



CITY OF BUNBURY
SURF LIFE SAVING CLUB INC.
POLICY STATEMENT
VEHICLE OPERATION POLICY

POLICY
NUMBER
5.5
Dec 2019
Version: 4

1. INTRODUCTION

Four-wheel drive (4WD) and All terrain (ATV) vehicles enable suitably qualified surf lifesavers and members to move essential lifesaving equipment to and from areas both inside and outside of the patrol area; patrolling longer distances and providing rescue ready vehicles for emergency situations.

The procedures in this document govern the use of the City of Bunbury SLSC 4WD vehicle and ATV for surf lifesaving purposes. The use of the 4WD and ATV is at the discretion of the Patrol Captain or Director of Life Saving during patrol hours. The use of the 4WD and ATV outside designated patrol hours is solely under the direction and at the discretion of the Director of Life Saving.

2. DRIVER QUALIFICATIONS

2.1 Operators shall:

4WD

2.1.1 Be 25 years old or older and hold a current and valid Driver's Licence. Holders of P-Plates are not permitted to be an authorised 4WD vehicle operator.

2.1.2 Be a current and financial member of the City of Bunbury SLSC

2.1.3 Have completed the City of Bunbury SLSC 4WD vehicle driver Induction Course which is conducted and assessed by an experienced 4WD operator appointed by the BOM.

ATV

2.2.1 Ensure that the current and valid Driver Qualifications are held i.e. Operators shall be 17 or 18 years of age and shall:

2.2.2 Hold a Drivers Licence – Provisional or Open (For provisional licence holders "P" plates must be displayed as per WA Transport Regulations)

2.2.3 Be a current and financial member of the City of Bunbury SLSC

2.2.4 Have completed the City of Bunbury SLSC ATV vehicle driver Induction Course which is conducted and assessed by an experienced ATV operator appointed by the BOM.



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3. INDUCTION TRAINING REQUIREMENTS

In line with OH&S Guidelines, the City of Bunbury SLSC requires that all 4WD vehicle and ATV drivers will be required to complete a 4WD and ATV Vehicle Driver Induction Course in accordance with the stated guidelines.

3.1 This driver's induction is necessary to:

3.1.1 Ensure ongoing competency of members in their field of training and activities

3.1.2 Maintain the standards of knowledge and expertise of 4WD and ATV vehicle drivers.

3.1.3 Satisfy legal and statutory requirements

3.1.4 Reinforce and maintain our service commitment to the bathing and beach-going community

4. MINIMUM INDUCTION REQUIREMENTS

4.1 To operate and drive the 4WD and ATV, members must successfully comply with and/or complete the following:

4.1.1 Hold a current and valid state Driver's Licence

4.1.2 Be a current and financial member of the City of Bunbury SLSC

4.1.3 A proficient SLSA Award holder

4.1.4 All existing and new drivers must successfully complete the 4WD and ATV Vehicle Drivers Induction prior to driving the 4WD and ATV. The Director of Lifesaving may include additional checks in cases where there is doubt of a member's competency. Further, a member may be requested at any time during the season to complete an additional proficiency check by the BOM, Director of Life Saving, and 4WD and ATV Assessor or any person duly authorised by the City of Bunbury BOM. A member who fails a proficiency check at any time during the season is deemed to be non-proficient until such time as proficiency is successfully completed.



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5. DRESS REQUIREMENTS

5.1 Wear an approved patrol shirt and shorts as required for patrol duty except in circumstances where the 4WD or ATV is being used outside operational patrol hours for the City of Bunbury SLSC.

6. EQUIPMENT

6.1 The 4WD and ATV vehicle shall display the following equipment:

6.1.1 Turn indicators and Stop/Brake lights

6.1.2 Orange flashing light

***Note:** Any modifications including roll bars carry racks and storage containers must adhere to manufacturer's guidelines and carried out in consultation with the manufacturer, dealer or trailer weight compliance specifications.*

6.1.3 Four-wheel drive vehicles and ATVs (cars and light utility vehicles) may only exceed 20km/hr when not in heavily populated areas where speed limits are signposted. The speed limit in heavily populated areas and between the red and yellow flags is 5km/hr. Headlights and Hazard Lights shall be "on" at all times whilst the vehicle is operating. An amber flashing light shall be fitted to the vehicle and "on" whilst the vehicle is operating.

6.2 The following rescue/safety equipment shall be carried: -

- First Aid Kit
- Stiff neck collars (various sizes)
- Oxygen equipment/air viva
- Defibrillator
- Rescue tube
- Rescue board
- Handheld or mounted 2-way radio
- Stretcher
- Blanket



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Recommended that all vehicles have –

- A long-handled shovel
- An air jack (exhaust operated)
- Jumper leads
- PA/loud hailer
- Whistle
- Binoculars

7. PRE-OPERATIONS

7.1 General safety principles and pre-operational checks to be conducted shall include:

- Check and sign the logbook prior to use.
- Check fuel levels and fill up if required;
- Check tyre inflation is correct.
- Check steering function is normal;
- Check rescue equipment is sound and fastened safely;
- Check for body and under-body damage sustained, prior to you operating the vehicle.
- Do a final visual inspection.

