

POINT LONSDALE SURF LIFE SAVING CLUB ALL TERRAIN VEHICLE (ATV) POLICIES AND OPERATING PROCEDURES



Purpose

To ensure that the Point Lonsdale Surf Life Saving Club's ATVs are operated according to Club, Life Saving Victoria and Surf Life Saving Australia policies and operating procedures to :

1. Maintain a positive and favourable public perception of both the Club and in those that operate the ATVs.
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. Maintain longevity of the ATVs.
5. Minimise additional expenses to the Club.
6. Assist to make the movement of lifesaving and other Club gear and equipment easier and reduce the chance of manual handling injuries for the Club's Voluntary Patrol Members, Paid Lifeguards and Club Members.
7. Ensure we can assist Victoria Police and Ambulance Victoria as detailed in the Emergency Management Manual.

Scope

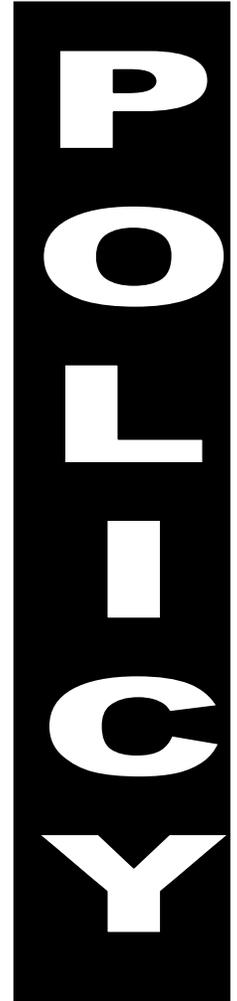
Point Lonsdale Surf Life Saving Club Voluntary Patrol Members, Paid Lifeguards on patrol duty at the Santa Casa Beach Queenscliff and the Back Beach Point Lonsdale and Club Members.

Policy

1. History

In December of 2004, the Club obtained it's first ATV – a Cub Cadet Big Country 6x4 with 2/3 funding through the State Government's CSESP and 1/3 from Club fundraising efforts.

In July of 2010, the Club obtained a further CSESP Grant for 2 Polaris Ranger 6x6 ATVs - a replacement ATV for above and a second ATV, so that both Point Lonsdale and Queenscliff could have



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their own ATV. In subsequent years the VESEP Grant has been used to trade in / replace ATVs.

2. Primary Function

The primary function of the ATV is to assist Volunteer Patrol Members and Paid Lifeguards to move heavy lifesaving gear (ie. IRB and IRB trailer) onto and off the Back Beach at Point Lonsdale and the Santa Casa Queenscliff.

3. Secondary Role

It may also be utilised to assist with the movement of heavy Y&LD (Nipper) gear and equipment on and off the Santa Casa Beach from the Santa Casa Beach Base.

4. Tertiary Role

During the period when the Back Beach is not patrolled, (ie. From Easter until November) the 'Point Lonsdale ATV' will be stored in the LERT Shed at the Clubrooms, to assist with callout duties.

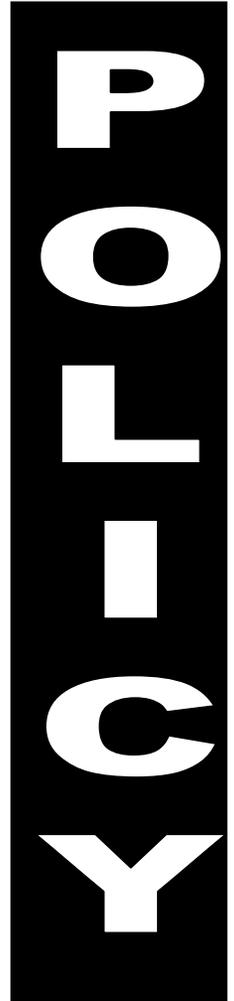
5. Other Roles

With the approval of the Club's Operational Vehicle Officer, or LERT Captain (during off season), or Senior (on-duty) Paid Lifeguard, or Patrol Captain (during Voluntary Patrols at the Back Beach) or Club Captain, or other member of the Club's Executive Committee, the ATV may be utilised for roles including :

- 5.1 The movement of club gear and equipment from the Clubrooms to the Back Beach Base (or vice versa).
- 5.2 To assist Victoria Police and Ambulance Victoria (or other Emergency Service Organisation) within the Point Lonsdale and Queenscliff area, or wider area (s) as deemed appropriate.

