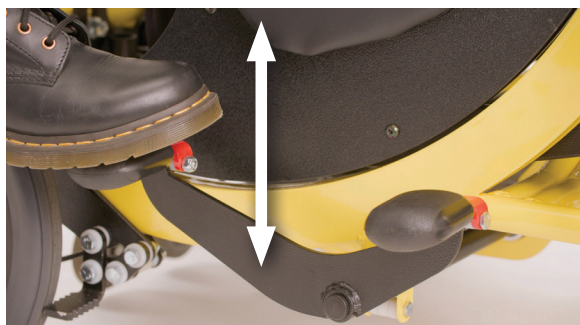
**IMPORTANT:** Be sure to engage the wheel locks before raising or lowering the wheelchair  
(See page 6.)

### To Raise the Seat Height:

- 1 – When transferring from a flat surface, begin by placing the wheelchair into the fully reclined position. (See page 7-8.)
- 2 – Locate the foot pump on either side of the wheelchair.
- 3 – Place your foot on the pad closest to the rear of the wheelchair and press downwards repeatedly to raise the seat height. Each pump will raise the chair about ½ inch.
- 4 – To lower the seat height, use your foot to hold down the pad closest to the front of the wheelchair. As you hold, the wheelchair will gradually lower to its original position.

**NOTE:** If you need to lower the seat height without a passenger sitting in the wheelchair, the wheelchair will take longer to reach its lowest height.

**IMPORTANT:** Only raise and lower the seat height while your Traversa Transport Wheelchair is stationary. Be sure to wait for the wheelchair to reach its lowest seat height before securing the wheelchair in a vehicle for transit. Moving a passenger in your Traversa Transport Wheelchair while the seat height is elevated can create a danger of tipping over.



**PUMP** to raise



**HOLD** to lower





## Securing Passenger

After your passenger has been placed in the Traversa Transport Wheelchair, it's time to buckle them in for the journey!

**To secure your passenger in the wheelchair:**

- 1 – Make sure that your passenger is seated comfortably.
- 2 – Fasten the lap belt, securing with the buckle.
- 3 – Invite the passenger to place their arms through the opening in the four-point shoulder harness straps.
- 4 – Secure the shoulder harness by threading the buckle through the slots on the shoulder straps and clipping the buckle together.
- 5 – Adjust the straps and tighten any loose areas.



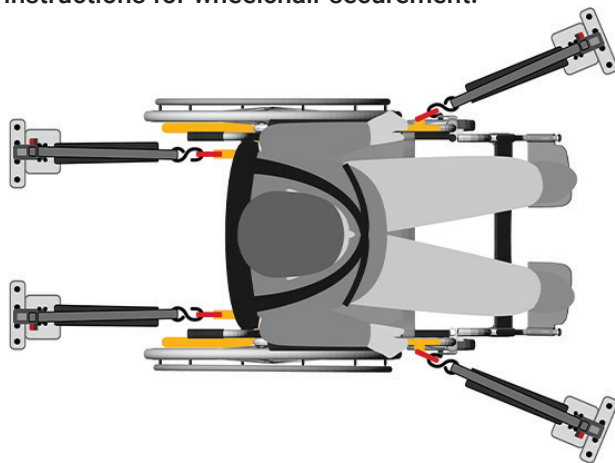
**FASTEN LAP BELT**



**SECURE SHOULDER HARNESS**

## Securing Wheelchair in Vehicle

The Traversa Transport Wheelchair is compatible with 4-point Wheelchair Tiedown & Occupant Restraint Systems (WTORS). Please follow your WTORS manufacturer instructions for wheelchair securement.



## Seat Tilt

### *What is Seat Tilt?*

Seat tilt is a special feature that tips the seat surface slightly backward, bringing the knees higher than the tailbone. Many chairs and vehicle seats are designed with some seat tilt built in. Most people sit on a tilted seat surface all the time and haven't thought about it! Seat tilt makes sitting more comfortable for longer periods of time – like for a long car ride!

