



Anglesea SLSC Policy Document

Reference: 006

Reviewed: 09/2021

TITLE: Operation of Side by Side Vehicles (SSV)

PURPOSE

To ensure Lifeguards, Patrol Captains and patrol members are aware of the safe operation of the SSV vehicles.

INTRODUCTION

The SSV is an expensive and potentially hazardous piece of equipment. All SSV Operators are responsible for looking after the equipment and it is expected that they will treat the vehicle with the utmost care and respect.

The SSV is also a high-profile piece of equipment and attracts attention in use. All operators must be aware of their responsibility and be aware of the image being portrayed to beach users. SSV Operators must remember they are operating the vehicle in their capacity as emergency service personnel. They are not using it for leisure and their actions must foster a positive image of Anglesea Life Saving Club.

POLICY

The SSV is a crucial piece of rescue equipment, however, it was not designed or intended for use in a coastal environment. Immersion and exposure to saltwater has the potential to degrade the performance of the SSV and reduce its longevity. This will be achieved by following the policy points listed below.

1. The operation of the SSV comes under the control of the most senior member coordinating the activity in question;
 - a. Rescue Services: Patrol Captain / Chief Lifeguard
 - b. Training & Assessment: Director of Member Development
 - c. Junior Activities: Director of Youth Development and/or 'Big Nipper'
 - d. Surf Sports: Director Surf Sports
2. Only members aged 18 and over holding a valid driver's licence (probationary or full) may operate the SSV's. Licences must be provided to Anglesea SLSC prior to driving the SSV.
3. Driver's must log the date and time they use the SSV in the SSV log-book kept in the glove box.
4. The SSV should never be driven through salt water, only being driven up and down the Anglesea ramp during low tide. Drivers should plan ahead and move the SSV to the bottom of the boat ramp if there is a rising tide.



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5. During patrol/lifeguard hours approval for SSV use for other life saving related activities should be sought from the Lifeguard Team Leader or Patrol Captain. Use of the SSV for moving an IRB / trailer to or from the beach should be completed promptly and the SSV returned with urgency
6. Doors must be closed and lights used at all times when vehicle is operational.
7. The driver and every passenger must wear a seatbelt while the SSV is operational.
8. Although the SSV may allow for safe transportation of patients, it should be remembered that it is not the vehicle's primary intended purpose. Use of an SSV to transport a patient from the beach to the First Aid Room must be determined by a paramedic and/or the Patrol Captain to be safe and the most appropriate method for transportation. Patients can only be transported in the SSV if they are seated in an appropriate seat wearing a seatbelt (patients are not to be transported in the SSV tray).
9. At the conclusion of a patrol the SSV is to be thoroughly washed down with high pressure system provided and the fuel tank refilled such that it is at least half full. The battery charger is to be connected to the SSV and left on trickle charge.

Driving Speeds:

Crowded areas: **Max. Speed 5km/h**

- Hazard Lights must be on
- Driving to be as close to water's edge as possible but well away from potential salt-water immersion.

Uncrowded areas: **Max. Speed 20km/h**

- Hazard Lights must be on

Rescues: Speed limits as above must be observed
Hazard Lights must be on

Public Roads: All normal traffic laws must be observed

Preparation and Storage:

Prior to patrol the Patrol Captain should check:

- a) Oil, fuel and water levels are satisfactory.
- b) All lights are operating.
- c) Any mechanical defects are identified, recorded and reported to the Gear Steward.



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- d) Store the charger in the glove box during the patrol shift.

Upon completion of patrol the vehicle should be:

- a) Thoroughly rinsed down including under the SSV and wheel guards.
- b) All sand and rubbish removed from inside the vehicle.
- c) Equipment should be removed from vehicle and the SSV and gear should be appropriately packed away in the gear shed/first aid room.
- d) Fuel should be checked for immediate re-use in case of call out.
- e) Any maintenance or repairs required for the vehicle should be recorded in the SSV log book, noted on the whiteboard and the Gear Steward must be notified.

Reporting Damage

1. Damage to the SSV should be reported in the following manner;
 - If necessary the SSV should be removed from service and clearly labelled as 'out of order'
 - Patrol Logbook to be completed (if appropriate)
 - Whiteboard in gear shed to be updated
 - Gear Steward to be contacted with problem and action required clearly outlined



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Anglesea SLSC – Side by Side Vehicle (SSV) Management Process

The following steps are proposed for future maintenance and management of ASLSC's SSV vehicles:

1. Advice concerning repair or replacement of equipment should be directed to the Director Rescue Services who will be responsible for subsequent action.
2. The Director (in collaboration with relevant section members) will assess whether equipment is to be repaired or replaced.
3. Repair or replacement cost estimates will be obtained by the Director or delegated section member/s.
4. The Director will assess what action is to be taken consistent with the Club's Expenditure Policy 013.
5. The Director will determine funding options (either budget, insurance, grant funds or donations) available to support repairs or replacement.
6. In case of purchases of new equipment, a report will be prepared for the Board outlining price options, delivery and servicing arrangements and performance assessment, including comparative trials at Anglesea. The Director will present this to the Board after determining compliance with Expenditure Policy 013 requirements and make recommendations for Board approval.
7. In case of all non-budgeted expenditure above \$5000, or purchases above \$20,000 where funds have been budgeted, the Director's recommendation will be accompanied by three quotes. The Board will determine the most appropriate quote and authorise a Purchase Order.
8. A Purchase Order signed by the Director, and counter-signed by the General Manager, will be sent by the latter who will then supervise purchase and delivery arrangements with the supplier.



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9. The Director will ensure that ongoing maintenance, management, and operation of the vehicle will be conducted in accordance with ASLSC Policy Document 006: Operation of Side-by-Side Vehicles (SSV)