

Safe use of Club-tow vehicle



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Safe use of Club-tow vehicle

1. Objective

To ensure the safety of those authorised personnel with direct requirements to use the Club tow-vehicle as well as bystanders or any other person affected by the use of this vehicle.

NOTE: This instruction is to be read in conjunction with SOP016 Safe Launch and Retrieval of RHIB's.

2. Scope

To detail the appropriate driving protocol and vehicle aids provided to assist the driver to safely perform required task(s).

3. Authorized drivers

Authorized personnel are personnel who have either previously been inducted to drive the Club's launch/retrieval vehicle(s), or have otherwise applied and have been approved to drive this road vehicle by a COM representative or their agent.

A copy of their driving licence must be made available for filing in the qualification folder located in the front office, also the driver is to inform the Club of any misdemeanors resulting in the loss of their licence.)

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4. Vehicle specifications



Toyota Hilux twin cab utility with high and low range gear provision.



Conduct visual inspection of vehicle before use, e.g. ensure tyres are inflated.

Record (take pic) and report any damage.



Manual handbrake to be applied whenever the vehicle is left parked, particularly on the boat ramp where the driver must also remain within vehicle at all times.

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Hi and low range gear selector.

Select hi-range for general road use.

Select low-range for launch and retrieval of boats on the ramp or other heavy duty tasks.

Required gear range is engaged using the selector floor shift whilst driving forward or in reverse, there is no need to stop the vehicle when making this adjustment.

The low range must only be engaged whilst vehicle is travelling in a straight line, once vehicle has to manoeuvre hi-range must be selected.



Vehicle is equipped with front and rear tow-bars.

Front mounted tow-bar preferable for boat launch and retrieval as this provides maximum vision and optimum manoeuvrability of trailer.

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Rear mounted tow-bar for towing trailer as required.

A round type electrical connection plug is provided for trailer, an adaptor loom to accommodate rectangular electrical plug type is available on request to Rear Commodore or their agent.



Vehicle equipped with front camera to assist with trailer hook-up.



Front camera displays on rear vision mirror to provide view of front tow-ball.

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Rear camera view can be also displayed on rear vision window.

Select up/down arrows to determine desired display.



Vehicle equipped with protective liner and drop-down tail-gate to facilitate loading.

5. Other Requirements

- **Before vehicle is driven ensure that the surrounding area is clear and that all persons are aware of what is about to happen.**
- **Appoint a 'spotter' person to oversee proceedings, particularly whilst reversing.**
- The log-book within the vehicle must be maintained for trips outside of the Club premises.
- Vehicle maintenance must in accordance with the manufacturer's service guide; responsibility for this maintenance is assigned to the Rear Commodore or their agent.
- All vehicle malfunctions and additional service/maintenance requirements must be reported to the responsible party.
- The vehicle keys are located on the keyboard in the front office, these must be returned to the hook provided at the sign-on desk after boat

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launching, the vehicle must be left locked at the side of the ramp (not on the grass) after use.

- After the day's activities the vehicle keys must be returned to their appointed hook on the keyboard in the front office, or otherwise if office access is not available, to the keyboard in the racing locker (to the right just inside the door).
- The vehicle's access to the grassed area is to be kept to a minimum. I.e. only to access a trailer or return same to grassed area.
- The vehicle may be left parked securely on the deck at the end of the day's activities.
- Vehicle access onto the deck is to be kept minimal and primarily to access club boat trailers only.