



DATE 17<sup>th</sup> September 2013 amended 15<sup>th</sup> October 2013  
SUBJECT **POLICY AND PROCEDURES IN RESPECT TO MAROOCHYDORE  
SLSC VEHICLES (INCLUDING ALL TERRAIN VEHICLES AND  
TRAILERS) AND FUEL CARDS**

APPROVED BY BOARD of MANAGEMENT

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## **1.1 Introduction**

The Board of Management at the Board meeting 16 August 2006 adopted this Policy, (amended 17<sup>th</sup> September 2013).

### **1.1.1 Overview**

This policy incorporates all previous instructions and guidelines relating to Maroochydore Surf Life Saving Club [hereinafter referred to as the 'club'] vehicle management, and provides club members with the policies and procedures relating to the management of club vehicles, all terrain vehicles (ATVs), trailers and fuel cards.

It details responsibilities and provides instructions on matters relating to all vehicles under the control of the club, including operation, maintenance, delivery, inspections, driving, modification, testing, fuel supply and disposal.

This policy is to be read in conjunction with *The Constitution of the Maroochydore SLSC Inc.*

### **1.1.2 General information**

The club's vehicles, ATVs, trailers and fuel cards are managed by the Chief Executive Officer of the club in consultation with the Director of Surf Lifesaving and under the overview and control of the Board of Management.

The booking and use of the club's vehicles, ATVs, trailers and fuel cards will be at the discretion of the Chief Executive Officer and Director of Surf Lifesaving. Use of the club's vehicles, ATVs, trailers and fuel cards is dependant upon approval by the Chief Executive Officer and/or the Director of Surf Lifesaving (or their nominated delegates e.g. the club Administration Officer) and such bookings must be lodged in a *Booking Diary* which is held in and controlled by the surf lifesaving office. Each entry must include the authorising person's signature.

### **1.1.3 Motor Vehicle Register**

The use of club vehicles by any club member or staff member must be recorded in a *Motor Vehicle Register*. The *Motor Vehicle Register* will comprise a number of recording requirements including date, vehicle registration number, driver's names, speedometer and time in and out, purpose of trip and remarks/damage columns (sample attached as *Appendix 1*). Vehicles are only to be used for approved club or lifesaving duties or functions and not for private use.

### **1.1.4 Vehicle Keys and Fuel Cards**

The keys for the vehicles (and fuel cards), the *Booking Diary* and *Motor Vehicle Register* will be kept in a secure area of the surf lifesaving office under the control of the Director of Surf Lifesaving, the Chief Executive Officer or their delegates.

#### **1.1.5 After Hours Access**

During after-hours (weekends and evenings) the vehicle keys (and fuel cards), *Booking Diary* and *Motor Vehicle Register* must be kept secure in the surf lifesaving office and will be the responsibility of the Duty manager or their delegate. No one is to have possession of any vehicle, ATV, Trailer or fuel card without first having booked a vehicle and/or gained permission from the Director of Surf Lifesaving, the Chief Executive Officer or their nominated delegates except in extreme circumstances e.g. to purchase fuel for beach patrol duties.

Unauthorised use of any club vehicle; ATV, trailer or fuel card will be viewed most seriously.

#### **1.1.6 Patrol Vehicle**

One of the utility-type road vehicles must be made available and be operational at any time the club conducts volunteer patrols on Maroochydore Beach.

#### **1.1.7 Delegation of Responsibility for Vehicles, ATVs and Trailers**

Delegation of responsibility of individual vehicles or trailers may be undertaken at the discretion of the Chief Executive Officer e.g. the Boat Captain being responsible for boat trailers; the IRB Captain being responsible for IRB beach and road trailers; Director of Surf Life Saving being responsible for ATV, IRB beach and road trailers generally. The CEO will be responsible for placing before the Board of Management a definitive list of responsible members.

#### **1.1.8 Modifications**

Modification of club vehicles, ATVs and trailers is the responsibility of the Chief Executive Officer. No supplier is to be encouraged to provide equipment and/or accessories for installation on any club vehicle, ATV or trailer and no member is to make or authorise such modifications other than through the Chief Executive Officer e.g. carrying racks on vehicles.

Individual members are encouraged to make representation through the appropriate board to the Chief Executive Officer as to any suggested safety or operational modifications which may benefit the club.

Generally, club vehicles and trailers will not be modified to suit the perceived requirements of one member.

#### **1.1.9 Care of Club Assets**

The condition of club vehicles and trailers at the time of sale or disposal is critical to the continued high standard of vehicles being purchased for club use. The support of all drivers/operators of club vehicles and trailers is imperative to the general care of these club assets.