6. Authorised Operators

No person shall operate the ATV without having completed all requirements as detailed in the Club's ATV Training and Assessment Package which includes undertaking the SLSA ATV Induction package or holding the SLSA ATV Operator Certificate.



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The ATV shall only be operated (driven) by persons 18 years and over, who hold a Full Victorian Drivers Licence (Car). Persons who hold a Probationary Licence (Car) are only permitted to operate the ATV, if they have written permission from the Club's Operational Vehicle Officer.

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

Persons operating the ATV shall at all times obey normal road rules and regulations, such as obeying traffic signs, drink driving laws etc. etc.

The ATV shall only be operated by Voluntary Patrol Members of the Point Lonsdale Surf Life Saving Club, **APPROVED** Paid Lifeguards on patrol duty at Queenscliff or Point Lonsdale, Committee Members of the Point Lonsdale Surf Life Saving Club or other members of the Point Lonsdale Surf Life Saving Club who have written permission from the Club's Operational Vehicle Officer.

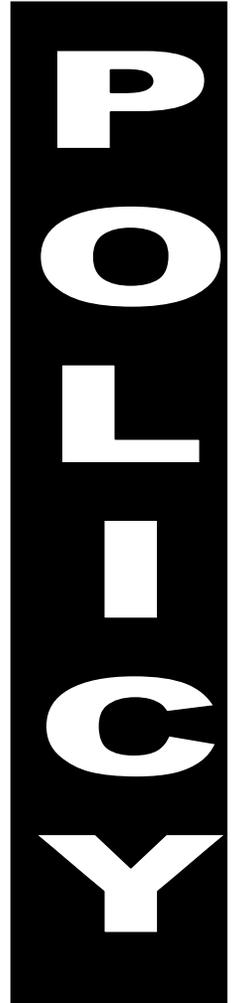
7. Pre-operation check

Check the fuel level, which should be an absolute minimum of half full. Add unleaded fuel (no oil added) if necessary.
Check the oil level. Add oil if necessary.
Check for any obvious faults or damage.

8. General Operation

The ATV must be operated as per the SLSA ATV Code of Conduct and SLSA Policy 4.5 – Policy Statement All terrain Vehicles, including :

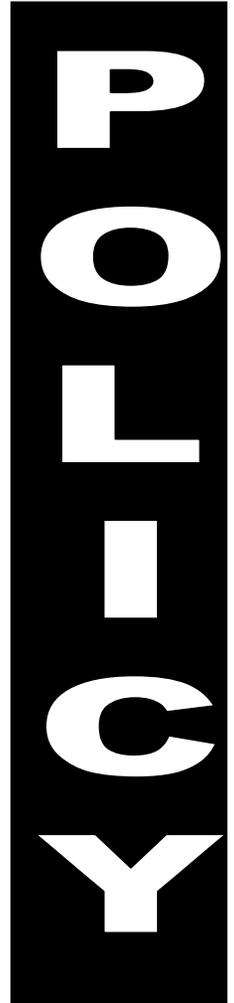
- 8.1 Operators should wear appropriate personal protective equipment, i.e. long sleeved patrol shirt, patrol shorts, protective 100% UV eyewear and closed in shoes (crocs are permissible, but runners / boots are more appropriate).
- 8.2 Members are not to 'hang off' or sit in the back of the ATV while 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 ATV moves at a 'dead-slow' pace and the driver and member in the rear tray are in constant contact.



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- 8.3 Naturally all road laws are to be obeyed. Operation on the road is to be on of a careful and cautious nature.
- 8.4 We have a special (conditional) Vic Roads registration for the ATVs
It allows for the 'Point Lonsdale' ATV to be driven along Ocean Road and Buckleys Road to travel between the Back Beach and Clubrooms.
The 'Queenscliff ATV' can travel along Henry Street. Any use on roads other than these must be in a rescue situation, or when assisting Victoria Police / Ambulance Victoria
- 8.5 When driving the ATV on the beach great care must always be taken to keep clear of beach users. The speed limit in heavily populated areas and between the red and yellow flags is 5 km/h and 20 km/h in unpopulated areas.
Be super-vigilant around people, especially young children who can be unpredictable.
- 8.6 Pre planning and surf awareness must be applied to ensure that direct salt water contact is avoided at all times.
- 8.7 Great care is to be taken, in relation to keeping the ATV out of the salt water. There is not only the corrosive effects but the vehicle may be 'swamped'. There may be times eg. Large High Tide when it is not practicable to operate the ATV on the beach, for **any type** of emergency. If driving for some distance along the beach, then be aware of the tidal conditions and changes
- 8.8 The red beacon (flashing light) is to be utilised when operating in heavily populated areas, when responding to an emergency, or for scene safety. Activation of this does not permit the ATV to break road rules eg. Speed limits.
- 8.9 The beach is an environmentally sensitive place. The ATV should keep to roads or tracks and out of fenced rehabilitation regions.



