

POINT LONSDALE SURF LIFE SAVING CLUB FORD RANGER 4x4 UTILITY (CLUB 4x4) POLICIES AND OPERATING PROCEDURES

Purpose

To ensure that the Point Lonsdale Surf Life Saving Club's Ford Ranger 4x4 Utility (Club 4WD) is operated according to Club policies and operating procedures to :

1. Assist to make the movement of Club gear and equipment easier for the Club members.
2. Minimise the chance of injury to Club members and members of the community.
3. Minimise the chance of damage to Club gear and equipment.
4. Minimise the risk of damage and limit the 'wear and tear' to the vehicle.
5. Maintain a positive and favourable public perception of both the Club and in those that operate the vehicle.
6. Minimise additional expenses to the Club

Scope

Point Lonsdale Surf Life Saving Club Members.

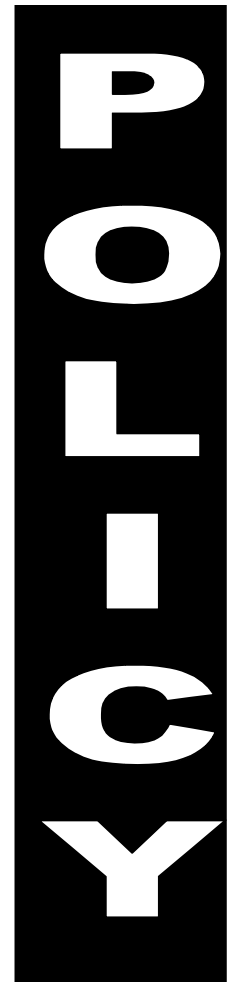
Policy

1. History

In March 2013 the Club purchased a vehicle to assist with the movement of equipment and personnel between our 3 facilities and to assist Club members to conduct a range of Club activities and events.

2. Function

The primary function of the vehicle is to reduce the reliance on the use of Club Members vehicles for activities such as towing and transporting equipment, to enable Club Members that cannot tow trailers to do so, to reduce costs borne by members who undertake regular club related travel and to provide a support vehicle to major events such as the Rip View Swim Classic.



INDEX

EFFECTIVE
DATE:
29/03/13

3. Authorised Operators

Before operating the vehicle all drivers must :

- a. Be a current member of the Club.
- b. Be a member of the Club's Executive Committee, or LERT, or have been given approval by the Club's Executive Committee.
- c. Have read and agreed to this Policy.
- d. Have provided the Club's Office with a copy of their most current Car Driver's Licence.
- e. Have provided the Office with a signed copy of the Club Ute declaration form.
- f. In the event of an urgent need, approval to operate the vehicle may be given by the Club's Operational Vehicle Officer provided that points a., c., d., & e. above are followed).

The vehicle shall only be operated (driven) by persons 21 years and over, who hold a Full Victorian Drivers Licence (Car) and are permitted to drive a manual vehicle.

Persons over 18 years of age who hold a Probationary Licence (Car), which is manual endorsed may operate the vehicle provided that approval is granted by the Club's Executive Committee (regardless if they are on the Executive Committee or LERT) and that that they comply with points a. to e. above.

Persons who hold a Learners Licence (Car) are not permitted to drive the vehicle under any circumstances.

Persons operating the vehicle shall at all times obey all road rules and regulations, such as obeying traffic signs, speed signs, parking restriction signs, displaying P plates, drink driving laws etc. etc.

At all times, drivers must drive in a manner appropriate for a club representative. The vehicle is very conspicuous and clearly identified as a Surf Rescue and Club vehicle.

4. Pre-operation check

Check the fuel and oil level, which should be an absolute minimum of half full of **DIESEL** – add fuel if necessary.

