

## KURRAWA SLSC POLICY

<b>Title:</b>	Use of Vehicles Policy
<b>Release Date:</b>	6 <sup>th</sup> October 2023
<b>Last Review Date:</b>	
<b>Area</b>	Vehicles
<b>Summary</b>	The purpose of this policy is to outline the rules and process for the use of club bus or other transportation vehicles (such as the utes and hire vehicles) by club members for various club specific purposes, such as traveling to and from approved events, team-building activities, or other club related functions.

### **Purpose of the Policy:**

The Kurrawa bus and vehicle policy helps ensure the safety, comfort, and smooth operation of club-related transportation activities while minimising risks and liabilities. This policy should be communicated to all relevant parties and readily available for reference. Additionally, it's important to regularly educate club members about the policy to promote compliance and safety.

The Kurrawa Surf Life Saving Club through donations from the Kurrawa Supporters Association owns 1 x 12-seater Toyota Hiace Commuter Minibus, and 2 x Mitsubishi dual cab Triton utes (5 seaters) for the use of the Kurrawa members.

The utes are assigned to the Head Coach and the Junior Activities Head Coach for the season and are part of their employee benefits and are therefore primarily for their exclusive use.

### **Authorised Users:**

The vehicles are for the use of active club members, including coaches, and staff. Parents of members volunteering to drive will need to become club members to be covered by insurance.

### **Reservations and Scheduling:**

The bus can be requested for travel to endorsed activities. The availability for the bus is managed by Rob Pollock and can be booked as required and if available for activities involving six or more members. For activities for five or less members the use of private vehicles or swapping out one of the utes is recommended.

The process for reserving the bus is by written request to Rob Pollock at [lifesaving@kurrawasurf.com.au](mailto:lifesaving@kurrawasurf.com.au). Each request will be prioritised to the needs of each section and will be at the discretion of Rob Pollock and the Board of Management.

**Driver Requirements:**

- Must have a valid open Australian Drivers licence.
- Must be Over 25yrs
- 2 years minimum licensed driving experience in Australia
- Hold a current QLD blue card or interstate working with children check.
- Vehicle log of operations to be completed by all drivers.

**Fuel and Condition report:**

Fuel to be managed by driver or Rob Pollock.

Weekly maintenance and condition reports managed by Kurrawa Old Boys and Rob Pollock.

**Vehicle Safety and Maintenance:**

Vehicle maintenance to be managed by Rob Pollock.

Vehicle must be kept roadworthy at all times.

**Use of Buses:**

The bus can be used for transportation to and from club-endorsed activities.

**Alcohol and Drug Policy:**

Alcohol and drug use is prohibited on club vehicles. There will be a zero tolerance.

Members will face disciplinary action through the Judiciary Committee.

**Behaviour and Conduct:**

Appropriate behaviour and conduct while on the vehicles is expected at all times by drivers and passengers. It is important to respect fellow passengers, drivers, the general public and the vehicle itself. The vehicles display our Kurrawa brand and that of sponsors, so all persons must uphold the Kurrawa values and abide by the rules of the road including speed limits and courteous driving.

**Seatbelts and Seating Arrangements:**

Whilst transporting members safety is always the highest priority use of seatbelts and maintaining proper seating arrangements is mandatory. "No Seat Belt-No Travel"

**Emergency Procedures:**

In case of accidents, breakdowns, medical emergencies, or other unforeseen incident the club must be informed immediately.

**Prohibited Items:**

Alcohol, drugs and hazardous materials must not be transported on the vehicles.

**Luggage and Equipment:**

The packing of and transportation of sports equipment, luggage, and personal belongings is the responsibility of the driver and it is imperative to ensure all is within legal requirements and safety of the passengers. All trailers must be secured and lights tested. All equipment must be strapped down and not hazardous to other road users or passengers.

**Insurance Coverage:**

All drivers must be over the age of 25 and have at least 2yrs licensed driving in Australia.

**Cancellation and Reallocation**

The club reserves the right to cancel bookings and reprioritise the use of the vehicles at the direction of the General Manager and Board of Management.

**Compliance and Consequences:**

Members not complying with the bus and vehicle policy will be prevented from further use and their membership to the club could be suspended or expelled based on the severity of the conduct.

**Review and Updates:**

This policy is valid from 3 October 2023 and will be reviewed as required.

**Acknowledgment and Consent:**

Members must acknowledge and consent to the policy's terms and conditions before being provided the keys.