On the Traversa Transport Wheelchair, specially pressurized gas cylinders allow the seat to be tilted to any position from most upright to the lowest within its range. Use seat tilt to safely ease your passenger into a comfortable position.

## To Activate the Seat Tilt

- 1 – Inform the passenger that you are about to adjust the wheelchair position.
- 2 – Squeeze the tilt handle with one hand while placing your other hand on the bar to assist movement.
- 3 – Slowly raise or lower the wheelchair tilt until the passenger is comfortable.
- 4 – Release the handle once you reach the desired position.

**TIP:** Placing your Traversa in tilt also lowers the height of the wheelchair, making it easier to fit a tall passenger through vehicle door openings or other areas of low clearance.



**LEFT HANDLE – TILT**



## Back Recline

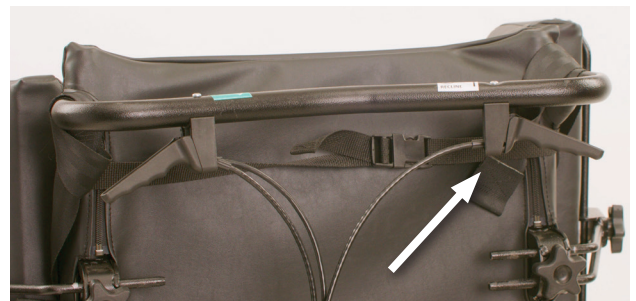
### *What is Back Recline?*

Much like your recliner at home, the Traversa Transport Wheelchair can recline from upright, all the way into a flat position, or anywhere in between.

Use the back recline feature to flatten the wheelchair for a lateral transfer, or simply to increase your passenger's comfort.

To protect the passenger, always be sure to tilt the wheelchair slightly prior to reclining. This prevents the occupant's back from sliding along the back rest during recline, which can cause damage to the skin.

**IMPORTANT:** According to the ANSI/RESNA WC19 Standards, we recommend no more than 30 degrees of recline during transit unless the passenger has a medical condition that necessitates traveling fully reclined.



**RIGHT HANDLE – RECLINE**



## To Activate the Back Recline

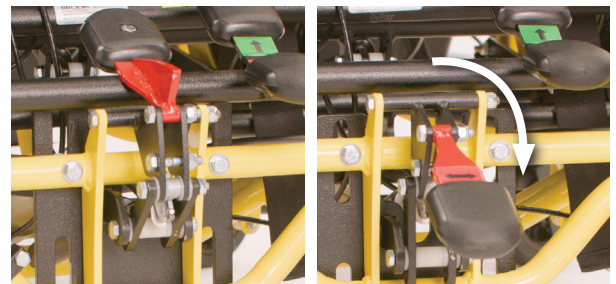
- 1 – Inform the passenger that you are about to adjust the wheelchair's position.
- 2 – Place the wheelchair in a slight tilt BEFORE engaging the recline feature.
- 3 – Squeeze the recline handle with one hand while placing your other hand on the bar to assist movement.
- 4 – Slowly raise or lower wheelchair back until the passenger is comfortable.
- 5 – Always return the wheelchair back to the most upright position before transit.

## Pivot Assist System

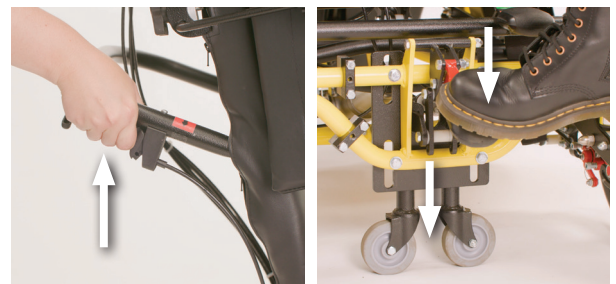
For tight spaces, the Traversa is equipped with our proprietary Pivot Assist™ System. By engaging this feature, you can slide the wheelchair from side to side, and turn it in a full circle without having to lift or scoot the wheelchair.