Very high costs are incurred at time of sale or disposal in relation to refurbishment of paint and upholstery. Caution must be exercised when carrying any goods on the seats or in the rear of club vehicles.

#### **1.1.10 Correspondence**

All correspondence concerning club vehicles and trailers must make reference to the make/model and the registration number.

### **1.2 Responsibilities**

#### **1.2.1 Responsibilities of the Chief Executive Officer**

The Chief Executive Officer will maintain a Master Club Vehicle List that will contain the following for all club vehicles, ATVs and trailers:

- I.] the registration number;
- II] the make and type of vehicle; and
- III.] relevant service, repair, transfer and disposal information.  
(n.b. vehicle includes ATV)

The Chief Executive Officer, in consultation with the Board of Management, is responsible for the following:

- \* Monitoring and controlling the maintenance of the club's vehicles and trailers.
- \* The authorisation of mechanical and panel repairs, servicing and maintenance to all club vehicles and trailers.
- \* Club vehicles being properly maintained, serviced and kept in a clean condition.
- \* Scheduled servicing being carried out promptly and efficiently when specified by the number of kilometres travelled and in the manner indicated in the relative instructions, and that the vehicle is given regular and thorough maintenance.
- \* Repairs and maintenance to vehicles being performed to an acceptable standard, notwithstanding that members are generally not qualified to assess the quality of the workmanship connected with the maintenance to motor vehicles.
- \* Ensuring club vehicles are ready for immediate use when required.
- \* Weekly inspections are made of club vehicles for accuracy of use, damage, cleanliness and need for maintenance.
- \* Where damage is observed or reported, inquiries are made as to the driver at the time of the incident and the circumstances under which the damage was sustained.
- \* The research of and any subsequent modification of club vehicles and trailers.
- \* Arranging prompt repair or replacement of club vehicles and trailers damaged in incidents.
- \* The evaluation of vehicles as to suitability for club purposes.
- \* Monitoring market trends of vehicle sales to ensure best return on club vehicles at time of sale.
- \* The timely purchase and disposal of club vehicles and trailers.
- \* Arranging quotes and purchasing vehicles and trailers upon Board of Management approval.
- \* Monitoring vehicle/trailer accident damage costs and providing advice to the Board of Management.
- \* Liaising with the Board of Management and the various Directors concerning requests for changes of vehicle type and /or requests for vehicles required for particular applications.
- \* The maintenance and amendment of the Master Club Vehicle List.
- \* Ensuring that all club vehicles, ATVs, trailers and fuel cards are used strictly for official purposes and only where the use of a club vehicle, ATV, trailer and fuel card is necessary.
- \* Ensuring that no extra items of any kind are fitted to any club vehicle without the authority of the Chief Executive Officer and/or Director of Surf Lifesaving. These items include tyres, wheel suspension components and racks.

- \* A *Booking Diary* is used for the use and operation of vehicles.
- \* A *Motor Vehicle Register* is properly used and maintained.
- \* A daily inspection is made of the *Motor Vehicle Register* and *Booking Diary* to ensure that all relevant particulars are recorded correctly.
- \* The keys and fuel cards of all club vehicles are retained in a secure area of the surf lifesaving office when the vehicles are not in use. After hours, on weekends and public holidays the keys, fuel cards, *Motor Vehicle Register* and *Booking Diary* are to be kept in the surf lifesaving office and controlled by the Duty Manager or their delegate.
- \* On public holidays when the Supporters Club is closed, prior arrangements must be made in respect to the use of vehicles and fuel cards.
- \* Fuel dockets are retained and used for monthly expenditure control and audit purposes.
- \* Members correctly record odometer readings when fuel is purchased with a fuel card.
- \* The use of fuel is also recorded when fuel is purchased with a fuel card for IRB and ATV use.
- \* Club vehicles are not taken home by club or staff members unless authorised by Director of Surf Lifesaving, the Chief Executive Officer or their delegates and, where available, home-garaged.
- \* Ensure that accidents or traffic infringements involving club vehicles are investigated by:
  - the Chief Executive Officer;
  - Director of Surf Lifesaving; or
  - their delegates.
  
- \* Ensure that the correct Driver Qualifications are held i.e. Operators shall be 17 years of age and shall:
  - Hold a Driver's License – Provisional or Open (For provisional license holders 'P' plates must be displayed as per Queensland Transport Regulations.)
  - Be a financial member of an affiliated Surf Life Saving Club
  - Be a proficient SLSA Award holder for ATV and have completed the ATV induction.\*
- \* **\*Amended 15<sup>th</sup> October 2013**
- \* Ensuring all drivers of club vehicles are aware that they are responsible for any damage to that vehicle or any property or for any traffic infringement committed whilst the club vehicle is in their possession.

