

Pierce Transit's Vanpool Program



How to Change A Flat Tire

**PIERCE
TRANSIT**
the way
to go!

An essential function of a volunteer vanpool driver is the ability to change a flat tire. Follow these guidelines to ensure that your tire is safely and properly changed.



This manual will cover the following
Tire Changing Procedures:

- Preparation
- Removing the Jack and Lug Wrench
- Removing the Spare
- Removing the Flat
- Replacing the Flat
- Stowing the Flat
- Repairing the Flat

1. A Flat While Driving

- Do NOT brake heavily
- Gradually decrease vehicle's speed
- Hold steering wheel firmly
- Slowly move to a safe place on the side of the road

2. Preparing to Change a Flat Tire

Prepare to exit by:



- Activating warning flashers
- Placing gearshift in park
- Turning off engine



- Set parking brake.

Safely Check It Out



- Determine which tire is flat.
- Check surroundings for safety.
- Make sure ground is flat, hard-packed, and level.
- Move vehicle, if necessary, to protect yourself while changing the tire.

Triangle Placement

Place along roadway at recommended distances:

- 10 feet on side
- 100 feet behind
- 100 feet in front



Reflective triangles.

Curves, hills, and divided highways require different placement. Follow triangle instructions in red box.



Block both sides (front and back) of the wheel that is diagonally opposite the tire you are changing. Use rocks or other stable objects.

Safety Tips

- Do not put any part of your body under the vehicle while changing a tire.
- Do not start engine when vehicle is on the jack.
- Change the tire using only the jack supplied in vehicle. Do not use other tools.

3. Removing the Jack and Lug Wrench



- Open rear doors.
- Open compartment on right side of cargo area.



- Remove jack, jack handle, and lug wrench.

Jack and Lug Wrench

Lug Wrench

Jack



Jack Handle-Extender

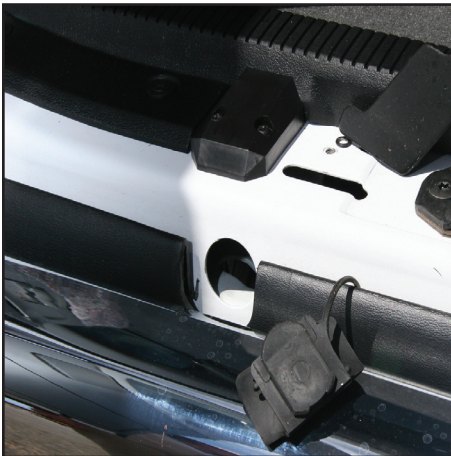
Jack Handle

4. Removing the Spare Tire

Note: Spare tire may be stowed under the rear of your vehicle.



- Open rear doors and remove thumbscrew and anti-theft bracket.
- If finger pressure will not remove the thumbscrew, use lug wrench to loosen screw.



- Remove access plug under left door.



- Insert tip of the jack handle through the access hole and into the tube.



- Turn jack handle counterclockwise until the cable is slack and the tire can be slid from under the vehicle.



- Remove retainer from spare tire.

5. Removing the Flat Tire

Remove Wheel Cover



- Insert tapered end of lug wrench behind wheel cover and twist off.

Loosen Lug Nuts



- Using lug wrench and turning counterclockwise, loosen wheel lug nuts 1/2 turn. **No more.**



- Apply additional pressure on lug wrench, if needed.
- **DO NOT** further loosen or remove lug nuts until tire is raised off the ground.

Assemble and Position Jack



Assemble jack handle sections together and lock into place.



- Lock jack handle into the jack.
- Use jack handle to slide jack under the vehicle.

Jack Safety Tips

- Always position jack under the axle to raise the vehicle.
- Never use the front or rear differential as a jacking point.
- Do not place jack under or on the steering linkage.



Raise the vehicle until tire is completely off of the ground.



Finish removing lug nuts with the lug wrench.



Remove the flat tire.

6. Replacing the Flat Tire

Place Spare on Vehicle



- Roll spare tire into place.
- Always remove any dirt or corrosion present on mounting surface of the wheel.
- Lift the spare tire and place it on the lug bolts.

Replace Lug Nuts



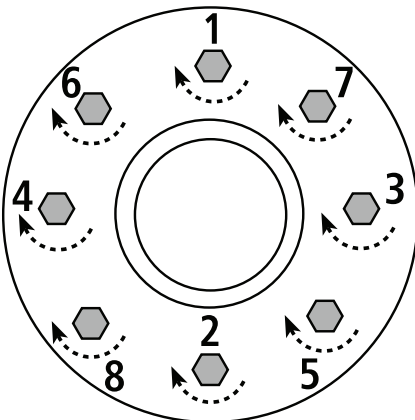
- Thread the lug nuts onto the lug bolts with beveled face toward the wheel.



- Use lug nut wrench, turning clockwise, to screw lug nuts snugly against the wheel.



- Slowly lower the vehicle by turning jack handle counterclockwise.



Remove the jack and fully tighten lug nuts clockwise with the lug wrench in the following pattern. Follow the order of the numbers.



Install the wheel cover, if your van has one, making sure it is securely snapped into place.



Unblock the wheel.

7. Stowing the Flat Tire

Failure to follow the spare tire stowage instructions may result in cable failure or loss of the tire.



Stow Flat

Lay tire on the ground with valve stem facing in the direction specified on the Tire Changing Instructions located with the jack hardware.





- Slide the wheel partially under the vehicle and install retainer through the wheel center.
- Pull on cable to align components at the end of the cable.



- Insert jack handle into the access hole and into the tube.
- Turn jack handle clockwise until tire is raised to its stowed position underneath the vehicle.

Note: The effort to turn the jack handle increases significantly and the spare tire carrier ratchets or slips when the tire is raised to its maximum.

- Check that the tire lies flat against the frame and is properly tightened.
- Try to push or pull, then turn the tire to make sure that it will not move.

Replace Jack

- Replace jack, jack handle, extender, and lug wrench.
- Replace anti-theft bracket and thumb screw.

8. Repairing the Flat

- Bring to Pierce Transit or take to a Les Schwab store. Use your Voyager card to pay for it.

Note: DO NOT purchase a new tire. If the tire is beyond repair, return it to Pierce Transit for a replacement.



**Thank you for choosing Pierce Transit's
Vanpool Program for your commute!**



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