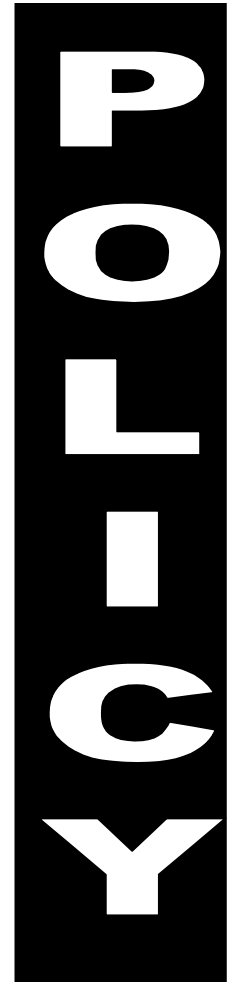
Check for any obvious faults or damage.

If the trickle charger is plugged in, remove and secure lead.

If there is any equipment on the rear storage racks ensure it is secure.

Complete the log book which is located in driver side door.

Ensure that the 4WD mobile phone is turned on.



INDEX

EFFECTIVE
DATE:
29/03/13

5. General Operation

The vehicle is normally housed in the LERT area (monitored alarm protection) of the Storage Shed at the Clubhouse to protect from the weather and salt effects and for security.

Bookings for use should be made IN ADVANCE either via email (preferred) or mobile phone / SMS to Matthew Ponsford, or if Matthew is unavailable via email or mobile phone / SMS to Peter Sutas.

An online Calendar (Google Calendar) of bookings can be viewed on the Club's Committee area web page. All bookings made are listed here for all to see.

A number of events / activities will have standing bookings such as during the Bronze Camp, pre / post Rip View Swim Classic and per Nipper Championships. During December and January there will be heavy demand for use and it may not always be available.

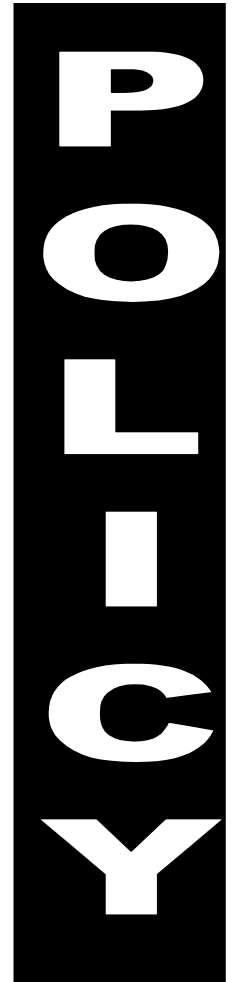
Use for Rescue / Callout shall take priority over all other uses.

As passed by the Executive Committee in November 2007, "That only fully licensed drivers are able to carry under 18 year olds on official club activities in their car". Exemptions may be granted by the Committee. Exemptions may be granted where the parents of under 18 year olds provide written approval for them to be driven in a car by a Probationary driver. Wherever you are covered by LSV Insurance this is considered to be an official club activity.

Members must not 'hang off' or sit in the back of the vehicle while it is moving. The only exception to this is if it is necessary to place a patient in the rear tray and then one member may assist the patient, provided that the vehicle moves at 'walking' pace and the driver and member in the rear tray are in constant contact.

Surf Life Saving vehicles do not have any exemption from road rules in relation to speed even whilst enroute to a rescue / callout. The red beacons are to be utilised where there is a hazard / danger to warn other road users / persons nearby. They do not permit for any speed / road laws to be broken. The siren is for use for mass rescue / emergency beach evacuation and the PA is for emergency announcements or warnings.

The rear storage locker contains an AED, Oxy Viva and First Aid Kit, as well as tie down straps for the rear racks and ute area, a snatch strap, portable air compressor and related equipment. This must be kept locked and the key for the padlock is with the car keys.



INDEX

EFFECTIVE
DATE:
29/03/13

Use on any beaches should not be required as that is what the Club's ATVs are for.