### **1.2.2 Responsibilities of drivers/operators**

Prior to using any club vehicle or ATV the driver/rider will:

- \* Ensure that they hold the correct Driver Qualifications i.e. Operators shall be 17 years of age and shall:
  - Hold a Driver's License – Provisional or Open (For provisional license holders 'P' plates must be displayed as per Queensland Transport Regulations.)
  - Be a financial member of an affiliated Surf Life Saving Club
  - Be a proficient SLSA Award holder for ATV and have completed the ATV induction.\*

**\*Amended 15<sup>th</sup> October 2013**

- \* Familiarise themselves with the information contained in the owners handbook for that particular model of vehicle, especially the section covering the location and operation of all controls and the warranty provisions applicable.
- \* Fully inspect the vehicle for any damage and if any is detected report such damage to the Director of Surf Lifesaving, the Chief Executive Officer or their delegates.
- \* Ensure that the vehicle has been properly serviced and is ready to undertake a long trip if necessary.
- \* Check the fuel supply and if necessary fill the tank.
- \* Ensure that if a long trip is to be undertaken, the necessary tools and equipment are carried.
- \* Ensure that all tyres (including the spare) are correctly inflated and in satisfactory condition.
- \* Ensure that all items of equipment are in proper working order.
- \* In the case of the club ATV, the operator must be properly inducted in the use of that machine and suitably endorsed by Surf Life Saving Queensland.

While using any club vehicle every driver/operator will:

- \* Ensure that any spillage or soiling of the vehicle interior is cleaned immediately.
- \* Ensure that no food or rubbish is left in the vehicle.

At the completion of use of the vehicle, every driver/operator of a club vehicle will:

- \* Ensure that the club vehicle is properly secured and left at the club.
- \* Ensure that the club vehicle has sufficient fuel for an emergency call-out if required.
- \* Deliver the keys to the Director of Surf Lifesaving, the Chief Executive Officer or either of their delegates.
- \* Enter all relevant particulars in a *Motor Vehicle Register*.

**1.2.3 Behaviour of members in Club vehicles<sup>1</sup>**

- \* Any reckless driving or speeding in the Club vehicle will result in disciplinary action being taken against the driver/operator and the member in charge of the vehicle.
- \* Any misconduct in and around the Club Vehicle will result in disciplinary action being taken against the member[s] responsible for the misbehaviour and the member in charge of the vehicle.

**1.3 Fuel cards**

**1.3.1 Issue of fuel cards**

Individual fuel cards are issued for the purchase of fuel for all club motor vehicles, inflatable rescue boats and all terrain vehicles.

The issue of fuel cards is arranged through the Chief Executive Officer.

Fuel cards are only to be used for the purpose of:

- \* obtaining unleaded fuel for the vehicle for which the card is issued; and/or
- \* unleaded fuel to fill jerry cans for inflatable rescue boats and all terrain vehicles.

Under no circumstances is premium unleaded fuel to be purchased.

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<sup>1</sup> Inserted as a result of Judiciary recommendations 02-02-08

### **1.3.2 Use of fuel cards**

A fuel card is only to be used to make purchases for use in the vehicle for which the fuel card is issued or for jerry can fuel for inflatable rescue boats and all terrain vehicles.

When a fuel card is used in the refuelling of a vehicle, the customer copy of the transaction receipt is to be retained and filed at the surf lifesaving office. These transaction receipts are to be maintained in appropriate batches by vehicle registration number and month.

All fuel purchased on a fuel card must be signed for at the point of purchase. These copies must be kept for expenditure control and audit purposes.

Accurate odometer readings must be given to the fuel supplier when refuelling a motor vehicle. The use of fuel per kilometre will be identified and action will be required when usage is considered to be excessive.

### **1.3.3 Loss or damage to fuel cards**

Notification of a loss of or damage to a fuel card is to be forwarded immediately the Chief Executive Officer.

A report outlining the circumstances surrounding the loss of, or damage to the fuel card is to be forwarded to the Chief Executive Officer for such attention as is considered necessary.

The supply of a new card and amendment to the records will be arranged by the Chief Executive Officer on a priority basis.

## **1.4. Motor vehicle insurance/accident damage**

### **1.4.1 Damage to club vehicles**

Club vehicles are to be comprehensively insured. for drivers aged under 25<sup>2</sup>

All damage repairs are to be strictly monitored and controlled. In any instance where a club vehicle is damaged, contact is to be made in the first instance with Chief Executive Officer. Advice will be given as to how to arrange repairs.

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<sup>2</sup> Added as a result of Judiciary recommendations 02-02-08