Note: any damage/fault in the log book, and have this noted by the patrol captain.
[re-iterate in the faults and damages section]

8. POST OPERATIONS

8.1 Procedural post operations requirements shall include:

- Hose down with fresh water
- Sweep out interior
- Check for damage and faults. Report ASAP to Director of Life Saving if any are found.
- Store first aid and rescue equipment correctly.
- Check fuel, oil and fluid levels. Re-fuel/top up as necessary
- Store keys in the Patrol Tower
- If tyres are deflated, on conclusion of operations, tyre pressures are to be restored to the manufacturer's specified 32PSI, to ensure the vehicle is stored in a road ready condition.



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| |
|---|
| POLICY NUMBER 5.5 Dec 2019 Version: 4 |
|---|

9. OPERATIONAL USE

9.1 The vehicle is to be operated at a prudent distance from the water line, that is, comfortably above the level of the beach currently affected by the surf conditions and an incoming tide. This will avoid the vehicle becoming 'wet bogged', and potentially lost.

10. FUEL AND OIL

10.1 Fuel shall be used in accordance with the manufacturer's guidelines. Fuel levels should be checked at pre-operation and post-operations for best usage. Fuel usage practise must follow policy guidelines.

11. MAINTENANCE

11.1 Maintenance shall be carried out in accordance with manufacturer's instructions, although, more regular maintenance will be needed to combat the harsh conditions of operating in a beach environment. The condition of the equipment also reflects and affects the image of the association and the operators shall ensure the vehicle is in good condition at all times.

12. PASSENGERS

12.1 NEVER carry a passenger on the side steps or riding in the tray. The club insurer is unlikely to honour an injury claim arising from this activity, and legally, the beach can be construed as a public place, and therefore subject drivers and passengers to the provisions of the Road Traffic Code, ie \$500 infringements.

12.2 The patrol vehicle should only be used to transport patients who are able to enter and exit the vehicle themselves with minimal assistance. Anyone more substantially injured should be carried by stretcher off the beach to the nearest car park to rendezvous with the ambulance.

12.3 An injured person conveyed in the tray of the vehicle are likely to have their injuries aggravated by the motion of the vehicle across the uneven beach, which is contrary to the principles of first aid, and may expose the driver to legal risk.



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POLICY STATEMENT
VEHICLE OPERATION POLICY

| |
|---|
| POLICY NUMBER 5.5 Dec 2019 Version: 4 |
|---|

13. ROADWAY AND BEACH USAGE

13.1 Legislative requirements and road rules must be complied with at all times when the vehicle is driven on a roadway and/or beach.

14. ACCIDENT REPORTING

14.1 All accidents must be reported to the Patrol Captain and Director of Life Saving or President, immediately following the accident. All accidents must also be recorded in the Incident Log Book. All information must be obtained at the scene of the accident if possible, including the names and addresses of people involved, vehicle types and registration, photographs and/or diagrams of the incident. Police must be notified in the event of a major accident (involving significant damage to the vehicle or property), multiple vehicle collision or the injury of a person.

14.2 Insurance guidelines which apply to the vehicles, property and/or persons should be complied with and the necessary claims lodged.

15. FAULTS AND DAMAGES

15.1 Any faults or damage must be reported immediately to the Patrol Captain and Director of Life Saving and recorded in the Patrol Log. If any fault or damage compromises the safety of members or the public **DO NOT USE THE 4WD.**

16. SAFE AND EFFICIENT DRIVING

16.1 Safe and efficient driving is the ability to apply a driving behaviour that is consistent with incident-free operations, taking into account the prevailing conditions and factors associated with operational safety.

16.2 The following advice is no substitute for formal training.

16.2.1 Four-wheel drive vehicles and ATVs (cars and light utility vehicles) may only exceed 20km/hr when not in heavily populated areas where speed limits are sign-posted.



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| |
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|---|

16.2.2 The speed limit in heavily populated areas and between the red and yellow flags is 5km/hr. Headlights and Hazard Lights shall be “on” at all times whilst the vehicle is operating.

16.2.3 Safety flags positioned on the vehicle will be used for events that require this safety procedure

***NOTE:** An amber flashing light shall be fitted to the vehicle and “on” whilst the vehicle is operating. An audible reversing beeper shall be fitted to 4WD vehicles (cars and light utilities) and is preferable on other ATVs (Quad Bikes, Gators).*