The vehicle must not be operated on the Point Lonsdale Surf (Back) Beach or any other Beach unless approval has been granted by the Club's Operational Vehicle Officer, or if unable to be contacted by the Club Captain, or if unable to be contacted the Club President.

The 4WD is 'high profile' especially when operated in a small town and it won't take people long to know that 'this is the Surf Club ute'. Inappropriate driving is almost always seen by someone who will quickly report it, either to the Club, LSV or the Police.

The 4WD is equipped with a handsfree mobile phone. The mobile phone must be turned on and kept in the cradle when the vehicle is in use, to assist with contact from the Club – Office / Office Bearers etc. Please be mindful of mobile phone call costs – calls must be for Club business only and all calls made are listed on our monthly Telstra account.

The vehicle is fitted with satellite tracking which automatically records the current location, as well as area travelled, operating speeds etc.

As the vehicle is fitted with a Couplertec rust minimisation device the vehicle must be plugged in when not being used the next day to avoid the risk of flattening the battery.

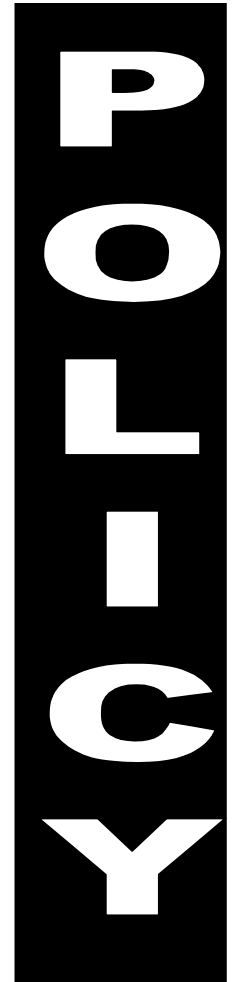
6. Post Operation

At the completion of use, the vehicle is to be left clean and tidy. The time taken to clean the vehicle needs to be factored when making the booking. There is a dustpan / brush inside the cabin to assist with cleaning of the floor. Failure to leave it clean and tidy may result in future bookings being denied.

The vehicle can either be washed down / cleaned at the Clubhouse or we have an account at the Waves Auto Spa – Wallington Road Ocean Grove (see inside of Log Book for instructions) . The automatic drive thru must not be used due to the rear storage racks.

Complete the log book.

If being placed back inside the Shed place trickle charger on and secure lead to prevent trip hazard.



INDEX

EFFECTIVE
DATE:
29/03/13

7. Fuel

The vehicle operates on Diesel.

The tank must always be an absolute minimum of half full.

Diesel may be purchased from BP Service Stations via our BP Fuel Card.

The PIN for the fuel card is 1947 and you are required to advise the console operator of the current odometer.

In the event that you require Diesel and you cannot access the fuel card, then please pay for it yourself, obtain a receipt and submit this to the Office for reimbursement.

The APCO service station in Barwon Heads and BP service station in Leopold are both open 24 hours.

8. Damage / Faults

LSV SOP 14.01:SOP:03 details 'Accidents involving Life Saving Vehicles' and this is to be followed.

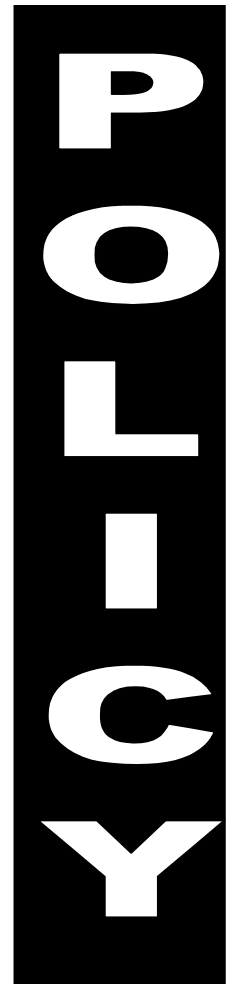
In the event of an accident, the Club President must be notified as well as the Club's Rescue Vehicle Officer (Operational Vehicle Officer at our Club).