### To Activate the Pivot Assist System:

- 1 – Flip down the red foot pedal at the rear of the wheelchair.
- 2 – Squeeze and hold the Pivot Assist™ handle on the side of the wheelchair.
- 3 – While squeezing the handle, use your foot to press down on the red pedal. You will feel the wheelchair lift slightly as the Pivot Assist™ System wheels engage.
- 4 – Once you have pushed the foot pedal all the way down, release the handle and rotate or slide the wheelchair as desired.



**FLIP DOWN**



**SQUEEZE and PRESS FOOT**

### To Deactivate the Pivot Assist™ System:

- 1 – Squeeze the Pivot Assist™ handle on the side of the wheelchair. This will lower the wheelchair and deactivate the Pivot Assist™ System.
- 2 – Flip the foot pedal up to its original position.



**PRESS FORWARD to ENGAGE**



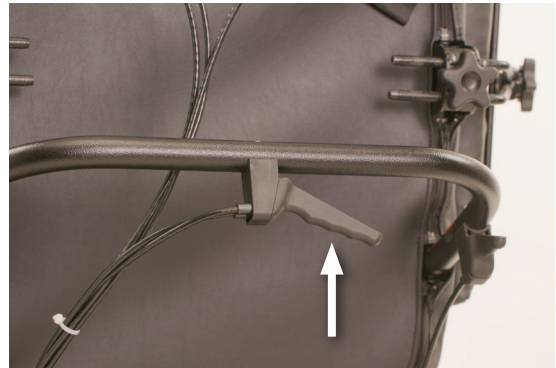
## Hand Brake

If you need to slow the wheelchair while it is moving for stability and control, the Traversa comes equipped with a hand-activated brake. Much like a bicycle brake, squeeze the brake handle to slow the wheelchair for stability and control while going down ramps, hills, or other steep surfaces.

### To Use the Hand Brake:

- 1 – Squeeze the hand brake with your right hand, just as you would a bicycle brake.
- 2 – To release the brake, simply let go of the handle.

**IMPORTANT:** The brake is only engaged when continuously squeezing the handle. To prevent the wheelchair from rolling, you must activate the wheel locks. (See below.)



**SQUEEZE to BREAK**

## Wheel Locks

Engage the wheel locks on the Traversa Transport Wheelchair to make sure the wheelchair stays in one place while you're helping a passenger in or out of the wheelchair. It's also a good idea to engage the wheel locks when you're leaving the wheelchair for a long time.

**IMPORTANT:** Be sure to engage the wheel locks before raising or lowering the wheelchair (See page 5.)

### To Engage the Wheel Locks:

- 1 – Locate the 2-sided wheel lock foot pedal at the rear of the wheelchair.
- 2 – To lock the wheels, use your foot to apply force to the pad closest to you.
- 3 – To release the wheel lock, apply force to the pad closest to the front of the wheelchair.



**PRESS FORWARD to ENGAGE**



**PRESS BACK to UNLOCK**

## Adjustable Anti-Tip Devices

The rear anti-tip devices keep the wheelchair upright when going down ramps, hills, curbs, and other obstacles. Sometimes, you may need a little bit of extra clearance, so the anti-tip devices are adjustable to three pre-set positions.

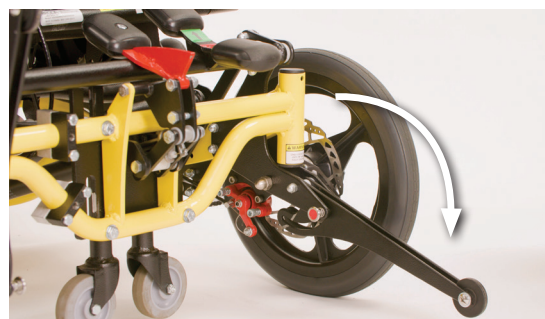
### To Adjust the anti-tip device height:

- 1 – Press and hold the red button
- 2 – Raise or lower the anti-tip device to release it from its current setting.
- 3 – When adjusting, the anti-tip device will lock into the next setting. There are three pre-set heights to choose from.

**WARNING:** For optimal safety, when a passenger is in the wheelchair, the anti-tip devices should always be in the lowest position. Only raise the height if necessary and take extra precautions as the wheelchair is at a greater risk of tipping with the middle and highest settings.