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- 8.10 The keys are never to be left if the ATV while it is unattended.
- 8.11 The ATV is not to be left running while unattended.
- 8.12 For Paid Lifeguard / Patrol period use, the ATV must not be left on the beach while not in use. Once it has been used to take equipment on / off the beach it is to be returned to the Beach Base, where it can be stored out of direct sunlight and where it is more protected from the salt / sand environment.

9. Patrol Operation

During periods when the ATV is being operated at a patrolled beach the following equipment is to be located in the ATV storage unit (or with the operator) when the ATV is being operated.

- 9.1 First Aid Kit
- 9.2 Oxygen Resuscitation Unit
- 9.3 Rescue Tube & Fins
- 9.4 Rescue Board

10. Post Operation

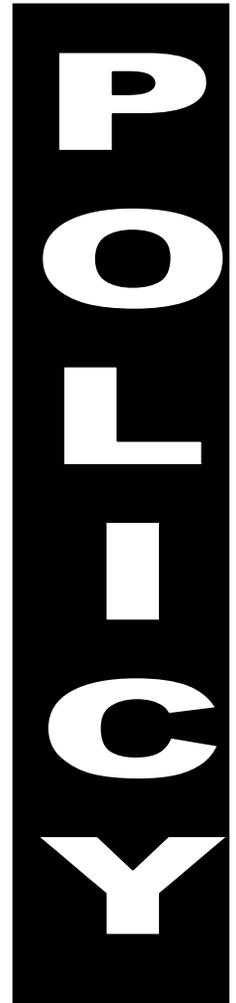
At the completion of any beach use, the entire ATV is to be thoroughly cleaned down. This can be achieved via compressed air first (where available), or with careful water use. This covers the top, underneath and tray sections. If the ATV is going to last and be presentable then such preventative maintenance is essential. Washing the 'top' (painted body) with warm soapy water is also advisable.

11. Fuel

The ATV operates on Unleaded petrol. It has a tank capacity of approximately 34 litres. The tank must always be an absolute minimum of half full.

There are two spare 20 litre fuel drums and one 10 litre fuel drum for the ATV in each fuel cabinet and at least one of these should always be full.

To assist to minimise manual handling risks, the 10 litre drums should be utilised when refuelling the ATV and open the ATV door, to enable you to get closer to the refuel point.



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Utilise normal Club fuel purchase procedures to purchase fuel, or if this is not possible, purchase and keep a receipt to claim reimbursement.

12. Damage / Faults

In the event of any damage occurring to the ATV or if there are any faults, then the Operational Vehicle Officer must be notified as soon as possible either in person, or by telephone.

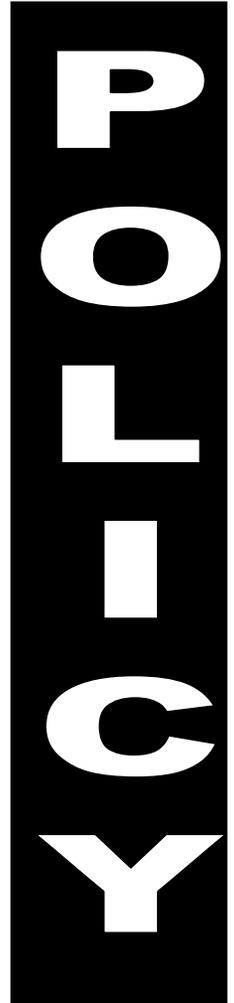
In the event that contact cannot be made with the Operational Vehicle Officer, then the Club Captain or Club Vice Captain are to be contacted. In the event that contact cannot be made with one of these people, then contact should be made with a member of the Executive Committee eg. President or Secretary.

In the event that any damage or faults to the ATV leave it unsafe to be operated, then the keys are to be removed and a sign clearly placed on it indicating that it is unsafe to be operated.

13. Keys

The main set of keys for the ATV shall be located as follows :

- 13.1 Located in the glove box of the ATV.
In the glove box, there is a large red/yellow block of wood which has a Borough of Queenscliff reserves padlock master key. This key should open virtually all Council padlocks at reserves.
Please be sure to keep this safe and to relock the padlock when exiting.
- 13.2 A spare key shall be located on the key board in the Office.



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