In the event of a serious / major accident (where someone involved requires medical treatment) or significant damage to the Club vehicle) then the LSV Regional Officer must also be notified.

Ensure that all road laws are followed, such as providing your details to the driver of a 2nd vehicle if involved in a collision and notify the Police of accident if any person is injured, or there are circumstances requiring such notification.

For minor faults / issues please notify the Operational Vehicle Officer.

For major faults / issues which affect the safe operation of the vehicle, please notify the Operational Vehicle Officer and place a 'Do Not Use' tag (located in the glove box) on the steering wheel.



INDEX

EFFECTIVE
DATE:
29/03/13

CLUB VEHICLE DECLARATION FORM

***** CLUB COPY *****

This document is an agreement between the Point Lonsdale Surf Life Saving Club Incorporated and the name listed below.

Full Name : _____

1. I agree to abide by all of the policies and operating procedures as outlined in the "POINT LONSDALE SURF LIFE SAVING CLUB FORD RANGER UTILITY POLICIES AND OPERATING PROCEDURES" dated 29/03/2013 or as amended from time to time.

2. I agree to pay any fines incurred, while responsible for the vehicle. For example speeding, red light, parking and all other traffic infringements.

3. I agree to pay for any insurance excesses incurred where repairs to the vehicle were required that were caused by my actions which were not in accordance with the policies and operating procedures while responsible for the vehicle.

4. I will at all times ensure that my actions while operating the vehicle will not bring the Club or Surf Life Saving into disrepute.

Signed Operator -

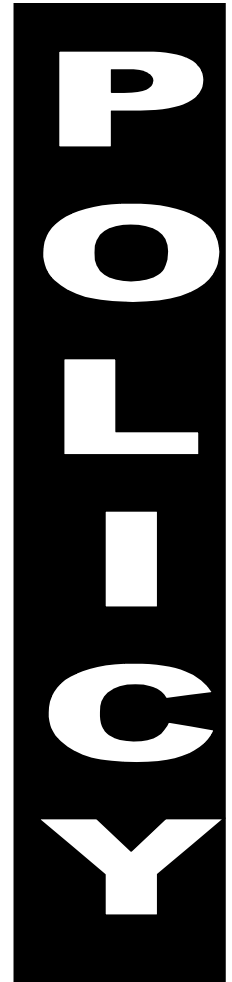
_____ Date : _____

Signed Matthew Ponsford / Peter Sutas -

_____ Date : _____

(Tick) : ___ Copy of Driver's Licence obtained and placed in Office Folder

(Tick) : ___ Copy of this declaration obtained and placed in Office Folder



INDEX

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29/03/13

CLUB VEHICLE DECLARATION FORM

***** MEMBER COPY *****

This document is an agreement between the Point Lonsdale Surf Life Saving Club Incorporated and the name listed below.

Full Name : _____

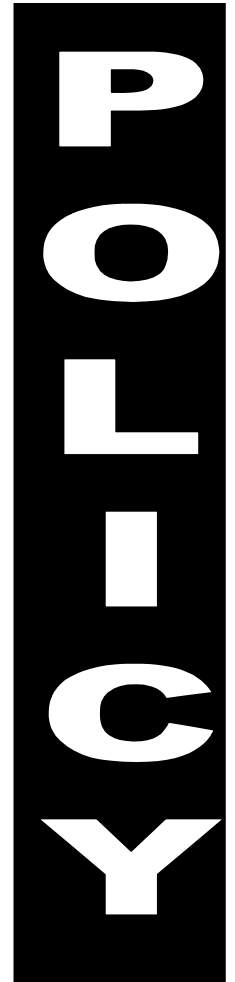
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Signed Operator -

_____ Date : _____

Signed Matthew Ponsford / Peter Sutas -

_____ Date : _____



INDEX

EFFECTIVE
DATE:
29/03/13