**PRESS and HOLD** red button



**RAISE or LOWER** anti-tip device

## Adjusting the Wheelchair for Best Passenger Fit

### Arm Supports

The armrests on the Traversa can be adjusted to fit your passengers' preferences. The arms can be raised, lowered, and widened to allow for an extra four inches of seating space (2 inches on each side). The arms are also removable to allow for side access and to facilitate safe and easy lateral transfers.

(See page 2 for lateral transfer instructions.)

### To adjust the arm support height:

- 1 – Lift the vinyl flap on the side of the arm support to reveal the arm support adjustment pins.
- 2 – Place your thumb and index finger in the grooves of the pins and squeeze. **WARNING:** Do not place your fingers at the top of the pins, as this creates a pinching risk.
- 3 – While squeezing, use your other hand to raise or lower the arm support to the desired height.
- 4 – Release the pins to lock the height in place.
- 5 – Replace the vinyl flap and secure the Velcro strip.
- 6 – Repeat on the other side.



**LIFT FLAP**

**SQUEEZE PINS**



**WHILE SQUEEZING** lower or raise arm support

## To adjust the arm support width:

- 1 – Locate the two red handles at the base of the arm support.
- 2 – Pull down on both red handles to release the arm support.
- 3 – Grasp the arm support with both hands at the attachment points and slowly slide the arm support away from the center of the wheelchair until you reach the desired width.

**DO NOT** exceed the groove, which marks two inches of additional width.

- 4 – Push up on both red handles to lock the arm support in place.
- 5 – Repeat on the other side.



## To remove the arm support:

- 1 – Locate the two red handles at the base of the arm support.
- 2 – Pull down on both red handles to release the arm support.
- 3 – Grasp the arm support with both hands at the attachment points and slowly slide the arm support away from the center of the wheelchair until the rods are completely out of the sockets.
- 4 – Set the arm support aside where it won't be in the way.
- 5 – To replace the arm support, insert the rods into the sockets, making sure the handles are facing down with the warning labels facing the wheelchair.
- 6 – Push up to lock the handles in place.







## Upper Lateral Supports

The Traversa Transport Wheelchair is equipped with wings on either side of the passenger's shoulders to help keep them upright during transit. These wings are adjustable vertically and horizontally to fit passengers who are taller, shorter, narrower, or wider. You can also remove the wings to make room for the passenger to slide in and out of the wheelchair when performing a lateral transfer with a rollboard.

### To Widen or Remove the Wings:

- 1 – Loosen the knob that attaches the wing to the wheelchair back.
- 2 – Gently pull the wing away from the wheelchair until you reach the desired width. You can also remove it entirely.
- 3 – When adjusting, the anti-tip device will lock into the next setting. There are three pre-set heights to choose from.

**NOTE:** For the best passenger fit, you can adjust the wings while the passenger is seated in the wheelchair. When the wing height is correct, the passenger's shoulder should fit comfortably inside the thinner bottom side of the wing and the wing width should just barely come to the passenger's shoulders without squeezing them.

### To Raise or Lower the Wing:

- 1 – Keep one hand on the wing and loosen the knob on the wing with your other hand.
- 2 – Raise or lower the wing to the desired height.
- 3 – Hold the wing in place and tighten the knob to secure the wing.

**NOTE:** For cleaning and maintenance, the shoulder bolster cushions can be removed from the wing frame. Simply undo the Velcro strips and remove the cushion from the wing. To replace, slide the cushion back onto the wing and secure the Velcro strips.



## Elevating Leg Rest

Sometimes, we all need to relax and put our feet up! If your passenger would be more comfortable with their legs elevated, the leg support on the Traversa can easily be raised and lowered. The smooth adjustment settings allow for you to place the foot rest at any angle desired, up to the level of the seat.

