



**DICKY BEACH SURF LIFE SAVING CLUB  
PROCEDURE NO. ADM012  
USE OF CLUB MOTOR VEHICLES/TRAILERS**

**Document Control**

**Version Control**

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23 April 2017	1	Update of policy	Mobiles Officer
20 October 2017	2	Review of policy	Secretary
30 March 2018	3	Update regarding age taking into account insurance policies	Secretary
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29 October 2020	5	Review of procedure	Secretary

**1. Purpose and Background**

- 1.1 Dicky Beach Surf Life Saving Club has a number of motor vehicles and trailers used on a regular basis by Club Members. These vehicles are governed by insurance policies for the vehicles and stipulating the coverage of persons driving or using such equipment.
- 1.2 Vehicles may also be subject to sponsorship agreements and the use of such vehicles must strictly comply with the terms as set out in any such agreement.
- 1.3 This procedure has been implemented to ensure correct compliance to the insurance policies, agreement guidelines, maintaining the standard and care of the equipment to ensure longevity of the vehicles.

**2. Policy Statement**

- 2.1 Only Club Members are permitted to use any Club vehicle.
- 2.2 Only members who are the holder of a current Queensland driver's licence, and an approved SLSQ or SLSA award (where relevant), are permitted to use the club utility, bus, tractor or equivalent vehicle.
- 2.3 Under no circumstance is a club vehicle to be driven by a member under the influence of alcohol or a drug.
- 2.4 Members who are provisional driver's licence holders are required to display "P" plates while using a Club vehicle.

**3. Applicability**

- 3.1 This procedure applies to Club Members who use and access any club vehicle.

**4. Definitions**

- 4.1 Club Vehicles apply to motor vehicles (bus, car, side by side vehicle, tractor and trailer) owned or leased by the Dicky Beach Surf Life Saving Club.
- 4.2 Club means the Dicky Beach Surf Life Saving Club.

**5. Statutory/Constitution/Other Requirements**



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- 5.1 As some Club vehicles have been obtained through grants or sponsorship there may be specific requirements regarding the use of these vehicles.
- 5.2 Any specific requirements for the use of Club vehicles will be provided by the Mobiles Officer.
- 5.2 The driver of any Club vehicle must comply with the requirements of the Transport Operations (Road Use Management) Act and Regulations and SLSQ and SLSA policies at all times.

**6. Procedures**

- 6.1 Members wishing to use any Club vehicle must book the vehicle by completing the vehicle requisition form available from the Administration Office. (Template No.TEMP020)
- 6.2 The booking is to be made at least 24 hours in advance of the intended use.
- 6.3 Approval for the use of the vehicle will be given by the Mobiles Officer or in that person's absence the Club Captain or Club President.
- 6.4 Vehicles are not to be used for personal tasks, such as, shifting furniture or gardening dump runs.
- 6.5 The 4WD utility is to be used for Surf Lifesaving Services/State 24 hour Emergency Services conducted by the Club.
- 6.6 Club use will take priority over any section within the Club for the use of the Club 4WD utility, especially for 24 hour call out requirements.
- 6.7 Should two sections wish to use the 4WD utility on the same day; the Mobiles Officer in conjunction with the Club President will decide what section will have priority.
- 6.8 The member who will be responsible for the driving of the vehicle must sign the appropriate forms and complete the Log Book held in the vehicle.
- 6.9 Prior to using the vehicle, the driver should inspect the vehicle/trailer and note any damage. The inspection should include, but not limited to: indicators and brake lights working correctly, tyre inflation, brakes, oil/fuel, dents and scratches, two way radio, reverse beeper and emergency flashing lights.
- 6.10 No wet clothing, towels or bathing costumes are to be worn in the vehicle. Sunscreen lotion must be removed or covered before entering the vehicle.
- 6.11 Should an accident or incident occur when the driver has the vehicle in their possession, the driver must provide the following details to any other driver of a vehicle involved in such a collision or any owner of property damaged as result of the incident:
  - 6.11.1 Full name, address, date of birth; telephone number; and licence number;



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- 6.11.2 The telephone number of the Dicky Beach Surf Life Saving Club, and address of the club to enable the person to obtain further details for insurance purposes;
- 6.11.3 The driver should also obtain the full details of the vehicle and driver or property damaged so an insurance claim can be completed; and
- 6.11.4 Should any person be injured as a result of the incident, police must be called and the driver should obtain the investigating officer's details for insurance purposes;
- 6.12 Should an incident or accident occur, causing damage to any Club vehicle, the Mobiles Officer must be advised immediately.
- 6.13 The driver of the vehicle when an incident or accident occurs is responsible for assisting the Mobiles Officer or Administrator to complete the necessary insurance claim form.
- 6.14 Prior to returning the vehicle, the driver is to ensure the vehicle has not less than half a tank of fuel. The vehicle is to be left in a clean state both internally and externally. Any vehicle that has been used on the beach is to be thoroughly washed down after the motor has cooled down, under the chassis, rear tray, wheel arches and brakes. No sand is to be left in or on the vehicle.
- 6.15 A SLSQ 4WD award is required for driving the 4WD utility on the beach.
- 6.16 Should any member not adhere to the instructions as outlined in this procedure that member could be suspended from using Club Vehicles.
- 6.17 The driver/member of the vehicle is responsible for ensuring correct Department of Transport / Sunshine Coast Council / S.L.S.Q / Club rules are obeyed whilst in charge of the club vehicle. Any fines received are the responsibility of the individual driver. The Club will take no responsibility for any fines incurred.

**Authority**

Gavin Mahon  
President