### To Adjust the Leg Rest Height:

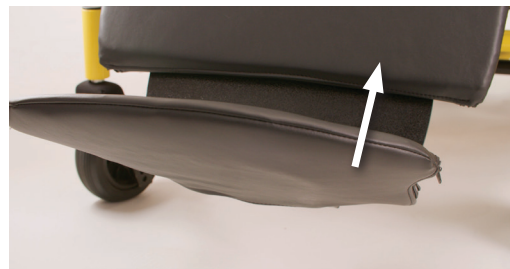
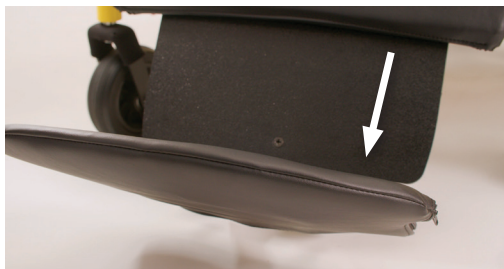
- 1 – Hold the leg support and squeeze the leg rest handle.
- 2 – Raise or lower the leg rest to the desired angle.
- 3 – Release the leg rest handle.



## Footrest

### To Adjust the Footrest Length:

- 1 – Squeeze the footrest handle.
- 2 – Pull the footrest downward to make it longer. Push it upward to make it shorter.
- 3 – Once the footrest is at the desired length, release the footrest handle.



## Accessory Installation

When ordered as part of the Traversa Transport Wheelchair, these accessories come pre-installed. If you wish to change the position of an accessory or add it to the wheelchair after purchase, follow these instructions.

### IV Pole

The IV pole provides a safe way for patients to travel while receiving intravenous fluids, as medically necessary. You can install the IV pole on either the right or the left side of the wheelchair, depending on which side the patient is receiving fluids.

#### To remove the IV pole only:

- 1 – Open the red lever at the base of the IV pole by pushing down until the lever is facing the ground.
- 2 – Remove the pole by lifting it up and out of the holes.

**To re-insert the IV pole:**

- 1 – Insert the pole into the two holes in the IV pole holder.
- 2 – Close the red lever by pulling upward until it is tight.

**To move the IV pole to a different position:**

- 1 – After removing the IV pole, use a ½" wrench to remove the three bolts that attach the IV pole holder to the frame of the Traversa Transport Wheelchair.
- 2 – Remove the IV pole holder and re-insert the bolts into holes on the Traversa Transport Wheelchair frame.
- 3 – On the opposite side of the wheelchair, remove the same three bolts.
- 4 – Insert the IV pole and close the red lever by pulling upward until it is tight.



## **O<sup>2</sup> Holder**

Oxygen tanks can be hazards if not secured properly. The O<sup>2</sup> holder on the Traversa Transport Wheelchair keeps a standard-size oxygen tank safely in place during transit. The O<sup>2</sup> holder is height- and angle-adjustable, depending on operator and passenger needs. Angling the O<sup>2</sup> holder will provide additional clearance for tilt and recline.

**To secure an oxygen tank:**

- 1 – Gently put the base of the oxygen tank inside the O<sub>2</sub> holder and make sure it is secure.
- 2 – Check that oxygen tubes are not in the way of the wheels or caught on arm supports, lateral supports, or other accessories.
- 3 – Check that nothing is pinching the tube or inhibiting the flow of oxygen. Make sure the passenger is comfortable with tube placement and oxygen flow.

**To adjust the height of the O<sup>2</sup> holder:**

- 1 – Use a ½" wrench to slightly loosen the bolts on the side of the O<sub>2</sub> holder.
- 2 – Slide the O<sub>2</sub> holder up or down to the desired position.
- 3 – Hold the O<sub>2</sub> holder in place and re-tighten the bolts.



**To adjust the angle of the O<sup>2</sup> holder: :**

- 1 – Loosen the two bolts in the top\* clamp using a 7/16" wrench.
- 2 – Slide the clamp to the right and across the wheelchair frame.
- 3 – Retighten the bolts.

\*To angle the O<sup>2</sup> holder in the opposite direction, loosen the two bolts in the lower clamp, slide the clamp to the right across the frame, and re-tighten the bolts.





[brodaseating.com](http://brodaseating.com) | 844-552-7632 | [info@brodaseating.com](mailto:info@brodaseating.com)